Welcome to the Business Meeting for your new Elementary School Library Access Mini-Grant!

We’ll help you test your audio and video, then settle in and we will get started at 10:00MDT (9:00PDT).
PRO TIPS FOR VIRTUAL MEETINGS

When not speaking, please mute the audio.

If you must step away, please mute the audio & video.
GOALS OF THE GRANT

Round 1 Grant:

Increase the amount of reading done in homes of children in developmental preschool programs, kindergarten, and first grade.

Increase access to age-appropriate quality nonfiction and fiction titles in elementary school libraries.

Increase the number of children reading on grade level.

(see your grant agreement)

Round 2 Grant:

Increase the amount of reading done in the homes of students in developmental preschool programs, kindergarten, and throughout elementary school.

Increase access to age-appropriate quality nonfiction and fiction titles in elementary school libraries.

Increase the number of students reading on grade level.

Increase school libraries’ financial support from their school districts.
1) **Grantee Map** - see who all the grantees are
2) **Grant Agreement** – **MUST SIGN, COPY & SUBMIT**
3) **Grant Management Best Practices/Tip Sheet** – lessons learned
4) **Grant Timeline** – suggested implementation
5) **Grant Application** - copy for your records
6) **Award Letter** – copy for your records
7) **Interim Report** – for you to preview
8) **Final Report** – for you to preview
9) **Financial Report Examples** - two samples provided on the ICfL website
2020-2021 School Library Mini-Grant Sites

$116,000 AWARDED TO 27 SCHOOLS

Round 1: $45,000 to 10 schools
Round 2: $71,000 to 17 schools
USEFUL PARTS OF THE GRANT AGREEMENT

Your Grant Number: in the top right corner.

List of the requirements: When you return home: print the Grant Agreement and read it again.

Signature Page: Sign your Grant Agreement and circulate it to the School Principal and Superintendent for signatures.

All the due dates: Keep the Agreement with your grant materials. Transfer the deadline dates to your calendar.

Detachable Signature page: Once you have all the signatures at your end, scan the signature page and email it to Jamie or Jeannie.
Grant Agreement #: SLAS 21-50

Project Name: Read to Me State Funds, School Library Access (Round 1)

IDAHO STATE FUNDED READ TO ME GRANTS
As administered by the
Idaho Commission for Libraries
State of Idaho

GRANT AGREEMENT between Idaho Commission for Libraries
And A Great School District #0 / A Great Elementary School

This AGREEMENT made and entered into by and between the Idaho Commission for Libraries (ICIL), hereinafter known as the GRANTOR, and A Great School District #0 / A Great Elementary School, hereinafter known as the GRANTEE.

The GRANTOR is the administrator of State funds provided through the State of Idaho. The GRANTOR has approved the application submitted by the GRANTEE, and that application is by reference attached to this AGREEMENT, as Exhibit A.

The GRANTEE has applied for funds to implement the project outlined in Exhibit A of this AGREEMENT. The GRANTOR and the GRANTEE are willing to cooperate on said project, and agree to and execute this AGREEMENT according to the following terms and conditions:

1. This project will not begin before August 1, 2020 and ICIL’s receipt of the signed grant agreement.

2. The Read to Me State Funds will be disbursed to the GRANTEE via electronic transfer by September 30, 2020, providing the grant agreements have been received and signed.
## Useful Parts of the Grant Agreement

1. **Your Grant Number**: in the top right corner.
2. **List of Requirements**: When you return home: print the Grant Agreement and read it again.
3. **Signature Page**: Sign your Grant Agreement and circulate it to the **School Principal** and **Superintendent** for signatures.
4. **All the Due Dates**: Keep the Agreement with your grant materials. Transfer the deadline dates to your calendar.
5. **Detachable Signature Page**: Once you have all the signatures at your end, scan the signature page and email it to Jamie or Jeannie.
PLAN B: CONTINGENCY PLAN IF LEARNING IS NOW OR BECOMES REMOTE

- How will books be circulated to your students, especially the grades targeted in your grant?
- How will all the grant money be expended if you or your financial team are working from home?
- How can family literacy events be held remotely or virtually?
- How will you have access to the data needed to complete reporting?
- Other issues to consider?
SCHOOL LIBRARY ACCESS GRANTS — THE BIG PICTURE

$116,000 TO 27 GRANTEES ACROSS THE STATE!

Round 1 Grants - 10
Grant period:
August 3, 2020 to April 16, 2021

Round 2 Grants - 17
Grant period:
August 3, 2020 to April 16, 2021

*See Grant Map for illustration of all grantees throughout the state.
GRANT REQUIREMENT HIGHLIGHTS

Round 1 Grant:

- All K & 1st graders will be allowed to check out more than one book per week starting in their first semester of school.
- Have a developmental preschool program? All children enrolled in that program will be allowed to check out more than one book a week starting in their first semester of school.
- All grant funds will be spent on age-appropriate books for pre-K, K or 1st grade students. Funds can be spent on fiction or nonfiction books, but at least 40 percent of the funds must be spent on nonfiction books.

Round 2 Grant:

- All students in all grade levels are allowed to check out and take home more than one book per week starting the first semester of school.
- All students in all grades will be allowed to check out and take home nonfiction books.
- Grant funds will be spent on age-appropriate fiction and nonfiction books for all students in the school.
- Up to 20% of the grant funds may be used for allowable purchases made to meet outreach and family event requirements of the grant.
E-books and e-audiobooks are allowable purchases

Consider:
How will students access them?

Consider:
Do students have devices on which to read?

Consider:
Do students and parents know how to access digital content?

Consider: what plan is in place to provide access beyond the grant year?
GRANT NO-NO’S:

- AR tests and supplies are not an allowable purchase with these grant funds.
- Subscription services are not allowable purchases.
- Up to 5% of the grant award can be spent on book processing supplies.
GRANT DATES TO REMEMBER:

- Grantees will complete two grant reports:
  - Interim Report: Jan. 15, 2021
  - Final Report: April 16, 2021
- February 26, 2021: 100% of funds must be obligated
- March 31, 2021: 100% of funds must be spent
- April 1, 2021: Unspent funds must be returned.
**Grant Timeline**

- **9/15/20:** Grant Agreement Postmark Deadline
- **10/20:** Place 1st Book Order
- **11/20:** Place 2nd Book Order
- **1/15/21:** Interim Report Due
- **1/15/21:** Place Final Book Order
- **2/26/21:** All Grant Funds Must be Obligated
- **3/31/21:** Project Complete! 100% of Grant Funds should be spent and invoices paid.
- **4/16/21:** Final Report Due
- **3/31/21:** Project Complete! 100% of Grant Funds should be spent and invoices paid.
1. After training, establish a location where you will keep all grant-related documents.

2. Read the full grant agreement, interim and final report forms. Be sure you understand the requirements and what data should be collected.

3. Add all the grant deadlines to your calendar. Then add pre-deadline reminders.


5. Find out in advance how to order books, pay vendors & request grant expenditure reports through your district office/processes. Make sure district has a copy of grant agreement and understands reporting requirements.

6. Post ICfL Contact Sheet. Use us a resource and call or email anytime you have questions! Keep us in the loop if grant staff changes.
1. If you leave during the grant cycle, please let us know.

2. Spend all the grant money. **ALL.** Every penny. By March 31, 2021.

3. Add all the grant deadlines to your calendar. Then add pre-deadline reminders.

4. Make sure ICfL email addresses are whitelisted and check the junk mail regularly.

5. Attend SLA Mini-Grant chats.
**INTERIM GRANT REPORT**

**Round 1 Grant -**

- Read the sample report questions on the website before you begin implementing grant – know what data you will need to track and what financials you will need to report.

- Submit a list of book titles you have purchased thus far (copy of order summary, packing slip, or Excel/Word doc are all Ok if they list the titles).


- Financial update required.

**Round 2 Grant -**

In addition:

- If you’ve not held your family/outreach event yet, you might include a brief sketch of your plans in the interim report.

- If you’ve not yet done your additional professional development activity, you might include what you plan to do.
WHAT DO YOU MEAN BY “DATA?”

**Hard data:**
- Circulation statistics
- Count of books/words/time read
- Number of visits to the library
- Demonstrable improvement in literacy skills.
- Other?

**Soft data:**
- Quotes from students, teachers, parents
- Anecdotes of adventures in the library
- Relayed stories about improvement in reading from teachers.
- More?
Obligation deadline (i.e. a PO) of February 26, 2021

Spending deadline of March 31, 2021

There should be no dollars or cents left by March 31st. Consider spending $20 - $30 more than grant award to ensure this.

Final report deadline – submitted by April 15, 2021

Only submit lists of book titles you have purchased since the Interim Report.
TIPS FOR WRITING A GREAT REPORT

- Use the electronic form. We will include the link in communications and on our website.
- Read the questions carefully and answer them using clear language.
- Be careful with the use of “they” “it” “things” and other non-specific language.
- Use that data gathered throughout the reporting period.
- Have a colleague that is unfamiliar with the grant proofread for clarity of meaning, spelling, grammar, punctuation.
- Use specific examples.
DETAILS MATTER:

Let’s eat Grandma!

vs.

Let’s eat, Grandma!
BOOK SELECTION

- Assess current collection (See Collection Development)
- Reviews and Booklists!!!!! (See handout)
- Student Requests
- Bilingual/Cultural Books (See ELL)
- Wish List/Teacher Suggestions
- Home vs. classroom
- Avoid the “One-Stop Shop”
- Keep grant timeline in mind

- Books that are appropriate for 4 – 7 yr.-olds (Round 1)
- Books for PK-6 – Out-of-School (Round 2)
GETTING THE MOST BANG FOR YOUR BUCK

Grant Requirement:
No more than 50% with one publisher

Publisher vs. Vendor:
Publisher primarily sells own books (Scholastic, Gum Drop, ABDO, Usborne)
Vendor sells multiple publishers’ books (Barnes and Noble, Ingram, Follett, local independent books stores)

Many local vendors offer discounts and free shipping

Avoid the “Package Deals”
OTHER THINGS TO THINK ABOUT

Interest level vs. reading level
OTHER THINGS TO THINK ABOUT

Vendors and processing fees: 5% can be money well spent.
OTHER THINGS TO THINK ABOUT

Spend a little over the grant amount.

Aim to spend nearly all your funds in the first semester.
Don’t wait!

Use older books for “practice” with the new circulation policy until your new books are entered into your system.
BOOKS AND BACKPACKS ARE BUDDIES!
“We really emphasized the “Books and Backpacks are Buddies” approach at the beginning of the year and have had very few lost books. -librarian at Burton Elementary
QUARANTINE FOR 72 HOURS TO SANITIZE LIBRARY BOOKS
Increase the amount of reading done in homes of Idaho children in developmental preschool programs, kindergarten, and first grade (K-6 for Round 2 Grantees!)

BACK TO THE #1 GOAL OF THE PROGRAM

Need to go beyond checking out books to achieve this goal …
Q & A TIME — WHAT QUESTIONS DO YOU HAVE?

- Grant implementation
  - Check-out policy
  - Book ordering/book vendor
  - All other questions

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- Financial reporting
  - Allowable expenditures
  - Other fiscal questions

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