

Recommended Timeline

School Library Access Mini-Grant

■ Required

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August 2022:

- **Attend regional School Library Access for All Training and SLA Mini-Grant Business Meeting.**
- Circulate the application/grant agreement to refresh the memories of those whose agreement was required to apply:
 - School District Superintendent
 - School Principal
 - School Librarian
 - Fiscal team member assigned to the grant
- Contact district financial person to inform them of your connection with this grant and clarify purchasing procedures, timelines, forms, rules, etc. For more detailed information, see items in October. Develop a plan to spend the grant funds in the event of remote access.
- If systems aren't in place already, set up systems to collect the data you will need.
- **Transfer grant deadline and benchmark dates to your master calendar and set reminders of tasks that must be done to meet the deadlines.**
- Consider what would be most useful for the PD requirement.
- Start researching titles to consider for purchase. Read reviews, search for booklists, award-winners, and award-winning authors. **Allow plenty of time – it takes time to read reviews and make decisions for the best materials for the collection.**

September 2022:

- **September 1, 2022 – beginning of grant funds distribution to grantees (provided the SLA Business Meeting and Supporting Beginning Readers has been completed).**
- Those subject to the 10% matching requirement should verify matching funds have been moved to your library account or that some other arrangement has been made for access to those funds.
- Analyze the collection. Start weeding if needed, then determine what categories of books needed to fill the most pressing needs within the grant requirements.
- Use the sample letters provided on the [Mini-Grant page](#) to educate parents and teachers about why it's important to get books into the hands of young students.
- Communicate with teachers to review new procedures you implement in the library.
- Continue researching titles to consider for purchase.
- Recruit a team to help with physical processing (spine labels, bar codes, shelving etc.). Student helpers? Parent volunteers?
- Read Interim and Final Report question samples to anticipate information to collect during the grant program.
- Begin practicing book check out, care, and return routine with students. Introduce Books and Backpacks are Buddies.

October 2022:

- If you've not already, meet with the district financial person to learn about:
 - What is the procedure and timeline for the purchase/invoice/receiving cycle?
 - How much lead time is necessary to get 100% of your grant money spent by the time all funds must be obligated?

- How much lead time does your district contact need to provide you the correct financial reports for you to submit with your reports to ICfL?
- Can they provide you with a monthly report so you can track your progress?
- How do you read the financial report?
- Who is the purchasing agent? Is it a different person?
- Finalize procedures in the event school is conducted remotely.
- Place your first book orders. Remember – don't spend it all in one place.

November 2022:

- Get input from students and teachers. Do a survey, meet with teachers, have conversations! Remember – these funds are for library books, not classroom books.
- Place your second book order.
- Consider hosting your family event to share literacy information and the new books with your students' families. Celebrating Idaho Family Reading Week (November 7-13 or any week in November) is a great opportunity to share your library (virtually or in person) with families!

December 2022:

- Place your final book orders. Successful grantees usually have the grant money spent or obligated before winter break. Some may want to hold a little back for the winners of the YMA's.
- Check on backordered titles. Be ready to place new orders if titles are backordered.
- Request a financial report from the district office before you leave for break to include with your Interim Report (due in January).

January 2023:

- Start work on the Interim Report right after the break. If you have been collecting data and tracking money throughout the semester, this shouldn't take long.
- January 20, 2022: Interim Report due.**
- ALA's Youth Media Awards are announced at the end of January 2023.

February 2023:

- Double check that financial reports are in order and that **100% of the grant funds are on track to be spent**. This is the time for last minute purchases (consider purchasing locally to avoid additional back orders) to submit orders to compensate for backordered titles, if needed.
- Mid-February: request financial report confirming the March 3, 2023, obligation benchmark will be met. Check with your district financial contact about this report.

March 2023:

- March 3, 2023: All grant funds must be obligated.**
- Register for Summer Summit 2023 for School Librarians! Registration will open after spring break season.**
- March 31, 2023: 100% of funds must be spent and invoices paid. Not even a penny can be left over!**

April 2023:

- April 14, 2023: End of SLA Mini-Grant period. All grant funds that are unspent and unobligated must be returned.**
- April 28, 2023: Final report due. Submit electronically by 11:59pm.**

Sometime during the Grant period:

- Host a family reading event
- We strongly suggest that grantees participate in at least one additional professional development activity during the grant period.

Congratulations! You have completed the SLA mini-grant program!