

Recommended Timeline

2023-2024 School Library Access Mini-Grant

Required

Recommended

September 2023:

- 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 Librarian
 - School Principal
 - Grant fiscal team member
- Contact district financial team 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.
- 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.
- If you've not already, 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 15, 2023– grant fund distribution to grantees begins (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 are needed to fill the most pressing needs within the grant requirements.
- Communicate with teachers to review new procedures you implement in the library.
- Continue researching titles to consider for purchase.
- 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.
- Check in during SLA Mini-Grant Office Hours with any questions or concerns. [Meeting link is on the SLA Mini-Grant website.](#)

October 2023:

- 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 meet the obligation and spending deadlines for 100% of your grant funds?
 - 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?
- Place your first book orders. Remember – don't spend it all in one place.
- Recruit a team to help with physical processing (spine labels, bar codes, shelving etc.). Student helpers? Parent volunteers?
- 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.

- Check in during SLA Mini-Grant Office Hours with any questions or concerns.

November 2023:

- 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](#) (Nov. 6-12 or any week in November) is a great opportunity to share your library (virtually or in person) with families!
- Check in during SLA Mini-Grant Office Hours with any questions or concerns.

December 2023:

- 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).
- Check in during SLA Mini-Grant Office Hours with any questions or concerns.

January 2024:

- 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 will be announced January 22, 2024.
- Check in during SLA Mini-Grant Office Hours with any questions or concerns.

February 2024:

- 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, 2024, obligation benchmark will be met. Check with your district financial contact about this report.
- Check in during SLA Mini-Grant Office Hours with any questions or concerns.

March 2024:

- March 3, 2024: All grant funds must be obligated.**
- Apply for Summer Summit 2024 for School Librarians! will open after spring break season.**
- March 31, 2024: 100% of funds must be spent and invoices paid. Not even a penny can be left over!**
- Check in during SLA Mini-Grant Office Hours with any questions or concerns.

April 2024:

- April 14, 2024: End of SLA Mini-Grant period. All grant funds that are unspent and unobligated must be returned.**
- April 28, 2024: Final report due. Submit electronically by 11:59pm.**
- Check in during SLA Mini-Grant Office Hours with any questions or concerns.

Sometime during the Grant period:

- Host a family reading event**
- Participate in at least one additional professional development activity during the grant period.**

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