

Questions to expect on the 2020-2021 Bucks for Books Final Report:

**PART I: Contact Information**

**PART II: Narrative Report**

1. How many books were each grade allowed to check out each week from your library to take home? Fall and Spring statistics are collected as separate data points.
2. Please describe any challenges or feedback you've received as a result of checking out books for students to take home during the 2020-2021 school year.
3. What was the biggest success in your project? Some possible examples: an increase in the amount of reading done by students; a change of heart of teachers in regard to students taking books home to read; or a revitalized reading culture at the school.
4. How many books circulated this year for each grade during the program period (January 4, 2021 – April 15, 2021) compared to the same time last year? This question is asked with the knowledge and understanding that schools were closed much of the Spring of 2020, and the structure of the Spring 2021 semester is uncertain. This information should be available through the reporting feature of your library's ILS.
5. How many books have you purchased with your Bucks for Books Program funds?
6. Did you purchase e-books and/or e-audiobooks with your grant funds?
7. If so, please describe:
  - a. How did you provide access to all students?
  - b. How did you make the books discoverable?
  - c. What vendor/app/program did you use?
  - d. Please provide information about the successes/challenges of purchasing and providing digital books.
8. Please attach an order summary, packing slip, or Excel/Word doc list showing the book titles you have purchased from your suppliers. Scan and save your documents as a PDF and attach them here.

**PART III: Financial Report**

9. Acknowledgement of understanding of financial reporting requirements:

Per the terms of the grant agreement, grantees are not required to submit invoices or receipts for book purchases to ICfL as part of the financial reporting for this grant. Rather, responsibility for maintaining project financial records during the grant period and for a period of three years after the completion of the project falls to the grantee, i.e. the school district. Please work with your school district office or school office manager to complete this section of the grant report.

10. What is the amount of your grant award?
11. Attach financial report following these instructions:

Individual receipts or invoices are not required for this grant report. Instead, please attach a final Transaction Detail Report to demonstrate how your grant funds were spent. This type of report should be requested from accounting staff at your school district office or from the staff member in your school designated to track school expenditures. (See Financial Report Example

#1 on our website at: <http://libraries.idaho.gov/school-access-mini-grants> - under “Reports and Documents”). This report should be generated by your school district's accounting software and show the transactions that led to all grant funds being spent. Please save your financial report as a PDF and attach it here:

12. Acknowledgement of authenticity of financial report.
13. Has more than 5% of your total grant award been spent on vendor processing or labeling fees?
14. If so, please explain the circumstances.
15. Please describe any challenges that occurred ordering book titles and using grant funds.
16. In the interest of continuous improvement, please provide information about anything that you think would improve the overall experience for this grant process for future recipients or provide any feedback to ICfL that you'd like to offer.

**PART IV: Signature**