



**Idaho
Commission
for Libraries**

*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).*

SCHOOL LIBRARY ACCESS MINI-GRANTS

August 2020

PRO TIPS FOR VIRTUAL MEETINGS



When not speaking, please
mute the audio



If you must step away,
please mute the audio &
video

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ICfL Idaho Commission for Libraries

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Icebreaker Zine

(Back at 9:45 MT)

HE MY N

The pronouns I use are:

MAKE WHERE IDAHO MAKERS MEET

Summer Summit

INSTITUTE of Museum and Library SERVICES

Jennifer Redford

Deana Brown - ICfL

Dylan Baker

Jennifer Redford

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Icebreaker Zine

(Back at 9:45 MT)

HELLO MY NAME IS

The pronouns I use are:

MAKE IT WHERE IDAHO MAKERS MEET

Summer Summit

ICfL Idaho Commission for Libraries

Summer Summit 2020 Mini Make It - Zines!

Speaker





**Idaho
Commission
for Libraries**

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libraries.idaho.gov/school-libraries/elementary-school-grants/

SCHOOL LIBRARY ACCESS MINI-GRANTS

August 2020

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.

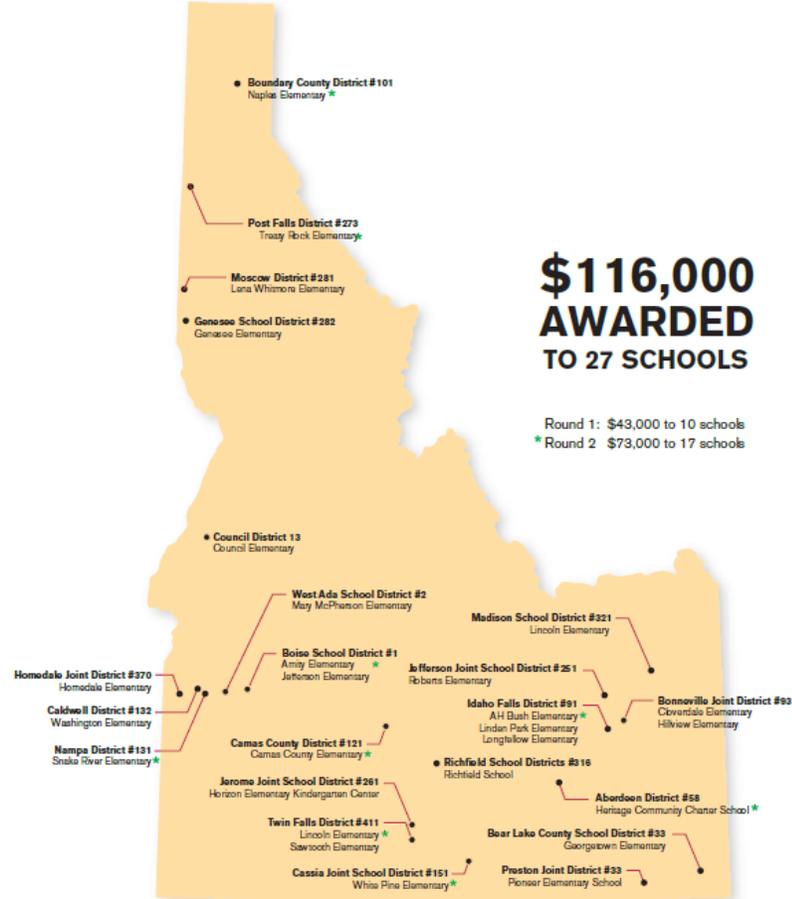
Increase the number of students reading on grade level.

Increase school libraries' financial support from their school districts.

THE GRANT PACKAGE

- 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



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.

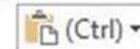
Project Name: Read to Me State Funds, School Library Access (Round 1)

Grant Agreement #: SLAS 21-50

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 (ICfL), hereinafter known as the GRANTOR, and A Great School District #0 / A Great Elementary School, hereafter 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 ICfL'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.

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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.

01

E-books and e-audiobooks are allowable purchases

02

Consider:
How will students access them?

03

Consider:
Do students have devices on which to read?

04

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

05

Consider: what plan is in place to provide access beyond the grant year?

E-BOOKS AND E-AUDIOBOOKS

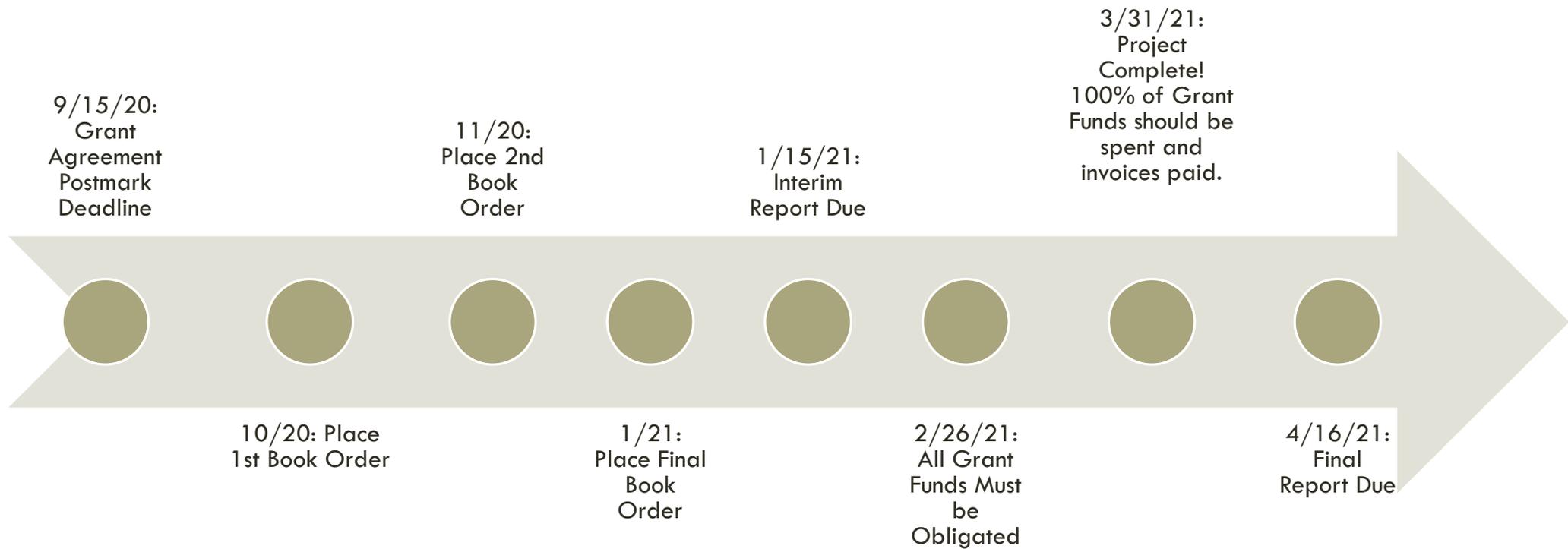
GRANT NO-NO'S:

- ❖ 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 —



GRANT MANAGEMENT BEST PRACTICES — 6 ACTIONS

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.
4. Bookmark the following web page: <http://libraries.idaho.gov/school-access-mini-grants>.
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.

GRANT MANAGEMENT COMMUNICATION MUSTS:

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).
- ❖ Postmark report deadline by January 15, 2021.
- ❖ 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.

EXPENDITURES & FINAL GRANT 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



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.



OTHER THINGS TO THINK ABOUT

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 ...

ICFL Idaho Commission for Libraries

Library Staff ▾ General Public ▾ About Us ▾ VOLUNTEER

OUR MISSION

We assist libraries to build the capacity to better serve their communities.

- SUPPORT YOUR LIBRARY
- VOLUNTEER OPPORTUNITIES
- AUDIO BOOKS FOR PRINT DISABLED
- RESEARCH/LEARN DATABASES
- FIND A LIBRARY IN IDAHO
- CONTINUING EDUCATION
- STEM/STEAM PROGRAMS
- EARLY LITERACY PROGRAMS

ICFL Idaho Commission for Libraries

Library Staff ▾ General Public ▾ About Us ▾ VOLUNTEER

- ICFL Programs
 - Broadband
 - Let's Talk About It
 - LILI
 - Make It at the Library
 - Read to Me
 - School Libraries**
 - STACKS
 - Summer Reading
 - Talking Book Service
 - Twens & Teens
 - eBranch
- Grants & Funding
 - E-Rate & Broadband
 - Monetary Grants
 - Vendor Discounts
 - Books for Print Impaired
 - Idaho State Documents
 - Research Databases
 - Resource Sharing
 - Website Solutions
 - From Our Shelves to Yours
- Early Literacy
 - LILI Career Resources
 - School Libraries
- STEM Services
 - Fun with Math & Science
 - Make it at the Library
 - NASA at My Library
 - STEAM Learning Resources
 - Summer STEM
- Community Partners
 - Idaho Library Laws
 - Idaho Library Statistics
 - Library Survival Guide
 - Trustees
- Continuing Education
 - LILAC
 - SPLAT
- Technical Services

Children Programs Teen Programs Adult Programs

ICFL Idaho Commission for Libraries

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School Library Services & Consulting

Study after study shows that a good school library program is linked to higher student achievement. We work to support school library staff in their efforts to develop effective school library programs. The school librarian, one of the few people in a school who has contact with every student and every teacher, plays a central role in the development of the library program and curriculum. With this advantage, the school librarian supports teachers and helps students read and learn to their potential.

ICFL WORKS TO SUPPORT SCHOOL LIBRARIES AND SCHOOL LIBRARY STAFF BY:

- Providing opportunities and platforms, whether in person, virtually or digitally, for school library staff to share innovations and best practices;
- Identifying and highlighting new technologies useful for the school library;
- Encouraging libraries to develop and deliver innovative programs or services;
- Working with partners and encouraging school library staff to work with partners to achieve goals and benefit students;
- Working to ensure access to information, resources, and consulting services
- Advocating for school libraries on the local, district and state level and encouraging school library staff to do the same

Additional Resources and Information

- All Things Digital
- Capitol of Light
- Common Core
- Continuing Your Education
- Elementary School Library Mini Grants**
- Funding Sources
- Informative School Library Blogs
- Nonfiction Books of the Month
- Research Supporting School Libraries

SCHOOL LIBRARY SERVICES

- Low Hanging Fruit**
Newsletter that features tips and tools from the school libraries.
- Nonfiction Book of the Month**
Awesome page that features book of the month.
- Summer Summit**
Conference where current issues are explored.

WHAT'S NEW

Grow with Google
Idaho's Public Libraries Are Bringing Tech to You
By stephanie bailey-white | July 27th, 2019

UPCOMING EVENTS

Info2Go! Learning with Idaho Public Television
August 12, 12:30 pm - 1:30 pm MDT

Supporting Beginning Readers: Free Training for Elementary School Librarians (Eagle)
August 13, 9:30 am - 4:30 pm MDT

Futures Camp "Fireside" Chat
August 14, 2:00 pm - 3:00 pm MDT

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UPCOMING EVENTS

Grow with Google Training - Coming Soon to Idaho
July 25th, 2019

Datapalooza
July 23rd, 2019

Supporting Beginning Readers: Free Training for School Librarians
July 9th, 2019

UPCOMING EVENTS

Info2Go! Learning with Idaho Public Television
August 12, 12:30 pm - 1:30 pm MDT

Supporting Beginning Readers: Free Training for Elementary School Librarians (Eagle)
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ICFL Idaho Commission for Libraries

Library Staff ▾ General Public ▾ About Us ▾ VOLUNTEER

Elementary School Library Access Mini-Grants

Home / School Libraries / Elementary School Library Access Mini-Grants

- All Things Digital
- Capitol of Light Virtual Tours
- Common Core in the Library
- Continuing Your Education
- Elementary School Library Access Mini-Grants**
- Funding for School Libraries
- Informative School Library Blogs
- Low Hanging Fruit Newsletter
- Research Supporting School Libraries
- Nonfiction Books of the Month
- Summer Summit

Elementary school libraries play a vital role in ensuring Idaho children develop strong literacy skills, starting in the earliest grades. Unfortunately, many Idaho elementary schools haven't had the resources to allow children in developmental preschool programs, kindergarten, and even first grade to check out books to take home. The Idaho Commission for Libraries (ICFL) is offering mini-grants to schools to help increase access to books.



Background Information	+
Grant Application	+
Participating Libraries 2017-2018	+
Reports and Documents	+
Workshop Materials	+

CONNECT WITH US ON FACEBOOK

READ THE SCHOOL LIBRARY ACTION PLAN

The current SLAP Committee is: +

Joannle Standal
School Library Consultant
Email / ORIGINATED
Read my Blogs

CONNECT WITH US ON FACEBOOK

Q & A TIME — WHAT QUESTIONS DO YOU HAVE?

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

Jeannie Standal

School Library Consultant

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- Financial reporting
- Allowable expenditures
- Other fiscal questions

Jamie Mott

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