



# School Library Revitalization Grants

*Your district may be eligible to receive up to \$10,000 to support your school library.*

## Background and Purpose

### PURPOSE

School libraries play a critical role in the health and success of the school community. Strong school library programs develop students into lifelong readers, foster their curiosity, and those with a licensed teacher-librarian contribute to students' academic achievement by helping them use and process information more effectively and develop and strengthen critical thinking skills. A modernized library is more accessible to students and provides engaging materials that feature the broad range of voices that exist in the students' communities and beyond.

ODE will support small school libraries through a library revitalization investment. This investment will support modernizing and updating school library collections and furnishings and provide professional learning support for school library staff. These types of investments in staff professional learning and collections development ultimately improve student achievement.

### FUNDING

ODE is investing in K-12 literacy as part of its commitment to addressing unfinished learning and supporting literacy education infrastructure for the long term. This project is funded by American Rescue Plan Act (ARPA) monies as part of the ESSER III grant, administered through the Oregon Department of Education. [Learn about how the literacy investment connects with other ODE projects using the ESSER III federal funds.](#)

Since 2020 Oregon has received \$1.62 billion in Elementary and Secondary School Emergency Relief Funds to support the needs of all students, with a focus on historically excluded communities disproportionately impacted by the pandemic. The state has allocated 90 percent of its allotment to school districts to spend based on their community's unique needs. ODE has distributed the other 9.5% (0.5% used for Administrative costs) to support 12 equity-driven initiatives designed to address unfinished learning, support the health, safety, and mental wellness of our students and staff, and strengthen high-quality, culturally-sustaining instruction and leadership. These initiatives are designed for all students and are specifically centered on equitably serving Oregon's Black, Latino, Latina, Latinx, Indigenous, Asian, Pacific Islander, and Tribal students, students with disabilities, students who identify

as LGBTQ2SIA+; emerging bilingual; and those navigating foster care, houselessness, and poverty, and those with limited access to resources due to rural location.

## LEARN MORE

Learn more about the school library revitalization grants at [this website](#) or contact [k5.literacy@ode.oregon.gov](mailto:k5.literacy@ode.oregon.gov) with any questions.

## Eligibility

### WHO MAY RECEIVE THE AWARD

- Revitalization grants are available to school districts who qualify for either **SRSA (Small Rural School Achievement)** or **RLIS (Rural Low-Income School)** federal categories, or both.
- **Eligibility will be considered in two cycles**, first for those eligible in Fiscal Year 2022, then a second round for those newly eligible in Fiscal Year 2023.
- One award is offered per district.
- **Districts may administer the grant on behalf of their schools.** Each district may decide how many and which schools to include, based on priorities and needs. If a district has district-level staff who work with libraries, such as a district librarian, that person would be a good lead to designate for grant management.

### ELIGIBILITY: SRSA AND/OR RLIS DISTRICTS

**Rural Low-Income School (RLIS) Definition:** An LEA is eligible to participate in the RLIS program if it meets the statutory criteria of being both low-income and rural (see ESEA section 5221(b)(1)).

- To be considered low-income, 20 percent or more of the children ages five to 17 served by the LEA must be from families with incomes below the poverty line, based on data from the U.S. Census Bureau's Small Area Income and Poverty Estimates (SAIPE). Rural non-geographic LEAs for which SAIPE data are not available that are eligible based on the same State-derived equivalent of SAIPE data that the State uses to make allocations under Part A of Title I of the ESEA, consistent with 34 C.F.R. § 200.72, are also eligible for RLIS funds.
- To be considered rural, all schools comprising the LEA must have a school locale code of 32, 33, 41, 42, or 43 (assigned by NCES), or be located in an area of the State defined as rural by a governmental agency of the State.

**Small Rural School Achievement (SRSA) Definition:** An LEA is eligible to participate in the SRSA program if it meets the statutory criteria of being both small and rural (see ESEA section 5211(b)).

- To be considered small, an LEA must have a total average daily attendance (ADA) of fewer than 600 students or exclusively serve schools that are located in counties with a population density of fewer than 10 persons per square mile.
- To be considered rural, all schools within the LEA must have a school locale code of 41, 42, or 43 (assigned by the Department's National Center for Education Statistics (NCES)) or be located in an area of the State defined as rural by a governmental agency of the State.

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## Award Amounts

Each grant will be up to \$10,000, with districts able to request less than the full \$10,000, according to their needs. Districts will indicate in their spending plan how much of the grant award they intend to accept.

Funds will be released after the district submits both a draft spending plan (per template available from ODE) and a grant agreement, subject to ODE approval.

All funds must be expended, and invoices/receipts submitted to ODE by June 30, 2024. See below for other conditions of grant acceptance.

## Grant Requirements

Awards are not competitive, but a school district must comply with the requirements of the grant.

1. Grant recipients must consult with district/school library staff about needs at their school library/libraries as they develop their spending plan.
2. Grant recipients must reply to ODE through [this form](#), formally accepting the funds and affirming their commitment to meet the criteria of the grant.
3. Grant recipient's grant manager must complete and submit a grant agreement with ODE.
4. Grant recipient's grant manager must prepare and submit a budget/spending plan, which is due before funds are disbursed.
5. Grant funds may be spent only on allowable activities and expenses, per the grant recipient's approved spending plan.
6. Grant recipient's grant manager must submit expense reports and reimbursement claims with receipts for expenses to ODE, within 60 days of expense.
7. All ODE funds will be disbursed after ODE approval of grant recipient's spending plan.
8. Grant recipients can acknowledge the funding source in any publicity about the project; if you purchase books for your collection, you may choose to include acknowledgement in your catalog records and/or on book plates.

*This project was made possible in part by the American Rescue Plan Act (ARPA) as part of the ESSER III grant, administered through the Oregon Department of Education.*

*Este proyecto ha sido posible en parte por el Instituto de American Rescue Plan Act (ARPA) ESSER III, administrada por el Departamento Educacion de Oregon.*

9. All funds must be spent on allowable activities and expenses by June 30, 2024.
10. Grant manager must submit final report, complete survey, and attach all invoices and documentation related to grant purchases, by June 30, 2024.

## Timeline & Reporting Process

### TIMELINE: FY22 ELIGIBILITY CYCLE

Date	Activity
February 2023	Award opportunity notification
February 28, 2023	Submit <a href="#">interest form</a>
April 15, 2023	Submit grant agreement to ODE
June 12, 2023	Submit spending plan
June 30, 2023	<b>Upon approval</b> of spending plan and grant agreement, funds will be released through the ODE EGMS system
Approval – June 30, 2024	Spend funds on allowable expenses; submit receipts documenting all expenses aligned to grant purposes and spending plan
June 30, 2024	Submit final report

### TIMELINE: FY23 ELIGIBILITY CYCLE

Date	Activity
June 2023	Award opportunity notification
September 15, 2023	Submit <a href="#">interest form</a>
October 15, 2023	Submit grant agreement and spending plan to ODE
October 31, 2023	<b>Upon approval</b> of spending plan and grant agreement, funds will be released through the ODE EGMS system
Approval - June 30, 2024	Spend funds on allowable expenses; submit receipts documenting all expenses aligned to grant purposes and spending plan
June 30, 2024	Submit final report

## REPORTING

Templates and reporting documents are available at the [ODE Library and Media Education Website](#).

## Allowable Activities & Expenditures

Allowable Expenditure Category	Maximum/Minimum Percent of Award	Purpose
Purchase library materials to expand library collection	Spend <u>at least</u> 60% of award on library materials purchases (can include vendor processing costs to prepare books with barcodes and appropriate binding); submit list of titles purchased	School library collection development with a focus on equity, diversity, and inclusion and/or reading engagement – see details below
Purchase library furniture to modernize library and improve accessibility	Spend <u>up to</u> 40% of award* on durable goods within the library; submit list of items purchased	Furniture and other durable goods to modernize school library facilities and/or enhance student accessibility to the library materials – see details below
Pay for professional development for library staff	Spend <u>up to</u> 20% of award* on professional development opportunities for library staff	Professional development opportunities for school library staff, and/or collaborative efforts with classroom educators to enhance accessibility to and use of the school library in instruction
Pay for staffing costs to process materials	Spend <u>up to</u> 10% of award* on library staffing costs to process materials purchased	

*\*NOTE: percentages do not add up to 100% to provide grant recipients with flexibility in developing a spending plan best suited to their district needs*

### Collections

- At least 60% of funds must be used to purchase books and other media; titles may be in print, audiobook, and/or ebook format.
- Books must be in support of one or more EDI (equity, diversity, inclusion) and/or reading engagement goals or initiatives; this is flexible in that it could address ebooks or audiobooks for accessibility, hi-lo books for striving readers, materials in Spanish, popular books that students ask for, books with characters or by authors that reflect the demographics of your student population, books as windows to cultures that are not heavily represented in your student population, etc.
- Funds must be spent on school library collections, and may not be used for classroom libraries, novel sets, or textbooks.
- Books must be for students (versus for a staff professional collection, for example).
- Example spending scenarios:
  - District: Purchase titles to add to an ebook platform shared by all or multiple schools
  - School: Library staff plan purchases to build the print and/or ebook school library collection
- Library media covers communication technologies that one might expect to find in a school library, such as books, e-books, audiobooks in various formats, periodicals (magazines and newspapers), film in various formats (ex: to support the curriculum), and music in various

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formats (ex: to support the music program). It could include subscription-based products such as access to library databases.

## Furniture

Furniture purchases must focus on enhancing student accessibility to the library or modernizing the student experience of the library. This could include, but is not limited to:

- Furniture that can move flexibly to accommodate different groupings, social distancing, or collaborative learning.
- Outfitting space for students to attend online classes, access online resources, etc.
- Reconfigured spaces and new furniture to allow ease of movement with mobility devices.

Construction or remodeling is NOT allowed, and this includes the following:

- Hiring contractors in a construction trade (ex: builders, carpenters)
- Trenching for cabling, such as for laying fiber
- Permanent outdoor structures (ex: gazebos on concrete pads)
- Permanent fixtures to the interior or exterior of buildings (ex: awnings, fixed shelving)
- Projects that require getting building permits and/or having building inspections

## Professional Development

Grant funds can be used for professional development for any staff responsible for the school's library, including classified staff who are not certified teacher librarians.

Professional development could include the following:

- Webinar series
- Conference attendance, such as the Oregon School Library Association annual meeting
- In-person trainings regionally

An ESD or district may wish to use these funds for a special training and planning session for school library staff, such as a summer gathering for their local school library staff to learn about collections development from a certified librarian.