

FY 2024 «Grant_Program» Grant — «Grant_Number» «Applicant_Organization», «Project_Title»

There are 2 reporting requirements for TSLAC grants — performance measures and narrative reports. This document provides guidance for your specific grant listed above.

For additional guidance on measuring performance or submitting the reports, refer to the following webinar and corresponding document:

- **Webinar: TSLAC Grants Management Series — Performance Measures**
- **Companion Document: FY 2024 LSTA Competitive Grants Performance Measures & Reporting Guidance** (<https://www.tsl.texas.gov/ldn/grants/forms-tools>)

Performance Reports

Performance reports are submitted in the Texas State Library and Archives Commission's (TSLAC) Grant Management System (GMS) <https://grants.tsl.texas.gov> on a predetermined schedule (see page 3). ***This document is provided as guidance only; it is NOT a reporting form.***

1. **Performance Measures** (Sections highlighted in yellow will be adjusted specifically for your grant program and goals.)

TSLAC and TSLAC subrecipients are responsible for tracking 3 common performance measures on a quarterly basis. Due dates are listed on page 3; mark them on your calendar.

Please pay special attention to the measure definitions in white. They are customized for your grant project. Provide **non-cumulative** counts for each period as follows:

LBB Measure #1: Number of books and other library materials provided (<i>unique count</i>)
of books, e-books, serials, audiovisual materials, and other library materials purchased with TSLAC grant funds as part of the program or to support the program (Note: Count should <u>not</u> include administrative or publicity items such as bookmarks, posters, brochures, etc. OR equipment (i.e., computers or supplies.)
LBB Measure #2: Number of persons provided library project-sponsored services (<i>non-unique count</i>)
of people receiving services as a result of the project; Include circulation numbers of items purchased in Measure #1 as relevant and feasible.
LBB Measure #3: Number of library staff trained or assisted (<i>non-unique count</i>)
of librarians, library staff, others trained & assisted with the project to help improve library services (<i>non-unique count</i>)

Definitions:

- Unique = each item counted only once (i.e., acquisitions)
- Non-unique = individual items/persons counted multiple times (i.e., circulation, class attendance)
- Cumulative = total to date including previously reported totals
- Non-cumulative = total just for the period in question not including previously reported totals

For each of the measures you are required to record, you must include an explanation of method and justification of measurement for each number entered. Counts and logs must be documented and verifiable, retained as required by contract (see VIII.H.), and available upon request to the TSLAC grants administrator or state auditors.

Acceptable documentation must include: date, event name, location, audience, description and count, name and title of person responsible for the count, and sign off (initials, date).

Documentation can consist of the following:

- Sign-in sheets, registration/attendance logs
- Webpage views, software usage logs
- Headcounts — two staff members must count
- Circulation records, including for e-books and e-readers
- Invoices/receipts
- Reading club logs

2. Narrative Project Reports (each section is limited to 7,500 characters)

1. **Project Activities** — Summarize the activities and events that have taken place during the specified grant period to meet the goals of the grant project. What have you done so far? This is in addition to what has already been reported.
2. **Survey Results (if applicable, include in your Q4/P2 report ONLY)** — Summarize the results of surveys* administered during your programming activities.

***SURVEY to Use: Instructional Program for Library Staff**

***SURVEY TOOL to Use: Instructional Program Info**

3. **Project Outcomes** — Summarize any outcomes for your project beyond the survey results. This may include changes in program participants' knowledge, skills, behavior, attitude, status, or life condition; report number and percentage of participants experiencing these changes; report any trends/changes or how outcomes were measured if available (e.g., survey, interviews, observation, focus group).
4. **Anecdotal Information** — Include stories or comments received from program participants, staff, or others related to the programming.

5. **Best Practices** — Provide information on best practices related to your program. What advice do you have for others? What have you learned in this experience that would help others wanting to do the same?
6. **Other results** — Include any accomplishments, impacts, links to relevant webpages or social media, etc., not captured in outcomes or anecdotes.

Reporting Schedule

Quarterly Reporting	Outputs (measures) due date	Narrative due date
Q1: July 1, 2023 - September 30, 2023 Q2: October 1, 2023 - December 31, 2023 Q3: January 1, 2024 - March 31, 2024 Q4: April 1, 2024 - June 30, 2024	Q1 – October 30 Q2 – January 30 Q3 – April 30 Q4 – July 30	Q1 – October 30 Q2 – January 30 Q3 – April 30 Q4 – July 30