


**TEXAS STATE LIBRARY
AND
ARCHIVES COMMISSION**

Grants Management


**2017 Performance Measures
& Reporting**

Presented by
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September 22, 2016



What we will cover

- Overview
- The outputs
 - Activities
 - Numbers
- The narrative



Why we report

- Monitor program progress
- Report program progress
 - Federal – Institute of Museum and Library Services (IMLS)
 - State – Legislature and Legislative Budget Board (LBB)
 - Local – Governing entities, community, patrons



What we report

- What you did during the reporting period
 - Events, programs, activities
- Numbers (outputs)*
- Narratives (outcomes +)*

*Measurements provided by TSLAC



Due dates

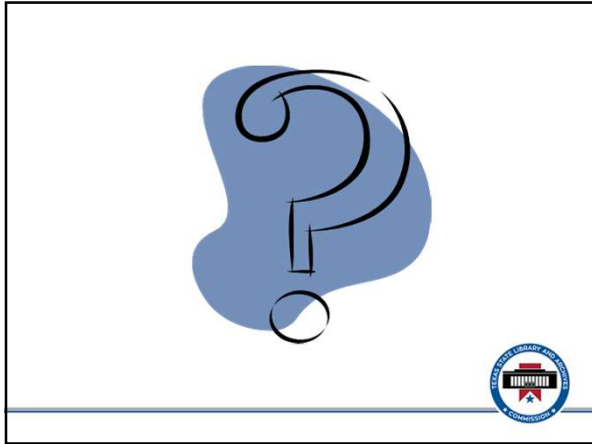
Grant	Due
<ul style="list-style-type: none">• Special Projects• Library Cooperation• TexTreasures	Q1 – December 7 Q2 – March 7 Q3 – June 7 Q4 – September 7
<ul style="list-style-type: none">• Texas Reads• Impact	P1 – March 7 P2 - September 7

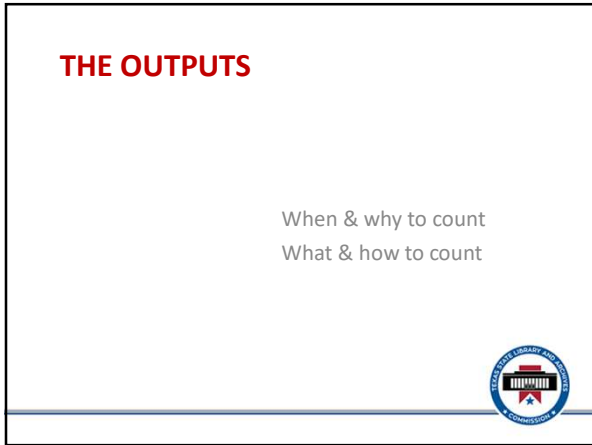


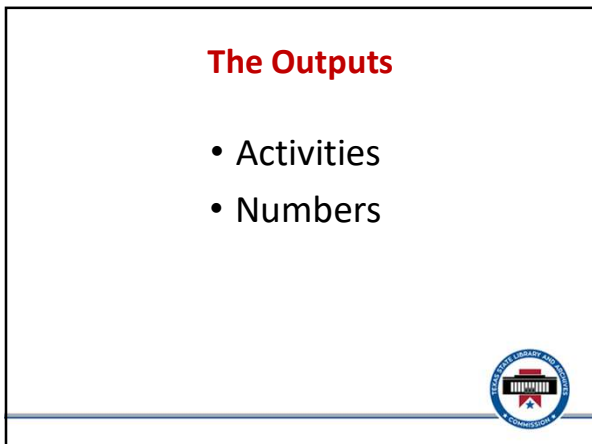
Performance report resources

- GMS 2017 (grants.tsl.texas.gov)
- Performance measures & reporting guidance (reference and grant specific)
- Surveys
- Calendars
- Publicity/promotions









The outputs – When to report

Grant	Due
• Special Projects • Library Cooperation • TexTreasures	Q1 – December 7 Q2 – March 7 Q3 – June 7 Q4 – September 7
• Texas Reads • Impact	P1 – March 7 P2 - September 7



Activities

- Patron events and services
- Project meetings/planning sessions
- Staff training
- Acquisitions
- Successes
- Challenges and delays
- Corrective actions



The numbers – When to count

- At every
- event
 - program
 - milestone
 - activity



The numbers – What to count

- Output measures (customized for each grantee)
 - a) # materials provided
 - b) # sessions presented
 - c) # persons provided project-sponsored services
 - d) # librarians trained or assisted
 - e) # circulations attributed to program



The numbers – What to count

- Unique vs. non-unique
 - Unique = each item counted only once (i.e., acquisitions)
 - Non-unique = individual items/persons counted multiple times (i.e., circulation, class attendance)
- Cumulative vs. non-cumulative
 - Cumulative = total including previously reported totals
 - Non-cumulative = total for the period in question only



The numbers – What to count

- a) Number of materials provided
 - # of items added to a library collection or provided through programs funded by TSLAC grant (unique count)
 - Books/e-books
 - Subscription issues
 - DVDs, CDs, other A/V materials
 - Workshop materials
 - Newsletters
 - Webpages created
 - Images digitized or made accessible



The numbers – What to count

- b) Number of sessions presented
 - Session title
 - Session length in minutes
 - Number of sessions in program
 - Average number in attendance per session
 - Number of times program/presentation administered



The numbers – What to count

- c) Number of persons provided project-sponsored services
 - # of instances persons receive services as a result of the project (*non-unique count*)
 - Program attendees (classes, showings, displays)
 - Webpage views
 - Reading Club logs
 - Hardware or software usage
 - Reference questions



The numbers – What to count

- d) Number of librarians trained or assisted
 - # of librarians, library staff, volunteers, and others who receive training or assistance to help improve library services (*non-unique count*)
 - Training – classroom instruction, webinars, online tutorials (instructional)
 - Documentation = sign-in sheets, electronic logs, registration/attendance logs, head counts



The numbers – What to count

- e) Number of circulations attributed to project
 - Items purchased with grant funds
 - Items circulated to target audience
 - Examples
 - Print materials
 - E-books
 - Literacy kits
 - E-readers



The numbers – How to count

- Explanation of method and justification of measurement

(How did you come up with the numbers reported? What?)

Examples:

 - # of classes with attendance at each class documented by sign-in sheets, head counts
 - Open house event with #visitors recorded by door counter
 - Staff training by vendor on new software as indicated by sign-in sheets
 - # of activity logs submitted for activity
 - # of materials given away or checked out based on circulation records or # of materials remaining



The numbers – How to count

- Documentation
 - Must be auditable –
 - Communication logs/directories (cell phone, phone, e-mail)
 - Sign-in sheets
 - Head counts (two people counting)
 - Catalog or circulation records
 - Invoices or shipping manifest
 - Must be explained
 - Method of measurement (how counted)
 - Justification of measurement (how supported)



The numbers – What to report

- Summary
 - Brief description of programs included in number
 - # and type of programs
 - # of attendees, circulations, etc.
 - How numbers were gathered
 - Communication logs/directories (cell phone, phone, e-mail)
 - Sign-in sheets
 - Head counts (two people counting)
 - Catalog or circulation records
 - Invoices or shipping manifest





The narrative

- Tells your project story
 - Successes
 - Challenges
 - Delays or failures
 - Best practices
 - Anecdotes
 - Outcomes
- Assumes TSLAC knows nothing (be complete and concise)



The narrative – When to report

Grant	Due
<ul style="list-style-type: none">• Special Projects• Library Cooperation• TexTreasures	Q2 – March 7 Q4 – September 7
<ul style="list-style-type: none">• Texas Reads• Impact	P2 - September 7



The narrative

- Includes 2 sections
 - Outcomes
 - Survey results
 - Other results (i.e., accomplishments, impacts) not captured by surveys
 - General information
 - Best practices
 - Anecdotes



The narrative – Outcomes

- Project outcomes
 - Measure achievements, benefits, changes for patrons/community; how attendees have been impacted or changed as result of project
 - Skills
 - Knowledge
 - Behavior or attitude
 - Status or life condition



The narrative — Outcomes

- Measured (survey-based)
 - Required survey (TSLAC provided)
 - At conclusion of program/event, series or set of services, project
 - Pre- and post-data most effective indicator
 - NOT satisfaction
- Other results
 - Accomplishments, impacts, unexpected findings or results



The narrative — Surveys

- Project outcomes – Surveys based on program type
 - Instructional programs for the public
 - Instructional programs for library staff
 - For library staff about the content (acquisition and creation activities only)



The narrative — Surveys

- Survey scale
 - Strongly Agree
 - Agree
 - Neither Disagree or Agree
 - Disagree
 - Strongly Disagree



Survey questions

Survey — Instructional Program for Public

1. I learned something by participating in this library activity.
2. I am confident about using what I have learned.
3. I am likely to apply what I have learned.
4. I am more likely to participate in a similar library activity.
5. I am more likely to use other library services and resources
6. Would you like to provide any other comments or suggestions about the program?



Survey questions

Survey — Instructional Program for Library Staff

1. I learned something by participating in this library activity.
2. I am confident about using what I have learned.
3. I am likely to apply what I have learned.
4. Applying what I learned will help improve library services to the public.
5. Would you like to provide any other comments or suggestions about the program?



Survey questions

Survey — Questionnaire for Library Staff about Content (acquisition and creation activities only)

1. I am satisfied that the resources is meeting the library needs.
2. Applying the resource will help improve library services to the public.
3. Would you like to provide any other comments or suggestions about the content activity?



Survey information

Information to be completed by library staff for each program/service provided

1. Session title
2. Session length in minutes
3. Number of sessions in program
4. Average number in attendance per session
5. Number of times program administered



The narrative — Surveys

- Reporting survey results
 - Give total number of survey responses by program
 - Calculate and report number and percentage of responses (agree/disagree, etc.) for each question



Outcome-based evaluation (OBE) IMLS resources

- IMLS
 - Outcomes Logic Model Template
 - www.tsl.texas.gov/agency/forms/grantformsFY2016.html
 - OBE Basics
 - www.imls.gov/grants/outcome-based-evaluation/basics
 - OBE Purposes
 - www.imls.gov/grants/outcome-based-evaluation/purposes
 - OBE Webography
 - www.imls.gov/grants/outcome-based-evaluation/webography
 - OBE Presentations
 - www.imls.gov/grants/outcome-based-evaluation/presentations



The narrative — General info

- Anecdotal information
 - Patron stories, collection highlights
- Best practices
 - Words of wisdom (what worked, what did not)
 - Simple to complex (procedures to equipment)
 - Model program to be replicated





SUBMITTING THE REPORT



Submitting the report

- GMS 2017 (grants.tsl.texas.gov)
- Upcoming webinar

Using GMS to submit performance reports
Thursday, November 16, 2016, 2-3 p.m.





Contact me

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