




**TEXAS STATE LIBRARY
AND
ARCHIVES COMMISSION**

Intro to Grants Management

2018 Performance Measures

Presented by
Erica A. McCormick, TSLAC Grants Administrator
September 14, 2017



What we will cover

- Overview
- The outputs
 - Activities
 - Numbers
- The narrative
- Beneficiary report



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

- Grant-related activities during the reporting period
 - Events, programs, meetings, etc.
- Numbers (outputs)*
- Narratives (outcomes +)*

*Measurements and tools provided by TSLAC.



When we report

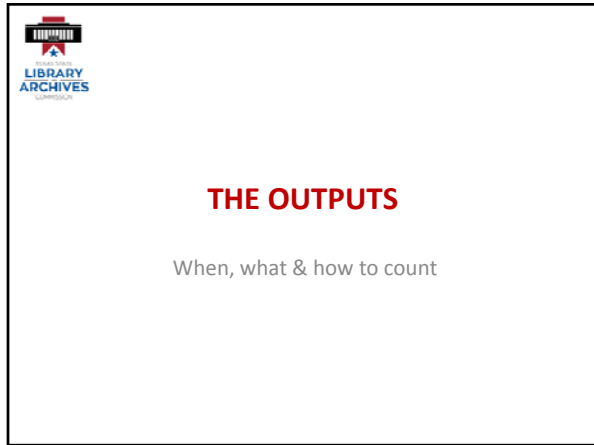
Grant Program	Due
<ul style="list-style-type: none"> • Special Projects • Library Cooperation • TextTreasures 	Q1 – December 7 Q2 – March 7 Q3 – June 7 Q4 – September 7
<ul style="list-style-type: none"> • Texas Reads • Impact 	P1 – March 7 P2 - September 7

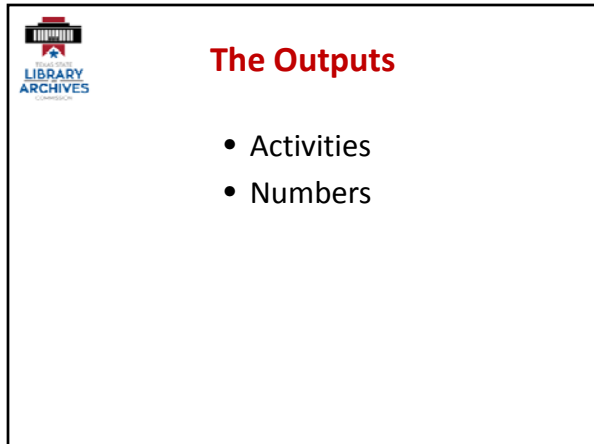



Reporting resources

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










Activities


- Patron events and services
- Project meetings/planning sessions
- Staff training
- Acquisitions
- Successes (info purposes only)
- Challenges and delays (info purposes only)
- Corrective actions (info purposes only)



Numbers – When to count


At each

- event
- program
- milestone
- activity




Numbers – What to count

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



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




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
- Kits or devices if circulating
- Webpages created
- Images digitized or made accessible



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




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




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 (instructional) – classroom instruction, webinars, online tutorials, articles, e-mails (i.e., instructor-led, self-paced, recorded, etc.)


Documentation = sign-in sheets, electronic logs, registration/attendance logs, head counts



Numbers – What to count

e) Number of circulations attributed to project


- Items purchased with grant funds
- Items circulated to target audience
- Examples
 - E-books
 - E-readers

 **Numbers – How to count**



□ Explanation of method and justification of measurement
(How did you come up with the numbers reported?)

Examples:

- # of classes with attendance at each class documented by sign-in sheets, head counts
- Open house event with # of 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


 **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 NARRATIVE




The narrative

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




When to report

Grant Program	Due in GMS
<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




Narrative questions

- Activities
- Survey results
- Project outcomes
- Anecdotes
- Best practices
- Other results (i.e., accomplishments, impacts) not captured in anecdotes/outcomes




Activities

- Summarize what has taken place during the **specified grant period** (i.e., What have you done this period?)
 - Who
 - What
 - Where
 - When
 - For whom
 - Why




Surveys

- Based on program/activity type
 - Instructional (public or staff)
 - Planning and evaluation (staff)
 - Content (staff)
- Available at TSLAC website
www.tsl.texas.gov/agency/forms/grantforms




Survey Resources

- Available at TSLAC website
www.tsl.texas.gov/agency/forms/grantforms
 - Survey Guidance (handout)
 - Survey — Library Acquisitions and Content
 - Survey Tool – Planning and Evaluation
 - Survey — Library Planning and Evaluation
 - Survey Tool – Instructional Program Info
 - Survey — Instructional Program for Library Staff
 - Survey — Instructional Program for Public



Survey Results

- Collect throughout program activities
 - At conclusion of program/event, series or set of services, project
- Report in last report ONLY
- Give total number of survey responses by program
- Calculate and report number and percentage of responses (agree/disagree, etc.) for each question



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. Comments



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. Comments



Survey questions


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

- 1. I am satisfied that the resource is meeting the library needs.
- 2. Applying the resource will help improve library services to the public.
- 3. Comments




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




Project Outcomes

- Measured (survey-based)
 - Beyond TSLAC/IMLS survey questions
 - Pre- and post-data most effective indicator
 - NOT satisfaction




Anecdotal Information

- Patron stories
- Collection highlights
- Comments




Best Practices

- Recommended programs
- Words of wisdom (what worked, what did not, what you wish you had known)
- Simple to complex (procedures to equipment)
- Model program to be replicated




Other Results

- Not already covered
 - Accomplishments
 - Impacts
 - Unexpected findings or results





Outcome-based evaluation

- IMLS resources
 - Outcomes Logic Model Template
 - www.tsl.texas.gov/agency/forms/grantforms.html
 - Outcome-based Evaluation
 - www.imls.gov/applicants/outcome_based_evaluations
 - OBE Basics
 - www.imls.gov/applicants/outcome_based_evaluations/basics
 - OBE Purposes
 - www.imls.gov/applicants/outcome_based_evaluations/purposes
 - OBE Webography
 - www.imls.gov/applicants/outcome_based_evaluations/webography
 - OBE Presentations
 - www.imls.gov/applicants/outcome_based_evaluations/presentations




Beneficiary Report

- Final Report (due 9/7)
 - Who benefitted from program
 - Targeted (families, immigrants/refugees, low income, unemployed, people w/disabilities, library staff, limited literacy) or general population
 - Urban, suburban, or rural
 - Age groups
 - Ethnic or minority populations
 - Other groups not listed








SUBMITTING REPORTS



Submitting reports

- In GMS (<https://grants.tsl.texas.gov>)
- Upcoming webinar
TSLAC Grant Performance Reporting in GMS
Wednesday, November 15, 2017, 1:30-2:30 p.m.





Contact me

Erica A. McCormick
Grants Administrator
emccormick@tsl.texas.gov
512.463.5527 or 800.252.9386
