



**TEXAS STATE LIBRARY
AND
ARCHIVES COMMISSION**

**2019 Intro to Grants Management
Performance Measures**

Presented by
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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 +)*

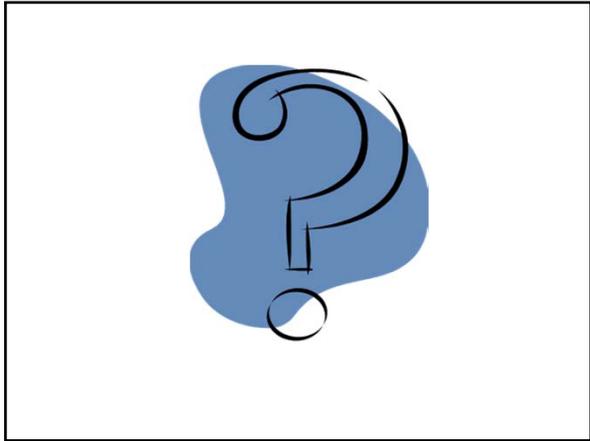
*Measurements and tools provided by TSLAC.

WHEN WE REPORT

Grant Program	Due
<ul style="list-style-type: none"> • Special Projects • Library Cooperation • 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

REPORTING RESOURCES

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





THE OUTPUTS | Activities
Numbers

ACTIVITIES

- ❖ Patron events and services (planning, implementation, results)
- ❖ 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 (not it components)
 - ❖ 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
 - ❖ Circulations*

NUMBERS — WHAT TO COUNT

- c) Number of circulations attributed to project
 - ❖ Items purchased with grant funds
 - ❖ Items circulated to target audience
 - ❖ Examples
 - Books, e-books
 - E-readers, circulating tablets

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, conferences, e-mails (i.e., instructor-led, self-paced, recorded, etc.)

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

NUMBERS — HOW TO COUNT

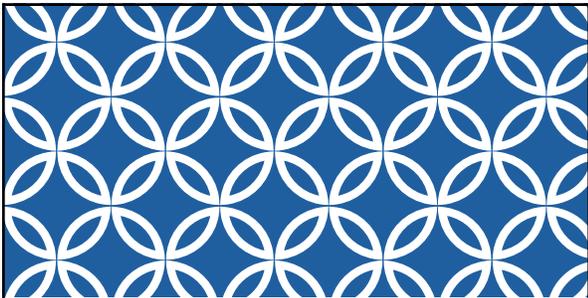
- Explanation of method and justification of measurement (*How did you come up with the numbers reported?*)
 - # of classes with attendance at each class documented by sign-in sheets, head counts
 - Open house event with # of visitors recorded by door counter
 - Staff training by vendor on new software 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 documented)





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
<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

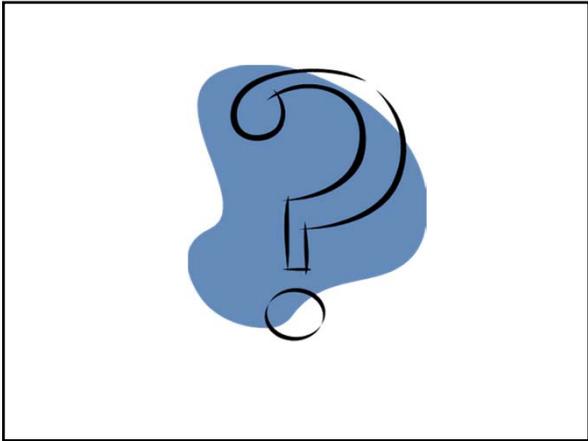
OUTCOME-BASED EVALUATION

IMLS resources

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

FINAL REPORT

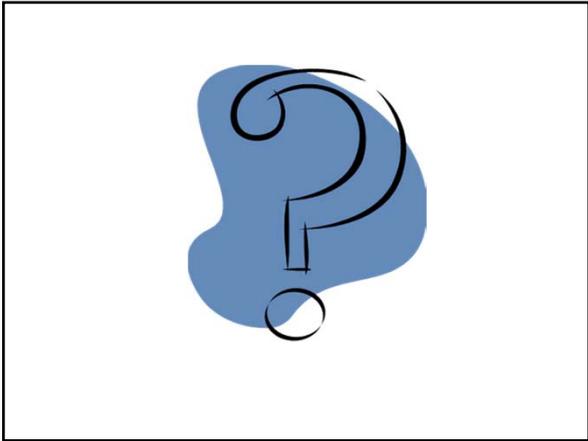
- ❖ Due 9/7
- ❖ Who benefitted from program
 - Targeted (families, immigrants/refugees, low income, unemployed, people w/disabilities, library staff, limited literacy) or general population
 - Urban, suburban, or rural
 - Age groups
 - Ethnic or minority populations
 - Other groups not listed





SUBMITTING REPORTS

- ❖ In GMS (<https://grants.tsl.texas.gov>)
- ❖ Upcoming webinar
Grant Performance Reporting in GMS
Wednesday, November 15, 2018,
1:30-2:30 p.m.



CONTACT ME

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