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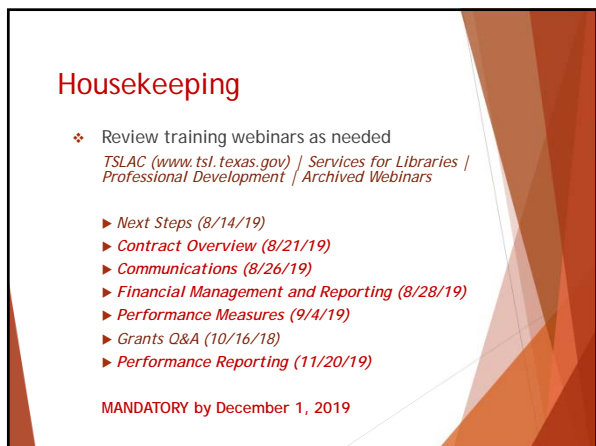
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### Housekeeping

- ❖ Submit grant contact changes to grants@tsl.texas.gov
  - Financial management contact (proxy)
  - Secondary program contact
- ❖ Include grant number on ALL TSLAC communication

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### Performance Measures Review

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### The outputs - When we report

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

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**Resources**

- Performance reporting guidance and custom performance measures (released 11/14/19)
- Survey guidance
- Supporting documentation (counts, etc.)
- Grant Management System (GMS) access
- Webinar - *TSLAC Grants Management – 2020 Performance Measures (9/4/19)*  
[www.tsl.texas.gov/ld/workshops/webinars/archivedannexfy2020.html](http://www.tsl.texas.gov/ld/workshops/webinars/archivedannexfy2020.html)

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**The numbers – What to count**

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

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**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

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### 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)

- ▶ Apps (tablets, iPads)
- ▶ Books/e-books
- ▶ Subscription issues
- ▶ DVDs, CDs, other A/V materials
- ▶ Workshop materials
- ▶ Newsletters
- ▶ Web pages created
- ▶ Images/pages digitized and/or made accessible

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### The numbers – What to count

b) Number of persons provided project-sponsored services  
# of people receiving 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

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### The numbers – What to count

b) Number of circulations attributed to project

- Items purchased with grant funds
- Items circulated to target audience
- Examples
  - Books, e-books
  - E-readers
  - Kits

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**The numbers – What to count**

c) Number of librarians trained or assisted

# of librarians, library staff, volunteers, and others who receive training or assistance to facilitate the program (*non-unique count*)

- Training – classroom instruction, webinars, online tutorials (instructional)  
Documentation = sign-in sheets, electronic logs, registration/attendance logs, head counts

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**Documentation**

- Explanation of method and justification of measurement  
*How did you come up with the numbers reported? What?*
  - # 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

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**Documentation**

- ❖ Date
- ❖ Event name
- ❖ Location
- ❖ Description
- ❖ Audience (count)
- ❖ Name, title of person responsible for count
- ❖ Sign off (initials, date)

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**Documentation**

- 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

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**Documentation**

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

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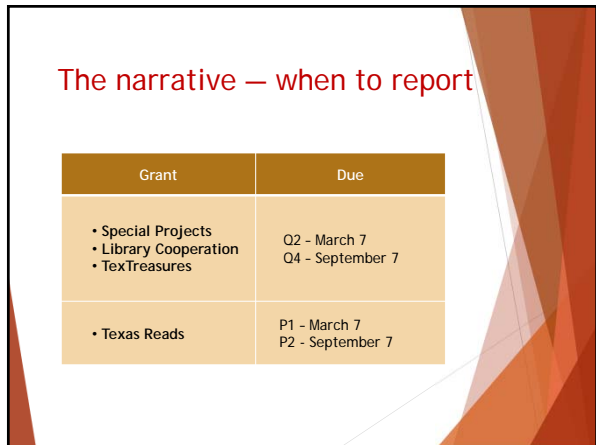
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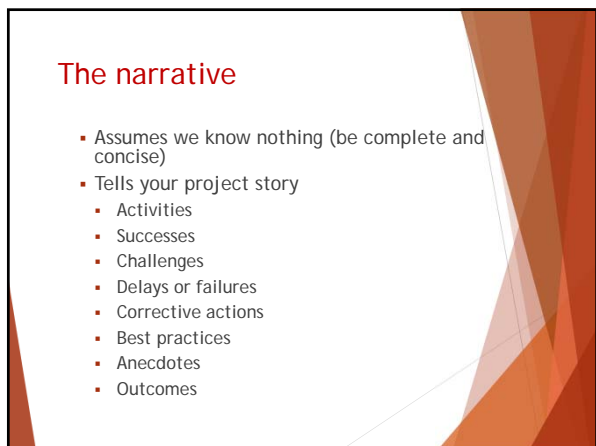
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### The narrative

- Project activities
  - List of activities, events, or milestones (detailed summary)
    - Meetings, workshops, classes
    - Purchasing
    - Events
  - Who, what, when, where & why
  - Attendance

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### Activity/event tracking

- TSLAC Grant Survey Tool – Instructional Program Information
- Complete page 1 for each activity

Please provide the following information about this instructional program.

Class/Session Title \_\_\_\_\_  
 Program/Series Title\* \_\_\_\_\_  
 Date offered \_\_\_\_\_

1. Session Length in Minutes	
2. Number of Sessions or Classes in Program/Series	
3. Average Number in Attendance per Session (total/# classes)	
4. Number of Times Program/Series Administered in grant year	
5. Survey administered (Y/N; if yes, complete the tally sheet)	

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### The narrative

- Survey results
  - MANDATORY
  - Include in last performance report (P2/Q4) ONLY
- Project outcomes (beyond survey results)
  - Changes in program participants' knowledge, skills, behavior, attitude, status, or life condition;
  - Number and percentage of participants experiencing these changes;
  - Trends/changes or how outcomes were measured if available

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### The narrative

- Anecdotal information
  - Stories or comments received from program participants, staff, or others related to the programming.
- Best practices
  - What advice do you have for others?
  - What have you learned in this experience that would help others wanting to do the same?
- Other results
  - Accomplishments, impacts, links to relevant webpages or social media, etc., not captured in outcomes or anecdotes

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### Surveys (mandatory)

- ❖ Available at TSLAC website  
[www.tsl.texas.gov/agency/forms/grantforms](http://www.tsl.texas.gov/agency/forms/grantforms)
- ❖ Based on program/activity type
  - Instructional (public or staff)
  - Planning and evaluation (staff)
  - Content (staff)
- ❖ Type specified in individual guidance

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### Surveys (mandatory)

- ❖ Surveys (MANDATORY)  
[www.tsl.texas.gov/agency/forms/grantforms](http://www.tsl.texas.gov/agency/forms/grantforms)
  - Survey — Library Acquisitions and Content
  - Survey — Library Planning and Evaluation
  - Survey — Instructional Program for Library Staff
  - Survey — Instructional Program for Public
- ❖ Survey Tools
  - Survey Guidance
  - Survey Tool – Planning and Evaluation
  - Survey Tool – Instructional Program Info

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### Survey Results (public/staff)

1. Administer survey at conclusion of each program/event, series or set of services, grant project
2. Tally responses for each question after each event using the "Survey Response Tally Sheet" in the relevant Survey Tool

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### Survey Results Reporting

- ❖ Report in last report **ONLY (P2/Q2)**
- ❖ Give total number of survey responses by type of program
- ❖ Calculate and report number and percentage of responses (agree/disagree, etc.) for each question from all surveys
- ❖ Include any noteworthy comments or anecdotes

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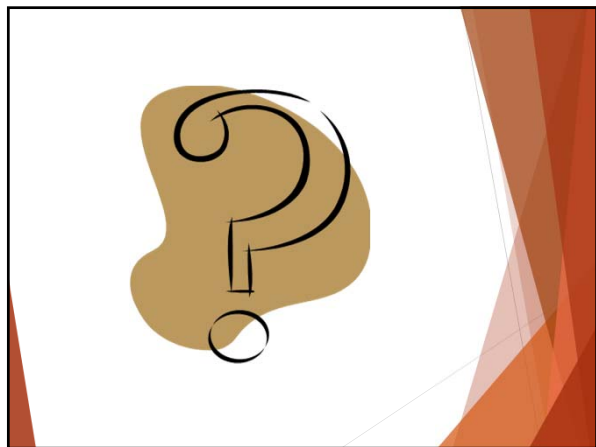
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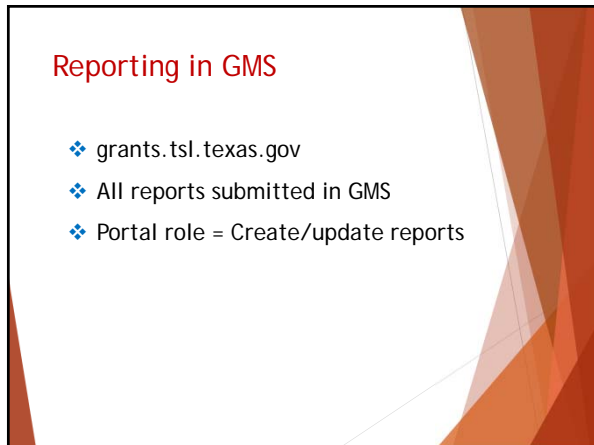
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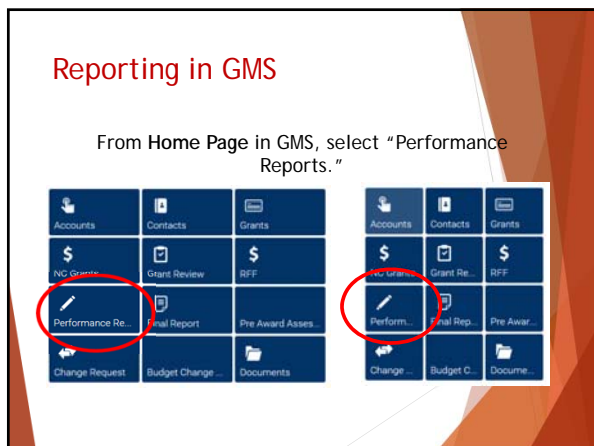
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## GMS – Performance reports



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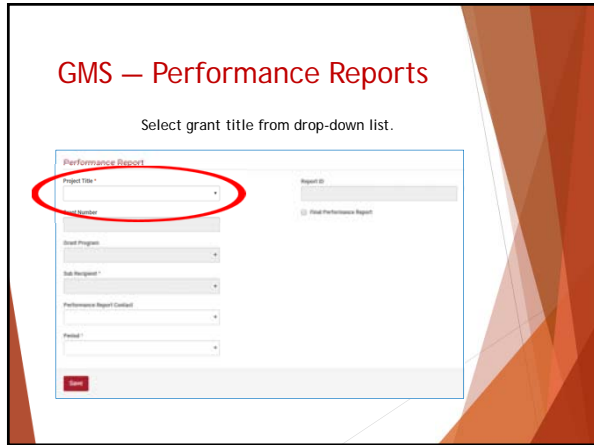
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## GMS – Performance Reports

Select grant title from drop-down list.



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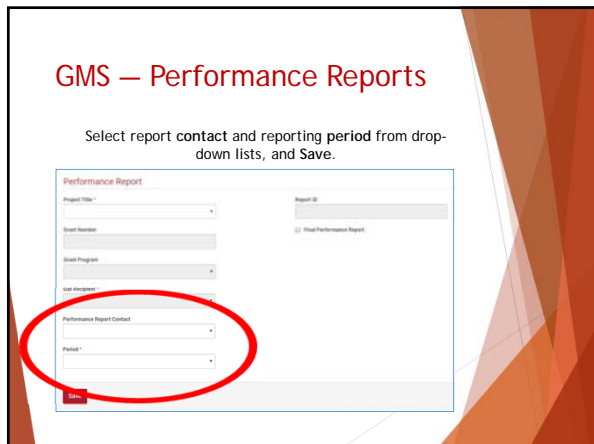
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## GMS – Performance Reports

Select report contact and reporting period from drop-down lists, and Save.



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### GMS – Performance Reports

Form auto-fills grayed out boxes.

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### GMS – Performance Measures

Due each reporting period.

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### GMS – Performance Reports

Report ID	Project Title	Period	Submit Date	Status Reason	Created On
100213	479-18757 - Airt! no shipping us now	2018 Q1	1/5/2018	Submitted	1/5/2018 9:11 AM
100215	479-18757 - Airt! no shipping us now	2018 Q1		New	1/26/2018 12:36 PM
100460	479-18757 - Airt! no shipping us now	2018 Q4		New	6/27/2018 2:04 PM
100464	T26-18007 - Summer loves the sun	2018 Q3		New	8/31/2018 4:14 PM
100518	T26-18007 - Summer loves the sun	2018 Q1		New	10/8/2018 10:56 AM
100546	T26-18007 - summer loves to fly by heading	2018 P1		New	11/13/2018 11:23 AM

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### GMS – Performance Measures

<b>1 Number of books and other library materials purchased with grant funds</b>	
Number:	Notes:
<input type="text"/>	<input type="text"/>
<b>2 Number of persons provided library project sponsored services</b>	
Person Total:	Notes:
<input type="text"/>	<input type="text"/>
<b>3 Number of library staff trained or assisted</b>	
Person Total:	Notes:
<input type="text"/>	<input type="text"/>

Due each reporting period.

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### GMS – Narrative Reports

**Narrative Project Report**

Question 1  
Project activities - Summarize the activities and events that have taken place during the specified grant period to be used for the goals of the grant project. What have you done so far?

Question 2  
Survey results (if applicable, include in your final report DNR 1) - Summarize the results of surveys administered during your programming activities (i.e., website).

7,500 character limit

Due for Q2/Q4 or P1/P2 ONLY.

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### GMS – Submitting Reports

**Performance Report**

Project Title: TXR-1902T - e-reader loans to fly by reading

Grant Number: TXR-1902T

Grant Program: Texas Reads 2019

Sub Recipient: Texas State Library & Archives Commission

Performance Report Contact: Cassandra Carrico

Fiscal Year: 2019-P1

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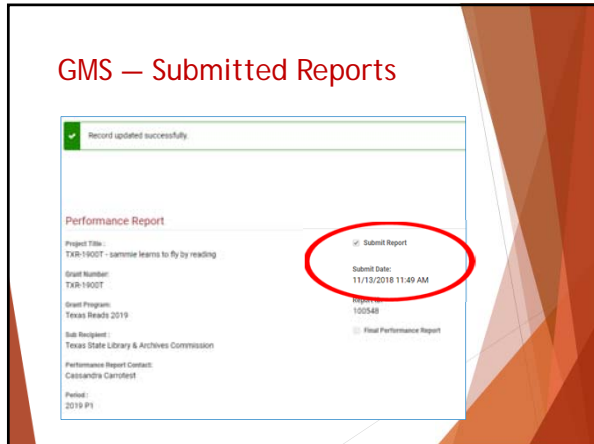
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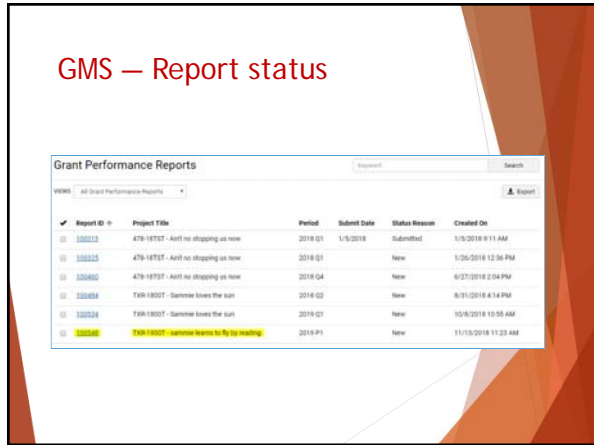
### GMS – Submitted Reports



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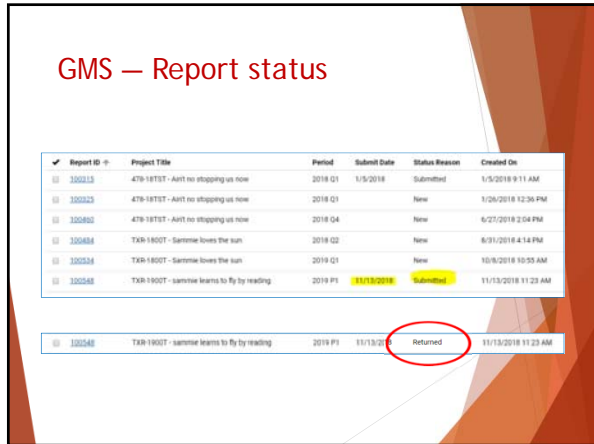
### GMS – Report status



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### GMS – Report status



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### GMS – Editing

The screenshot shows two identical data entry forms. Each form has a title "3 Number of library staff trained or assisted" and a red 'X' icon. The first form has a "Libraries Trained" field with the value "3" and an "Explanation" field with the text "Library staff members trained on iPad and e-book downloads in 2 sessions. Counts from sign-in sheet". The second form has a "Libraries Trained" field with the value "2" and an "Explanation" field with the text "Library staff members trained on iPad and e-book downloads in 2 sessions. 3 in one session, 4 in another. Counts from sign-in sheet".

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### GMS – Submitting Returned Reports

The screenshot shows a "Performance Report" form. The "Submit Report" checkbox is circled in red. The form includes fields for "Project Title" (TAB 19007 - services learned to fly by reading), "Start Number" (TAB 19007), "Start Program" (Texas Reads 2019), "Sub-Region" (Texas State Library & Archives Commission), "Performance Report Contact" (Cassandra Clifton), and "Period" (2019-P1). A "Submit Report" button is visible at the top right.

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### GMS input process

1. Add new record.
2. Save.
3. Input information.
4. Save.
5. Check "submit" box.
6. Save.

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### The process

- ▶ Subrecipient
  - ▶ Fills in information as required for grant period; revises information as requested
  - ▶ Submits by due date
- ▶ TSLAC
  - ▶ Reviews information and checks for consistency
  - ▶ Approves or returns it for revision

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### PET PEEVES (Do's & don't's)

<b>Do's</b>	<b>Don't's</b>
<ul style="list-style-type: none"><li>❖ READ the instructions first.</li><li>❖ READ your guidance before you submit the report.</li><li>❖ Start EARLY.</li><li>❖ Ask questions when in doubt.</li><li>❖ Proof your report before submitting.</li><li>❖ Answer questions as fully and completely as possible.</li></ul>	<ul style="list-style-type: none"><li>❖ Do not think you know it all.</li><li>❖ Do not submit a report without having read the guidance.</li><li>❖ Do not wait until the last minute.</li><li>❖ Do not go with your best guess.</li><li>❖ Do not submit without reading the report.</li><li>❖ Do not think the questions do not pertain to you.</li></ul>

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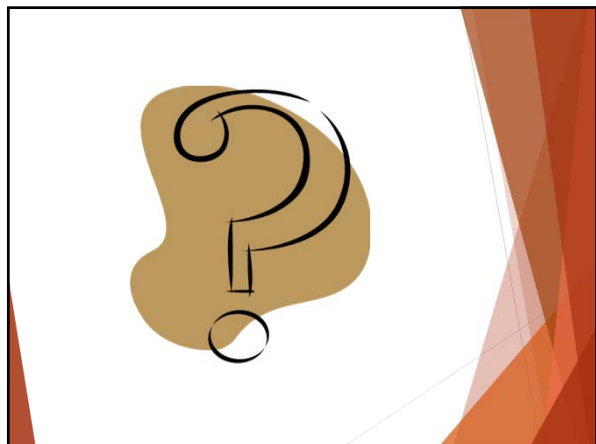
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**Contact me**

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

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