



The New State Program Report (SPR) for online reporting of projects



Broad Scope of Change

- IMLS shifting from “paper” to online reports
 - Territories (AS, CNMI, GU) have already started reporting online for allotment awards
 - Financial Status Report (FSR) is integrated
 - Certification is integrated through credentials
- For Pacific competitive awards through 2018, will continue to report as you have been (“paper”)
- This is a preview of coming attractions



Goals of Online Report

- A more dynamic tool to capture data
 - How are funds used?
 - Who are the beneficiaries?
 - Where are activities happening?
- Standardize reporting process to increase comparability of project reports
- Share information to facilitate peer learning



What's Changing

- From individual documents to an electronic system with login credentials
- From open-ended narrative fields to more survey-like fields
- Project reports (except some budget data) will be visible to the public



Looking Ahead

So what will the new
report tell us about
projects?...



Who Managed the Project?

- State Library Administrative Agency (SLAA)
- Local library
- Another institution

- ...and were there official partners involved?



What Kind of Broad Impact?

- (Contributed to) **Lifelong Learning**
- (Facilitated) **Information Access**
- (Built) **Institutional Capacity**
- (Enhanced) **Human Services**
- (Promoted) **Civic Engagement**
- (Supported) **Employment & Economic Development**



What Activities Happened?

- Instruction
- Content (books, databases, cataloging, etc.)
- Procurement (infrastructure purchases)
- Planning/Evaluation (major program evaluation efforts, etc.)



Where Did It Happen?

- Was the work “statewide” (across the island(s))?
- If so, which kinds of institutions participated?
 - Public Libraries
 - Academic Libraries
 - School Libraries
 - Special Libraries
 - Consortia
 - Others
- If not statewide, name specific institutions



In Summary

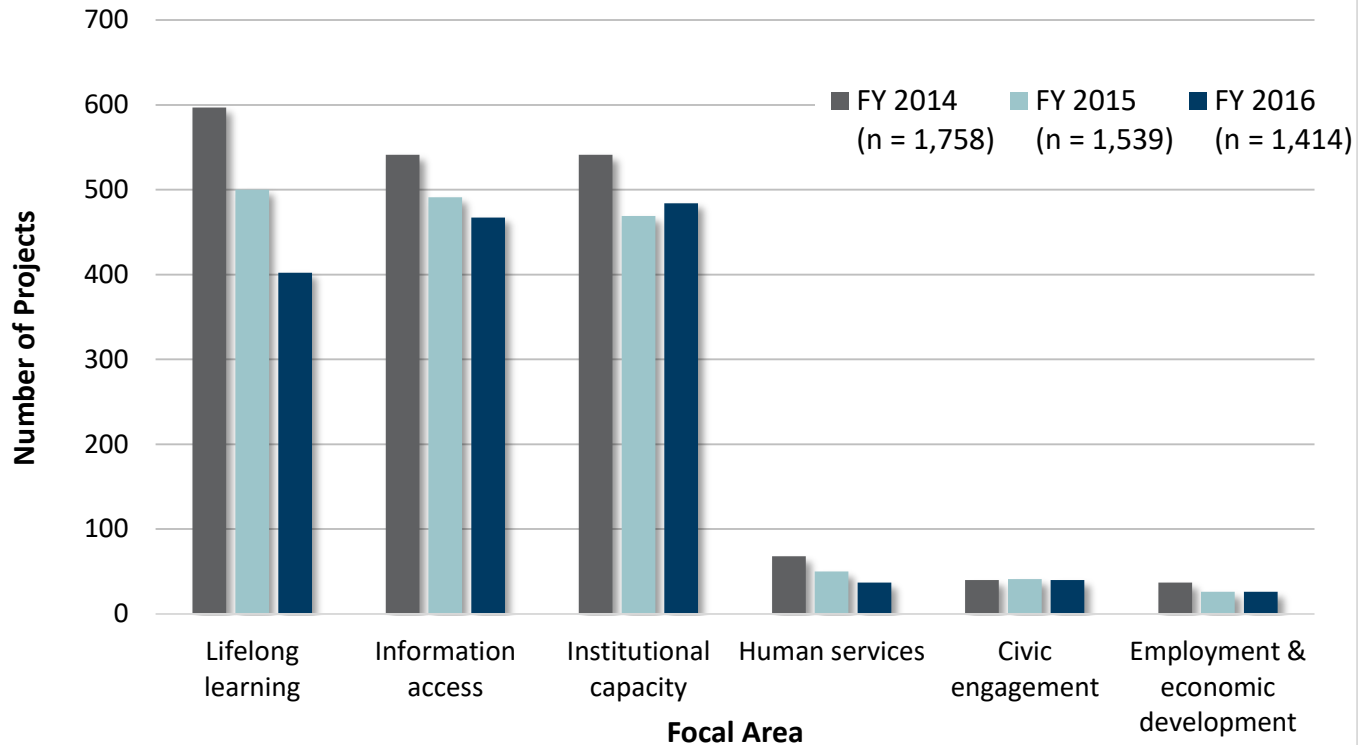
- It's a “data driven” story...
 - Who... managed the work?
 - What... was the focus?
 - How... did they do it?
 - Where... did they do it?
 - How much... did it cost?
 - Who... were the partners (if any)?
 - Who... were the beneficiaries?
 - Was the project new? Will it continue?
 - How well did it go?



In Practice: States' Data

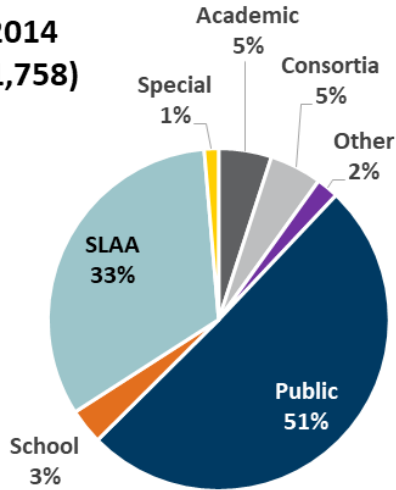
What have we learned so far from the states' implementation of the new SPR?

States' Areas of Broad Impact

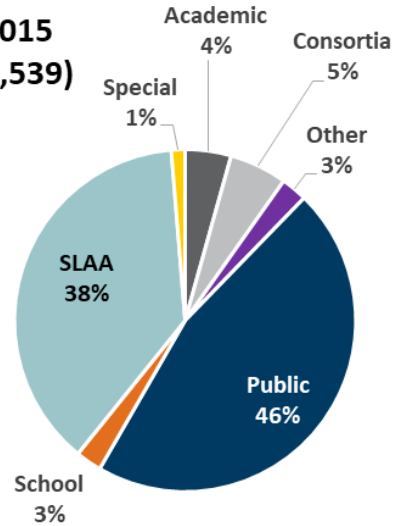


Who Managed the Project?

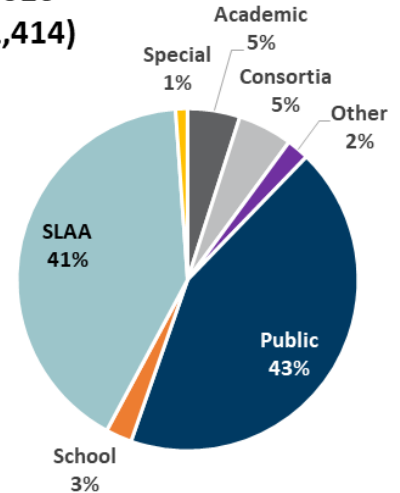
FY 2014
(n = 1,758)



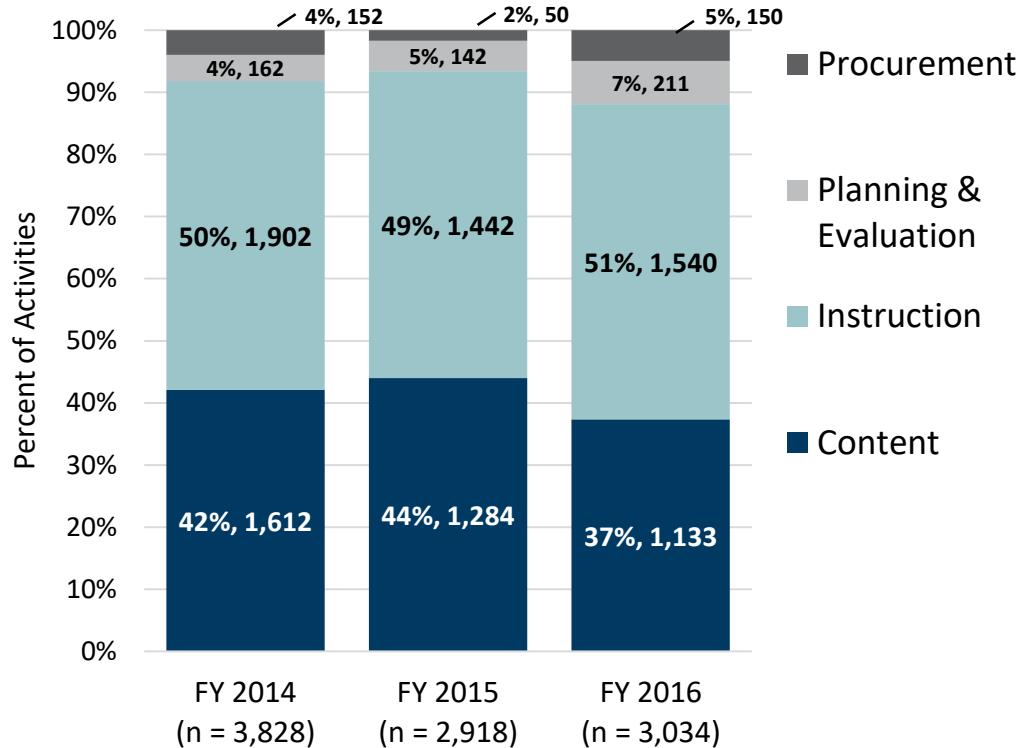
FY 2015
(n = 1,539)



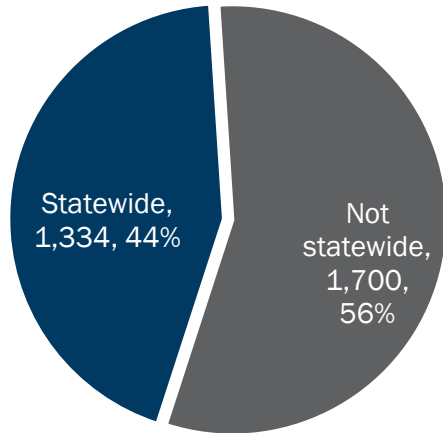
FY 2016
(n = 1,414)



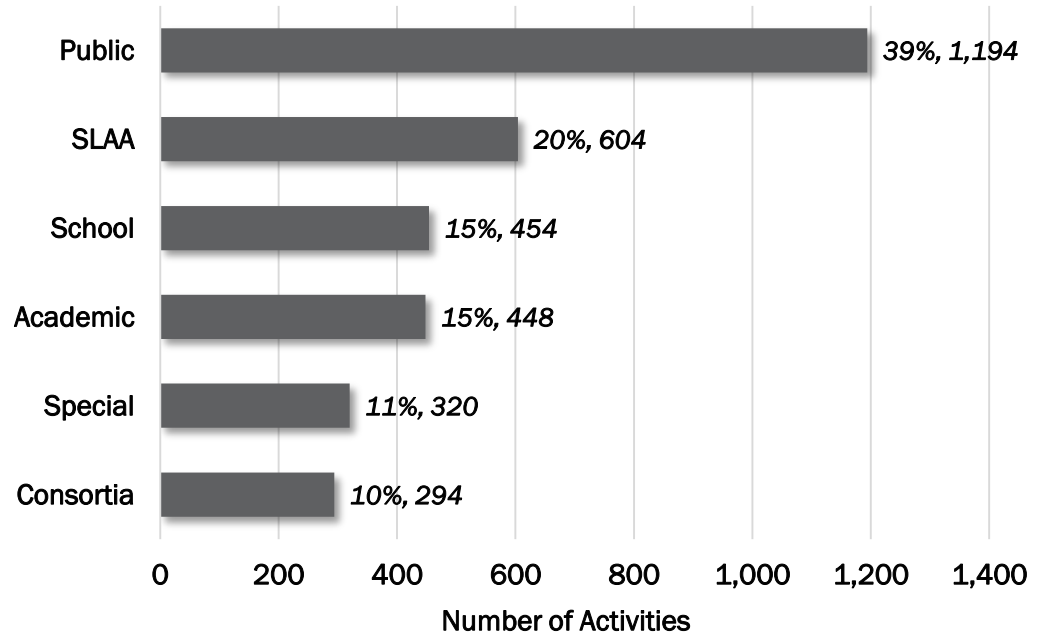
What Activities Took Place?



What was the Reach?

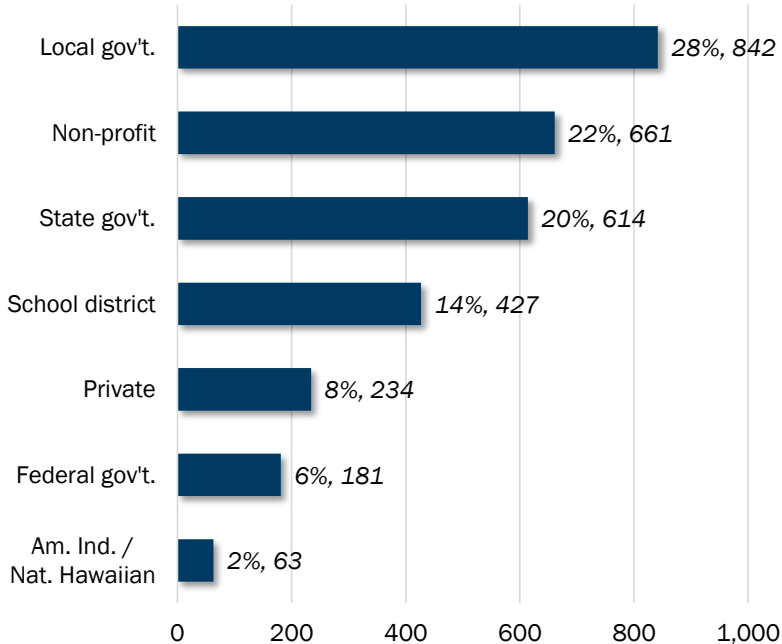


Activity Locales: Types of Libraries

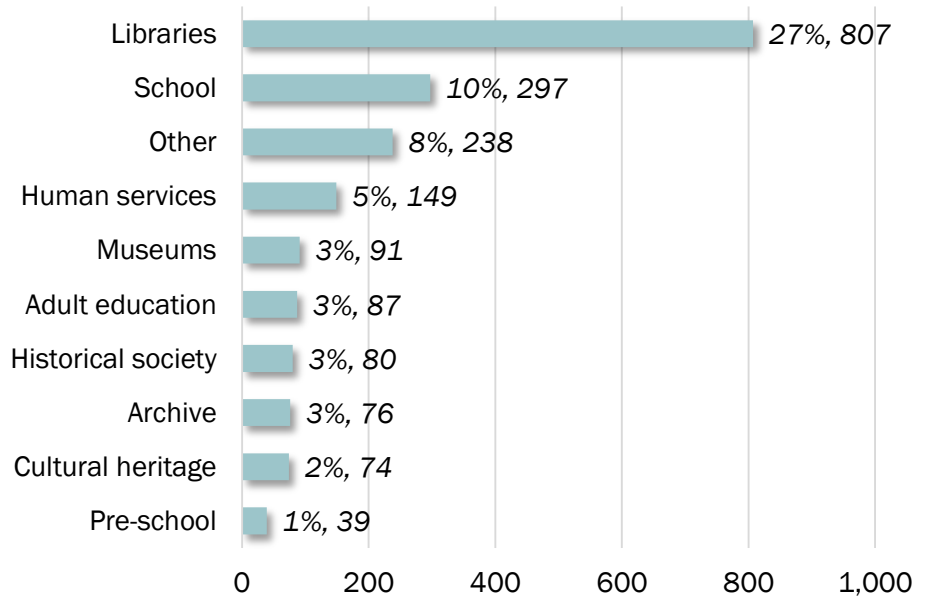


What Kind of Partners?

Partner areas



Partner types



Search the Report Database

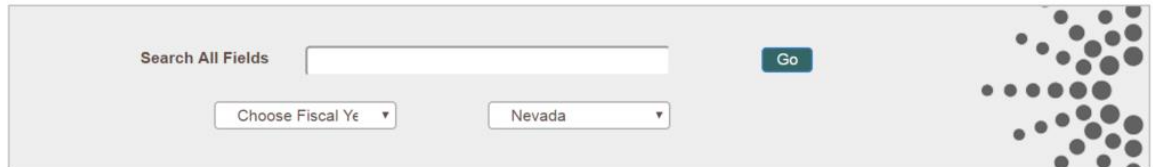
- URL: <https://imls-spr.imls.gov/Public>
- Contains report data from 2014 onward from 56 states

IMLS Labs: Search SPR Projects

Welcome to **IMLS Labs**, a place for visitors to try new capabilities IMLS is exploring for sharing information with the public. Some of these capabilities may still have bugs in them—please help us find those issues and [send us feedback](#).

The Grants to States program is the largest source of federal funding support for library services in the U.S. Using a population based formula, funds are distributed among the State Library Administrative Agencies (SLAAs) every year and ultimately support over 1,500 projects. These include statewide initiatives and services, and SLAAs may also distribute the funds through competitive subawards to, or cooperative agreements with, public, academic, research, school, or special libraries or consortia (for-profit and federal libraries are not eligible).

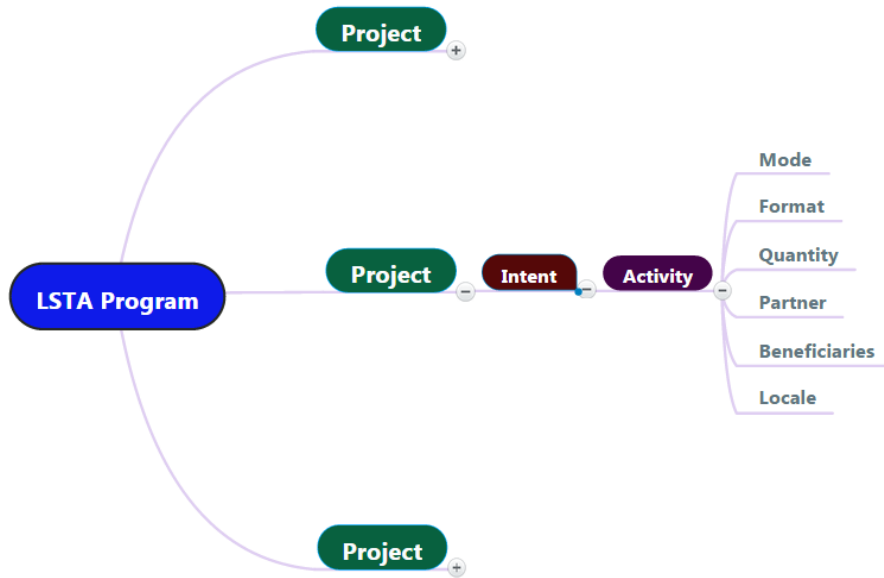
The tools available here will allow you to search or browse these annual IMLS Grants to States projects. Please note that these are two-year awards that are reported after the period of performance; for example, funds distributed in Fiscal Year 2014 were not reported until the end of calendar year 2015. See the [IMLS Grants to States program overview](#) for more information.



Search All Fields

Questions

New SPR Framework



- Project examples:
 - Summer reading
 - Bookmobile
 - Digitization
- Intent = broad areas of impact



What is a Project?

- Set of discrete and interdependent activities carried out to achieve an intended outcome
- Contains allocable resources, e.g.:
 - Dollars spent
 - People responsible for accomplishing tasks
 - Venue or service location(s)
 - Time spent



Intent: the “why” of a Project

- Each Project is assigned one Intent
 - Intent: an objective or expected result in a project
 - Intents correspond to the 6 focal areas (broad impact)
 - There are 14 possible intents, which include:

Focal Area	Intent(s)
Lifelong Learning	<ul style="list-style-type: none">• Improve users' formal education• Improve users' general knowledge and skills
Information Access	<ul style="list-style-type: none">• Improve users' ability to discover information resources• Improve users' ability to obtain and/or use information resources



Intent (continued)

Focal Area	Intent(s)
Institutional Capacity	<ul style="list-style-type: none">• Improve the library workforce• Improve the library's physical and technological infrastructure• Improve library operations
Employment & Economic Development	<ul style="list-style-type: none">• Improve users' ability to use resources and apply information for employment support• Improve users' ability to use and apply business resources



Intent (continued)

Focal Area	Intent(s)
Human Services	<ul style="list-style-type: none">• Improve users' ability to apply information that furthers their personal, family, or household finances• Improve users' ability to apply information that furthers their personal or family health & wellness• Improve users' ability to apply information that furthers their parenting and family skills
Civic Engagement	<ul style="list-style-type: none">• Improve users' ability to participate in their community• Improve users' ability to participate in community conversations around topics of concern



Intent Check

- Look at the first 14 INTENT cards from your deck
 - Lifelong Learning – 2
 - Information Access – 2
 - Institutional Capacity – 3
 - Employment and Economic Development – 2
 - Human Services – 3
 - Civic Engagement – 2
- Select the one that you think matches each of the following projects



Intent Check – Scenario 1

- Digitize cultural heritage materials and make them accessible online



Intent Check – Scenario 1

- Digitize cultural heritage materials and make them accessible online
- Answer: Improve users' ability to obtain information resources (Information Access)



Intent Check – Scenario 2

- Fund staff travel to attend the PIALA conference



Intent Check – Scenario 2

- Fund staff travel to attend the PIALA conference
- Answer: Improve the library workforce
(Institutional Capacity)



Intent Check – Scenario 3

- Bookmobile services to reach patrons in remote places



Intent Check – Scenario 3

- Bookmobile services to reach patrons in remote places
- Answer: Improve users' ability to obtain information resources (Information Access)



Intent Check – Scenario 4

- Increase patrons' comfort with computers through training classes



Intent Check – Scenario 4

- Increase patrons' comfort with computers through training classes
- Answer: Improve users' general knowledge and skills (Lifelong Learning)



Intent Check – Scenario 5

- Help students maintain progress in school through a summer reading program



Intent Check – Scenario 5

- Help students maintain progress in school through a summer reading program
- Answer: Improve users' formal education (Lifelong Learning)



Project/Intent Notes

- Remember that you should only have one intent per project
- This means some large projects may need to be divided into smaller projects



Making it “Real”

- Think about your current Pacific competitive grant
- Using the intent cards as a reference, think about how many “projects” it actually represents



Online Report Budgets

- Similar to Pacific competitive application budgets:
 - Salaries/Wages/Benefits
 - Consultant Fees
 - Travel
 - Supplies/Materials
 - Equipment (\$5,000+ each)
 - Services
 - Other Operational Expenses



Activities: the “how” of a project

- Action through which the intent of a project is accomplished
- Should account for at least 10% of the project budget
- Activity types:

Instruction	Involves an interaction for knowledge or skill transfer.
Content	Involves the acquisition, development, or transfer of information.
Planning & Evaluation	Involves design, development, or assessment of operations, services, or resources.
Procurement	Involves purchasing facilities, equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure.



Activity Modes: Instruction

- A mode is a characteristic of an activity
- There are multiple mode choices per activity:

Instruction

Program	Active user engagement (e.g., class on computer skills)
Presentation	Passive user engagement (e.g., author talk)
Consultation	Informal interaction such as expert advice or reference services



Activity Modes: Content

Content

Acquisition	Purchasing library materials or software/hardware for storing and retrieving information
Creation	Designing or producing new materials, including digitization
Description	Cataloging or otherwise describing materials
Lending	Circulating materials
Preservation	Extending the useful life of materials



Activity Modes (continued)

Planning & Evaluation

Retrospective	Historical assessment of a program or service (e.g., third-party Program Evaluation)
Prospective	Future assessment (e.g., Five-Year Plan)

Procurement

(no mode)	Acquiring or leasing facilities or purchasing supplies, materials, or equipment that support general infrastructure (not content)
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Other Activity Areas

- Activities also have areas for:
 - Partners (if they commit resources to projects)
 - Beneficiaries
 - Library Workforce
 - General Population
 - Targeted Population
 - Locale (participating institutions)
 - Statewide?
 - Institution types



New for Territories – SPR Outcomes

- Designated questions from IMLS – see handout
- At the activity (not project) level
- Outcomes involve concrete gains:
 - Knowledge
 - Confidence
 - Behavior change
 - Awareness



Designated Questions (see handout for more)

- Instruction (Program) for the Public
 - I learned something by participating in this library activity.
 - I feel more confident about what I just learned.
 - I intend to apply what I just learned.
 - I am more aware of resources and services provided by the library.
 - I am more likely to use other library resources and services.
- **Response options:** Strongly Disagree, Disagree, Neither Agree nor Disagree, Agree, Strongly Agree (or Non-response)



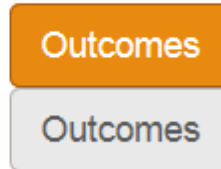
Timeline

- Start collecting surveys for FY 2018 SPR reporting
- Orange buttons will prompt you when to input responses

Activities

Scanner Purchase

OPAC for ASLC



- But you'll have to disseminate the surveys much earlier than reporting, during the project period

When to Input Responses - SPR

The key to the orange or gray SPR buttons...

Activities

Edge Outreach and Support

Support Document Creation

Edge Evaluation

Outcomes

Outcomes

Outcomes

...is in this table:

		Beneficiary	
		Library Workforce	General Public
Activity	Instruction	Yes if mode is Program	Yes if mode is Program
	Content	Yes if mode is Acquisition or Creation	No
	Planning & Evaluation	Yes	No
	Procurement	No	No



SPR – Survey Response Area

Outcomes 

Total number of survey responses:							0
I am satisfied that the resource is meeting library needs.							
SD	D	NA/ND	A	SA	NR		
0	0	0	0	0	0		
Applying the resource will help improve library services to the public.							
SD	D	NA/ND	A	SA	NR		
0	0	0	0	0	0		

Response options: Strongly Disagree (SD), Disagree (D), Neither Agree nor Disagree (NA/ND), Agree (A), Strongly Agree (SA) or Non-response (NR)



Resources – Survey Templates

- Four survey templates available on IMLS website:
 - <https://www.imls.gov/sites/default/files/instructionpublic.pdf>
 - <https://www.imls.gov/sites/default/files/instructionlibraryworkforce.pdf>
 - <https://www.imls.gov/sites/default/files/contentlibraryworkforce.pdf>
 - <https://www.imls.gov/sites/default/files/planevallibraryworkforce.pdf>

Survey Templates: Fillable Forms

Instructional Program for General Public

DRAFT

Quick Survey about the Program

Thank you for your participation in this program. Please provide your feedback about the program by completing the following questions. Thank you!

	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
1. I learned something by participating in this library activity.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Example Scenarios

- Workshop for adults to learn computer skills

- Activity is Instruction – Program
- Beneficiary is General Public
- You SHOULD survey for this

		Beneficiary	
		Library Workforce	General Public
Activity	Instruction	Yes if mode is Program	Yes if mode is Program
	Content	Yes if mode is Acquisition or Creation	No
	Planning & Evaluation	Yes	No
	Procurement	No	No

- Summer reading manuals for library staff

- Activity is Content – Acquisition
- Beneficiary is Library Workforce
- You SHOULD survey for this

		Beneficiary	
		Library Workforce	General Public
Activity	Instruction	Yes if mode is Program	Yes if mode is Program
	Content	Yes if mode is Acquisition or Creation	No
	Planning & Evaluation	Yes	No
	Procurement	No	No

Questions