



GOVERNMENT OF PUERTO RICO
DEPARTMENT OF EDUCATION

PUERTO RICO FIVE YEAR LSTA PLAN 2013-2017

LIBRARY AND INFORMATION SERVICES PROGRAM
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MISSION STATEMENT:

The Library and Information Services Program of the Department of Education provides leadership and support to Puerto Rico's libraries to satisfy the information needs of its residents by offering programs, services and promoting the love of reading and lifelong learning, regardless of age, location, social or physical condition.

The Puerto Rico Department of Education, as the assigned SLAA, provides and establishes guidelines for the best use of the Library Services and Technology Act funds. It also works towards the promotion of an island wide library development plan to fulfill the goals and objectives presented in its Five Year Plan.

The Library and Information Services Program (LISP), as receptor of the LSTA funds, is responsible for complying with the required state and federal laws for its enactment. It has the legal responsibility to administer the funds according to LSTA statutes, regulations and requirements. Once the funds are authorized, they are distributed according to the needs previously identified and discussed in the Five Year Plan. The funds awarded annually are divided into three parts: Part A- Administrative Expenses; Part B- Subawards and Part C – Statewide or Island Wide Projects. Part C also includes funds for the professional development of librarians.

NEEDS ASSESSMENT:

Puerto Rico's geography and demographics create demands that are challenging in order to fulfill our library goals. It is a small island, measuring 100 by 35 miles, with a population of 3,978,702, according to 2010 census. San Juan, its capital, is the second oldest city in the Americas. The majority of this population lives and works in urban metropolitan areas. It is composed of 78 municipalities, many of them located in rural small towns.

Following is a description of the types of libraries that the SLAA supports, either directly or through LSTA sub awards:

Public Libraries:

Traditionally, all public libraries were administered by the Department of Education. Gradually, many of them have passed to their local governments by signing a legal agreement which states that they will provide maintenance to the infrastructure and contract staff as necessary, after the personnel paid by the Department of Education retires. At present there are only 24 public libraries that still belong to the Department of Education. Since the majority of the public libraries belong to their local government or municipalities, each municipality determines the policy of the library, and adopts rules, regulations and bylaws for the use of the library and the conduct of its work. The local government prepares, controls and approves the library budget and supervises, under the regulations of the local

city government, the spending of all public funds received by the library. At present, there are approximately 137 public libraries in general, including community libraries that are satellites of the main library. These libraries are also considered public libraries.

Public libraries in Puerto Rico vary in their quality range. There are a few very good public libraries, with adequate physical facilities, excellent library services offered by professional library personnel. But there are still many public libraries with extreme needs of improvement and with low effectiveness, compared with other libraries.

Only 20% of public librarians possess an MLS degree. 40% possess a BA. Public library staff is in great need of professional training opportunities. This need was reflected in the library survey administered.

LSTA funds are critically important for Puerto Rico's public libraries. It provides opportunities to innovate and help ensure that Puerto Rico's residents have access to quality library and information services. These libraries are urged to submit individual competitive proposals to satisfy their library needs. The public libraries that belong to the Department of Education are included in statewide projects to support and assist them in their access to information and resources.

Public School Libraries

Puerto Rico's public school system (K-12) is organized in 28 school districts, located in seven educational regions. As of March 2012, there are 1,538 schools, employing 31,916 teachers, serving 493,393 students. Not all schools possess a school library. As of April, 2012 there are 1,135 public school libraries. There are approximately 637 private schools (Pre-K - 12) throughout the island.

Of the 1,538 public schools there are 1,135 that have organized school libraries. School librarians develop an information skills program based on the *Standards and Guidance for the Library and Information Services Program for School Libraries, Circular Letter No. 4-2011-2012, Guide for the Integration of Information Skills to the Curriculum* and the *Standards for Excellence for the Effective Use of Information*. They teach students how to become lifelong learners, informed decision makers and effective users of information. Puerto Rico's school library program provides access to a variety of resources and services to support this goal. In addition school librarians provide professional development in instructional technology and technical support in the use of technological equipment and networks.

Not all school libraries are administered by professional school librarians. About 36% of school librarians possess a BA in Education and possess a teacher certification, while 64% possess an MLS degree. Some of these libraries are adequately equipped with a satisfactory collection and infrastructure. But there are still others that need improvement in collection development, especially in technology access and training of personnel.

LSTA funds will be needed to continue supporting and assisting these libraries by awarding individual sub awards and developing statewide projects to provide, promote, improve and expand library programming and services that best meet the information needs of our students.

Specialized Libraries:

In Puerto Rico there are some specialized institutions that possess their own libraries. Among these are the Puerto Rico Arts Museum, Ponce Arts Museum, the Conservatory of Music, various music schools, historical museums, historical archives and others. The Blind and Physically Handicapped Library belongs to the Department of Education. All these libraries are summoned to present competitive LSTA proposals to support the information services they provide.

Community Libraries:

Many community libraries are being developed throughout the island due to community information needs. Some of them are privately funded and others are administered by their local government and are a satellite of the main public library. These libraries offer services to their immediate communities. These libraries are urged to submit sub award proposals to satisfy some of their user's information needs.

Academic Libraries:

All of the colleges, universities and private community colleges have academic libraries. Puerto Rico's academic libraries provide access to all types of formats appropriate for users of each institution through adequate collections, including digital and printed materials. With rare exceptions, Puerto Rico's academic libraries serve the information needs of their learning communities throughout the island. Some of these libraries also submit individual competitive proposals to the Library and Information Services Program for consideration.

BACKGROUND OF THE NEEDS ASSESSMENT:

The specific library services needs identified in the Five Year Plan is the result of an analysis of various sources and meetings with several major groups. The first source is the recent Five Year Evaluation Report sent to IMLS on March, 2012. In this Report six main needs were identified and addressed. The LISP administered a Needs Assessment Survey on May, 2012 and the majority of the needs that are considered were taken from this Survey. Other sources for concluding library services needs were discussions at stakeholders' meetings, school library coordinator's meetings, discussion of the goals presented in IMLS's Strategic Plan 2012-2016; IMLS's focal areas; phone and personal interviews and impressions gathered at site visits. In these meetings and in the other activities mentioned, the LSTA purposes were presented, a draft of the Needs Assessment Survey was discussed and edited to produce a final survey document.

As a strategy for periodically updating the LISP's knowledge of its library needs, the above mentioned survey will be administered annually, with slight changes, according to present

needs. In this way, the SLAA will be constantly informed about changing necessities that will need attention.

A special committee was assigned to discuss, evaluate, analyze and summarize the proposed library needs for the next five years. As a result of the findings, the following needs will be addressed in the present Five Year Plan, either as goals, objectives or activities that will serve the library needs of the citizens of Puerto Rico:

1. Libraries in Puerto Rico have a critical need to keep up with technology and offer virtual services for users.
2. School libraries must continue to help improve the academic performance of Puerto Rico's public school students.
3. There is a shortage of qualified and certified library staff that can offer adequate library services to meet user needs, especially in public libraries. There is a need to enhance the skills of the library staff in all types of libraries, increase their leadership skills and advance the delivery of library services.
4. A high percent of citizens need to be aware of the library services available in their communities through promotion of library programs and services.
5. Not all residents can and know how to use library facilities and services.

The Goals and Programs that are presented in this Plan address each of these challenges and are related to the following LSTA priorities:

1. Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, and digital literacy skills (LSTA Priority #1).
2. Providing training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services (LSTA Priority #3A).
3. Targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills (LSTA Priority #5).
4. Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 9902(2) of title 42) applicable to a family of the size involved (LSTA Priority #6).

5. Developing library services that provide all users access to information through local, State, regional, and international collaborations and networks (LSTA Priority #7).
6. Carry out other activities consistent with the purposes set forth in 20 U.S.C. § 9121, as described in the SLAA's plan. 20 U.S.C. § 9141(a)(1-8). (LSTA Priority #8).

The following IMLS's focal areas (product of the Measuring Success meetings) were also considered in the elaboration of this Plan:

1. Lifelong learning
2. Human services
3. Databases
4. Digitization (provide access to digital resources)

The following IMLS's Strategic Plan 2012-2016 Goals were also considered in the development of this Five Year Plan:

1. IMLS places the learner at the center and supports engaging experiences in libraries and museums that prepare people to be full participants in their local communities and our global society.
2. IMLS promotes museum and libraries as strong community anchors that enhance civic engagement, cultural opportunities, and economic vitality.
3. IMLS supports exemplary stewardship of museum and library collections and promotes the use of technology to facilitate discovery of knowledge and cultural heritage.

As a clarification, the following three activities are considered the starting point for the use of LSTA funds. Since these activities and procedures are common to the goals presented by the SLAA, and for the sake of avoiding repetition, the committee decided to mention them prior to the five major goals.

- **Activity #1:** Communicate the availability of LSTA funds through competitive sub award opportunities for development of library services related to the Goal.
 - **Procedure:**
 - Communication of the Availability of LSTA Funds for the presentation of proposals for public and school library personnel.
 - Publication in two major daily newspapers of the availability of LSTA Funds for the presentation of proposals for libraries.
 - **Target Users:** Public, school, academic and specialized libraries
 - **Outcome:** Increase in the amount of proposals received related to the goal.
 - **Use of funds:** Payment for the publication of the announcement in two major daily newspapers.
 - **Timeline:** March 2013, March 2015, March 2017.

- **Activity #2:** Grant Management Workshops and orientations for potential subgrantees.
 - **Procedure:**
 - Provide proposal (grant) writing, evaluation and needs assessment training workshops.
 - Provide technical assistance by e-mail, telephone or personal visits.
 - **Target Users:** Public, school, academic and specialized librarians.
 - **Outcomes:**
 - Increase in the number of participants in proposal training workshops offered.
 - Improved skills and greater confidence in librarian's abilities in proposal writing.
 - **Use of funds:**
 - Reproduction of materials such as: proposal guides and forms, practice exercises and others.
 - Beverages and snacks or light meal for participants.
 - **Timeline:** April 2013, April 2015, April 2017.

- **Activity #3:** Approve sub awards for local projects and programs related to the Goal.
 - **Procedure:**
 - Evaluation of proposals submitted.
 - Approval of proposals related to all aspects of library development.
 - Site visits.
 - Assign and label property numbers on equipment bought with LSTA funds for school and public libraries under the SLAA.
 - Acknowledgement of IMLS in all publications and activities.
 - **Target Users:** All types of libraries.
 - **Outcomes:**
 - Increase in the number of libraries that have expanded services for learning and access to information through library development.
 - Increase in the number of libraries participating in library projects.
 - Updated library services according to user needs.
 - Library users' satisfaction reflected in surveys.
 - Improvement in the compliance process required by LSTA and SLAA.
 - **Use of funds:**
 - Purchase of hardware, software, e-books, databases and subscription to databases, among others.
 - **Timeline:** October 2013 – September 2017

As mentioned before, the above activities are common to the following major goals.

GOALS

Puerto Rico's Major Goals for 2013-2017 are:

GOAL 1: Provide virtual library services to residents of Puerto Rico, regardless of age, location, social, economic or physical conditions so that libraries have appropriate technology to offer access and deliver online library and information services.

A major finding from the survey administered is the need for more library and information services to be delivered electronically, making access and use of this type of resources more and more challenging each day. Fifty-eight percent (58%) of respondents presented this need. Libraries have a critical need to keep up with technology. Students and users of the general public, many of them who are interested in integrating lifelong learning skills to their lives, are increasingly demanding faster, greater and diverse access to services and personal assistance. They expect access to a wide variety of information sources in digital format. Users want wireless access to all types of programs, including databases and many other virtual options. They want this service, 24 hours, 7 days a week (24/7). Further development of the virtual library concept will increase the viability, visibility and value of Puerto Rico's libraries.

This Goal is related to LSTA's Priority #1: Expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, and digital literacy skills.

Following are the supporting activities, procedures, target users, outcomes, use of funds and timeline for Goal 1:

- **Activity:** Develop statewide projects for virtual library development for school and public libraries that still belong to the DE.
 - **Procedure:**
 - Selection of libraries will be according to the needs assessment reports.
 - Grouping of school libraries according to grade levels. The LISP will include approximately 100 school libraries per year in statewide virtual projects such as: *BIVECAS21* (Virtual Library Learning Center for the 21st Century).
 - **Target Users:** Public and school library users.
 - **Outcomes:**
 - Increase in the number of libraries that have expanded services for learning and access to information through virtual library development.
 - Increase in the number of public and school libraries participating in virtual library projects.

- Increase in technology training participation of library staff.
- Updated library services according to user needs.
- Library users' satisfaction reflected in surveys.
- **Use of funds:**
 - Purchase of hardware, software, e-books, databases and subscription to databases, among others.
- **Timeline:** October 2013 – September 2017.

GOAL 2: Improve the academic performance of Puerto Rico's public school students by encouraging the development of strong school libraries, through adequate educational resources, in all types of formats and the development of cultural, educational and motivational reading activities.

Thirty-nine percent (39%) of public school students perform at a basic level (average performance) in Spanish in the Puerto Rico's Standardized Tests. Likewise, they perform at 36% in the basic level in Mathematics, 35% perform in the basic level in English, and 43% in Science. These low percents in the average performance establishes the need to provide educational strategies for teachers and other personnel to help students reach the desirable performance level established in state goals, content standards, and expected grade performance by subject. School libraries can provide a link between students and the unlimited learning opportunities available throughout the learning community. In order to achieve this, schools need to encourage strong library programs. It's a fact that schools can enrich and accelerate student learning through excellent school libraries. School libraries help students develop information skills they need to become successful learners, agile problem solvers, and creative thinkers, preparing them, not only to enter the workforce of the future, but also to think and act as informed, responsible citizens.

Even though 45.4% of the population is below poverty level, according to 2010 Census, 66% of Puerto Rico's public school students have the disadvantage that they belong to families who are under poverty level and live in economically disadvantaged areas (Social-Economic Study of the Puerto Rico Department of Education 2010-2011). Some research studies demonstrate that there is a correlation between poverty and poor school progress.

This Goal is related to LSTA's Priority #1: Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, and digital literacy skills.

It is also related to LSTA's Priority #6: Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 9902(2) of title 42) applicable to a family of the size involved.

Following are the activities, procedures, target users, outcomes, use of funds and timeline for Goal 2:

- **Activity:** Plan and develop integrated curricular activities that will enrich and improve academic achievement.
 - **Procedure:**
 - Plan and develop educational strategies, such as curricular integration, cooperative learning, reading comprehension, research and reading projects.
 - Curricular integration planning between teachers and school librarians.
 - School librarians will provide technology training to teachers, students and other personnel.
 - Development of projects that work with the level of mastery students have of information skills, such as CEMI-SXXI Project (Competencies and Strategies for Managing Information in the 21st. Century). The LISP will include approximately 100 school libraries in this project each year.
 - Coordination, when appropriate, with other educational federal programs, other state agencies and offices, activities and programs to better meet public school students library needs.
 - **Target Users:** Public school students.
 - **Outcomes:**
 - Increase in the academic achievement of public school students.
 - Increase in the mastery of information skills.
 - Students' satisfaction with updated library services.
 - Recognition of libraries as a key partner in engaging students in appropriate learning environments.
 - **Use of funds:**
 - LSTA sub award funding for local projects and programs related to the goal.
 - Statewide projects and programs related to the goal.
 - **Timeline:** October 2013 - September 2017

GOAL 3: Provide, support, improve and expand library programs and services to the people of Puerto Rico that belong to diverse geographic, cultural, socioeconomic backgrounds, including senior citizens, persons with disabilities and to individuals with limited literacy and information skills.

Many of Puerto Rico's population require special attention in the provision of library services. The majority of public libraries still lack the resources to provide library programming and

services that would enable them to meet all the educational, social and informational needs of their users.

Sixty-six percent (66%) of Puerto Rico's children belong to families with income below poverty level. This fact indicates a need for free and accessible programs to support their educational needs and their social, cultural and personal development. Library programs and services are essential to support the efforts of families and schools in the educational process. Public libraries can expand delivery of high quality childhood education services and training that may ensure the long lasting benefits of a competitive workforce. Parents need programs to help them guide their children to become strong, independent readers. Libraries should play an active role in this mission.

Puerto Rico has a high population of people who have difficulty using traditional library services and who require special services, such as: senior citizens, people with different disabilities, and people who have never used a library, among others. A high percent of the population lives in rural areas. Distance and costs limit the access to cultural and educational opportunities that others enjoy. Libraries need to locally develop programs to promote cultural activities that would enhance the quality of life. Access to computers, computer training and the Internet will make library employment support more accessible.

This Goal is related to LSTA's Priority #1: Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, and digital literacy skills.

It is also related to LSTA's Priority #5: Targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills and to Priority #6: Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 9902(2) of title 42) applicable to a family of the size involved.

Following are the activities, procedures, target users, outcomes, use of funds and timeline for Goal 3:

- **Activity:** Expand services for learning, information access and develop special projects with underserved urban and rural communities, with people who have difficulty using traditional library services and for those who require special services.
 - **Procedure:**
 - Plan and develop technology workshops including internet access, e-mail and computer training.

- Plan and develop motivational reading activities and projects.
- Provide and promote WI-FI Internet access.
- Provide information skills that will enable users to benefit from health care, employment search, financial planning and other lifelong learning skills and information services.
- Provide cultural and civic engagement activities.
- Coordinate, when appropriate, resources, programs and activities with local governments and other agencies and offices to better meet users' library needs.
- Provide activities that will collaborate with pre-school readiness and students' academic success.
- **Target Users:** General public, children, students, senior citizens, persons with disabilities, individuals with limited literacy and information skills.
- **Outcomes:**
 - Increase in the attendance to public libraries.
 - Improved skills and greater confidence in library users' ability to satisfy their information needs.
 - Development of lifelong learning skills in public library users.
 - Increase in the awareness of the importance of the library as a community meeting center.
- **Use of funds:**
 - LSTA subaward funding for local projects and programs related to the goal.
 - Statewide projects and programs related to the goal.
- **Timeline:** October 2013 - September 2017

Goal 4: The residents of Puerto Rico will have improved access to library and information services, provided by qualified library personnel with knowledge, skills, abilities and attitudes necessary to provide excellent library and information services.

In order to meet the information needs of library users, libraries need qualified and informed librarians and trained library staff. As of May 2012, there are 64% school librarians who possess an MLS degree or a school librarian certification and 20% public librarians who possess an MLS degree or a certification as a public library administrator. As we can see, public libraries are in most need of professional librarians. This lack of professional librarians has a great impact on the ability of libraries to successfully develop and provide access to library programs and services.

Another essential component for improving library service is the continuing education and professional development of library staff, particularly to those that provide direct service to

users. Continuing education and training is an integral part of the preparation of librarians so that they can develop, expand, deliver or promote services and programs that are essential to the achievement of the Goal.

With the support of LSTA funds, the LISP will develop, provide and support continuing education and professional development opportunities for teacher librarians, public librarians and other library staff.

The LISP needs to make continuing education and professional development opportunities available to ensure a trained, informed, and prepared library professional that will provide the services that library users need.

This Goal is related to LSTA's priorities 1 and 3A:

Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, and digital literacy skills (Priority #1) and

Providing training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services (Priority #3A).

Following are the activities, procedures, target users, outcomes, use of funds and timeline for Goal 4:

- **. Activity:** Provide librarians with continuing education opportunities to enable them to develop, expand and promote services and programs that are essential to the achievement of the Goal.
 - **Procedure:**
 - Provide specialized professional development training workshops built around the subjects mentioned in the Needs Survey and offered by local or external contracted resources:
 - Proposal Writing.
 - Developing an Effective Marketing Plan for the Library
 - Virtual Reference
 - New Techniques and Strategies for Excellent Library Service
 - Use of Technological Tools for the Creation, Sharing and Promotion of Online Resources
 - Review of Technical and Administrative Skills for Librarians
 - Online Technical Assistance
 - Ability to teach technology to users.
 - User centered services
 - Integrated planning in digital format
 - Blogs: A way of promoting services

- Google Doc: Statistical reports, questionnaires and surveys
 - Databases
 - Promotion of library services
 - Others
- Training workshops will be offered by educational regions and by types of librarians.
- **Target Users:** Librarians and other library staff.
- **Outcomes:**
 - Increase in the amount of participant impacted.
 - Librarians will master and apply skills as a result of training workshops.
 - Improvement in library programs and services offered by participant librarians, after going through the different training workshops.
 - Increase in user satisfaction reflected in surveys.
- **Use of funds:**
 - Contract specialists for continuous and sustained training and workshops for professional development of librarians and library staff.
 - LSTA subaward funding for local projects and programs related to the goal.
 - Reproduction of materials such as: guides, literature, and others.
 - Beverages and snacks or light meal for participants.
- **Timeline:** October 2013 - September 2017

Goal 5: Provide a consistent and systematic program for promotion of libraries and library services in Puerto Rico so that citizens have knowledge and full awareness of the library services in their community and the educational, social and cultural benefits they can receive from them.

Libraries in Puerto Rico offer more and better services to its users each day, but they need to increase and encourage awareness of the general public towards local and statewide library services. The majority of libraries communicate their library programs and activities to the immediate audience within the community or schools. But they should communicate the value of the library program to a broader audience. Forty-four (44%) percent of libraries have a web page for promotion of services and only 28% has web blogs. A coordinated marketing plan is necessary to achieve broad awareness of the increased local and statewide services available, via the web, among other methods. Libraries need to demonstrate that they can support lifelong learning, employment search, help lead healthier lives and live a better quality of life, in general.

All types of libraries need to increase and encourage general awareness of the public towards the importance of the services they offer. It is very important for libraries to “sell” or promote their program by means of “success stories”. They should demonstrate to interested members of the community, including stakeholders, the work librarians do and the impact

they have on users every day. The objective is to catch the attention of the general audience and their support. A coordinated marketing plan is necessary to achieve this goal.

This Goal is related to LSTA's Priority #8: Carry out other activities consistent with the purposes set forth in 20 U.S.C. § 9121, as described in the SLAA's plan. 20 U.S.C. § 9141(a)(1-8).

Following are the activities, procedures, target users, outcomes, use of funds and timeline for Goal 5:

- **Activity:** Develop a consistent and systematic program for promotion of libraries and library services.
 - **Procedure:**
 - Provide librarians training workshops based on the subjects identified in the survey, such as:
 - Developing an effective marketing plan for the library
 - Use of technological tools for the creation, sharing and promotion of online resources.
 - New techniques and strategies for excellent library service.
 - Others
 - Encouragement of the importance of promoting all types of services offered in the library.
 - Promotion of school and public library web page using social networks.
 - **Target Users:** Librarians, library staff and all types of library users.
 - **Outcomes:**
 - Increased awareness of the role libraries play in the community.
 - Increase in the number of libraries that effectively promote resources.
 - Increase in the number of library customers who are attracted to the library due to new promotion strategies.
 - Enhanced access to increased educational and lifelong learning benefits.
 - **Use of funds:**
 - LSTA subaward funding for local projects and programs related to the goal.
 - Statewide projects and programs related to the goal.
 - Contract specialists for continuous and sustained training and workshops for promotion of libraries and library services.
 - Reproduction of materials such as: guides, literature, and others.
 - Beverages and snacks or light meal for participants.
- **Timeline:** October 2013- September 2017

EVALUATION PLAN

GOALS	Outcome Based Evaluation (OBE)			
	ACTIVITIES	TIMELINE	OUTPUT	OUTCOMES
<p>Goal 1: Provide virtual library services to residents of Puerto Rico, regardless of age, location, social, economic or physical conditions, so that they have appropriate technology to access and deliver online library and information services.</p>	<p>1. Develop statewide projects for virtual library development for school and public libraries that still belong to the DE. These projects will include purchase of hardware, software, e-books, databases and subscription to databases, among others.</p>	<p style="text-align: center;">October 2013 to September 2017</p>	<ul style="list-style-type: none"> • Number of libraries that participate in statewide projects. • Number of statewide virtual library projects developed. • Number of hardware, software, e-books, subscription to databases and databases purchased. 	<ul style="list-style-type: none"> • Increase in the number of public and school libraries participating in virtual library projects. • Increase in the number of libraries that have expanded services for learning and access to information through virtual library development. • User satisfaction reflected in surveys. • Library staff satisfaction reflected in surveys. • Increase in technology training participation of library staff. • Updated library services according to user's needs.

GOALS	ACTIVITIES	TIMELINE	OUTPUT	OUTCOMES
	2. Award sub grants for local projects and programs related to the Goal.	Oct. – Dec. 2013 Oct. – Dec. 2015 Oct. – Dec. 2017	<ul style="list-style-type: none"> • Number of proposal training workshops offered. • Number of sub grants awarded for virtual library development • Number of grant management workshops offered. • Number of site visits made. • Number of activities developed for promoting subscription databases that satisfy user's needs. • Quantity of LSTA equipment labeled with property number. 	<ul style="list-style-type: none"> • Increase in the number of participants in proposal training workshops. • Increase in the amount of libraries that submit proposals. • Satisfaction with grant management workshops offered. • User satisfaction with the training received.

GOALS	ACTIVITIES	TIMELINE	OUTPUT	OUTCOMES
<p>Goal 2: Improve the academic performance of Puerto Rico's public school students by encouraging the development of strong school libraries, through adequate educational resources, in all types of formats and the development of cultural, educational and motivational reading activities.</p>	<p>1. Plan and develop integrated curricular activities that will enrich and improve academic achievement.</p>	<p>October 2013 to September 2017</p>	<ul style="list-style-type: none"> • Number of integrated curricular activities developed. • Number of research and reading projects developed. • Number of technology training offered by school librarians to teachers, students, parents and other personnel. • Number of projects directed towards the mastery of information skills developed. 	<ul style="list-style-type: none"> • Increase in the academic achievement of public school students. • Increase in the mastery of information skills. • Students' satisfaction with updated library services. • Recognition of libraries as a key partner in engaging students in appropriate learning environments.
	<p>2. Develop statewide projects and programs related to the goal.</p>	<p>October 2013 to September 2017</p>	<ul style="list-style-type: none"> • Number of school libraries participating in statewide projects. 	<ul style="list-style-type: none"> • Increase in the academic performance of students.
	<p>3. Award sub grants for local projects and programs related to the Goal.</p>	<p>October 2013 to September 2017</p>	<ul style="list-style-type: none"> • Number of sub grants awarded. 	<ul style="list-style-type: none"> • Increase in the amount of libraries that submit proposals. • Increase in the academic achievement of students.

GOALS	ACTIVITIES	TIMELINE	OUTPUT	OUTCOMES
<p>Goal 3: Provide, support, improve and expand library programs and services to the people of Puerto Rico that belong to diverse geographic, cultural, socioeconomic backgrounds, including senior citizens, persons with disabilities and to individuals with limited literacy and information skills.</p>	<p>1. Develop special projects with underserved urban and rural communities and to individuals with limited information skills, including senior citizens , and persons with disability, such as:</p> <ul style="list-style-type: none"> • Technology workshops, including internet access, e-mail and computer training. • Motivational reading activities and projects. • Cultural and civic engagement activities. • Information skills that will enable users to satisfy their lifelong learning skills and information services. 	<p>October 2013 to September 2017</p>	<ul style="list-style-type: none"> • Number of computer training workshops developed. • Number of cultural and civic engagement activities developed. • Number of motivational reading activities and projects developed. • Number of technology workshops offered. • Number of participants impacted. • Number of libraries that provide WI-FI access. • Number of bibliographic and technological resources acquired to serve special population in public and school libraries. 	<ul style="list-style-type: none"> • Increase in attendance to public libraries. • Improved skills and greater confidence in library user's ability to satisfy their information needs. • Development of lifelong learning skills in public library users. • Increase in the awareness of the importance of the library as a community meeting center where cultural and civic engagement activities can be developed.
	<p>2. Acquisition of bibliographic and electronic resources to target persons with disabilities, including children.</p>	<p>October 2013 to September 2017</p>	<ul style="list-style-type: none"> • Number of bibliographic and electronic resources bought. 	<ul style="list-style-type: none"> • Improved special collections to target persons with disabilities.

GOALS	ACTIVITIES	TIMELINE	OUTPUT	OUTCOMES
	3. Develop statewide projects and programs related to the goal.	October 2013 to September 2017	<ul style="list-style-type: none"> • Number of public libraries participating in statewide projects. 	<ul style="list-style-type: none"> • Increase in the number of public libraries that participate in statewide projects.
	4. Award sub grants for local projects and programs related to the goal.	October 2013 to September 2017	<ul style="list-style-type: none"> • Number of public library subgrants awarded. 	<ul style="list-style-type: none"> • Increase in the amount of public libraries that submit proposals. • Increase in the number of public libraries that have expanded services for lifelong learning and access to information. • Updated library collections.
<p>Goal 4: The residents of Puerto Rico will have improved access to library and information services, provided by qualified library personnel with knowledge, skills, abilities and attitudes necessary to provide excellent library and information services</p>	1. Provide librarians with continuing education opportunities to enable them to develop, expand and promote services and programs that are essential to the achievement of the Goal.	<p>Oct. - Dec. 2013 Feb. – April 2014 Oct. – Dec. 2014 Feb. – April 2015 Oct - Dec. 2015 Feb. – April 2016</p>	<ul style="list-style-type: none"> • Number and type of professional training workshops developed. • Number of participants in each training workshop. 	<ul style="list-style-type: none"> • Librarians will master and apply skills as a result of training workshops. • Increase in the amount of participants impacted. • Improvement in library programs and services offered by participant librarians after going through the different training workshops. • Increase in user satisfaction reflected in surveys.

GOALS	ACTIVITIES	TIMELINE	OUTPUT	OUTCOMES
	2. Provide specialized professional development training workshops built around the subjects mentioned in the Needs Survey and offered by local or external contracted resources.	Oct. - Dec. 2013 Feb. – April 2014 Oct. – Dec. 2014 Feb. – April 2015 Oct - Dec. 2015 Feb. – April 2016	<ul style="list-style-type: none"> • Number of public librarians impacted with professional training workshops. • Number of school librarians impacted with professional training workshops. 	<ul style="list-style-type: none"> • Mastery in the application of skills as a result of training workshops. • Improved skills in library users to satisfy their information needs.
	3. Develop statewide projects and programs related to the goal.	October 2013 to September 2017	<ul style="list-style-type: none"> • Number of school and public librarians participating in statewide projects. 	<ul style="list-style-type: none"> • User satisfaction reflected in surveys.
	4. Award sub grants for local projects and programs related to the goal.	October 2013 to September 2017	<ul style="list-style-type: none"> • Number of subgrants awarded related to the goal. 	<ul style="list-style-type: none"> • Increase in the amount of subgrants awarded related to the goal.
<p>Goal 5: Provide a consistent and systematic program for promotion of libraries and library services in Puerto Rico so that citizens have knowledge and full awareness of the library services in their community and the educational, social and cultural benefits they can receive from them</p>	Develop a consistent and systematic program for promotion of libraries and library services.	Oct. - Dec. 2013 Feb. – April 2014 Oct. – Dec. 2014 Feb. – April 2015 Oct. - Dec. 2015 Feb. – April 2016	<ul style="list-style-type: none"> • Number of web pages using social networks created. • Number of new promotion strategies developed. 	<ul style="list-style-type: none"> • Increase in the number of library customers who are attracted to the library due to new promotion strategies. • Increased awareness of the role libraries play in the community. • Increase in the number of libraries that effectively promote programs, resources and services. • Enhanced access to increased educational and lifelong learning benefits.

GOALS	ACTIVITIES	TIMELINE	OUTPUT	OUTCOMES
	1. Provide librarians training workshops based on subjects related to the Goal.	Oct. - Dec. 2013 Feb. – April 2014 Oct. – Dec. 2014 Feb. – April 2015 Oct - Dec. 2015 Feb. – April 2016	<ul style="list-style-type: none"> • Number of training workshops offered. • Number of participants impacted. 	<ul style="list-style-type: none"> • Mastery in the application of skills as a result of training workshops. • Improved skills in library users to satisfy their information needs.
	2. Develop statewide projects and programs related to the goal	October 2013 to September 2017	<ul style="list-style-type: none"> • Number of librarians participating in statewide projects. 	<ul style="list-style-type: none"> • Increase in the number of libraries that effectively promote library program resources and services.
	3. Award sub grants for local projects and programs related to the goal.	October 2013 to September 2017	<ul style="list-style-type: none"> • Number of subgrants awarded related to the goal. 	<ul style="list-style-type: none"> • Increase in the amount of subgrants awarded related to the goal.

Stakeholder Involvement

A planning committee was established to develop the draft of the Five Year Plan for the Puerto Rico Department of Education, assigned as the SLAA for IMLS. The committee consisted of members of the Library and Information Services Program staff, public and school library coordinators, focus groups and experts to guide in the development of specific parts of the Plan.

A smaller committee was formed to review, provide feedback and approve the final draft before submission to IMLS. This committee consisted of four school librarians, three public librarians, one specialized, one community library representatives and two members of the Library and Information Services Program.

Stakeholders involvement has been provided in the implementation of the previous Five Year Plan and in the present Plan. At least once a year, the planning committee already mentioned will meet to review the direction and implementation of the Plan. Library users will be given opportunities to comment on the development of the Plan by participation in surveys, interviews, questionnaires and others.

Communication and Public Availability

After IMLS approves the Puerto Rico LSTA Five Year Plan, it will be published in print form and posted on the SLAA's web site. It will be made available to public, special academic, community and school libraries and users throughout the five year period. Stakeholders will review the Plan annually and make recommendations to the Library and Information Services Program. Any change or substantive revision to the Puerto Rico LSTA Five Year Plan will be submitted to IMLS for approval.

The Library and Information Services Program will maintain constant communication with stakeholders to announce achievements and other important results of activities developed in this Five Year Plan.

Monitoring

The Library and Information Services program will continually track the implementation of the Puerto Rico LSTA Five Year Plan and submit reports as required. The monitoring of sub grantees' projects funded by LSTA is an important part of this tracking process. The monitoring process will include quarterly reports, site visits, telephone and e-mail interviews, questionnaires and surveys to at least 40% of the projects awarded and approved each year. Frequent visits are made to assign and label property numbers on equipment bought with LSTA funds for school and public libraries under the SLAA. Any corrective action needed as a result of the site visits and reports received, will be decided on in collaboration with subgrantees.