



# Plan your next adventure! Preparing for the new Five-Year Plan

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# Plan Guidelines

- Main purpose of the Plan is to establish goals
- Must include a “crosswalk” with the SPR
- [See Official Guidelines](#) on the IMLS website

APPLICATION DEADLINE:  
June 30, 2022

For more information, call  
IMLS: 202-653-4678 or visit  
<http://www.imls.gov>

## FIVE-YEAR STATE PLAN GUIDELINES FOR STATE LIBRARY ADMINISTRATIVE AGENCIES 2023-2027

### INSTITUTE OF MUSEUM AND LIBRARY SERVICES

Burden Estimate and  
Request for Public  
Comments

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Institute of Museum and Library Services  
Grants to States Program  
955 L'Enfant Plaza North, SW, Suite 4000  
Washington, DC 20024-2135

and to the Office of Management and Budget Paperwork  
Reduction Project (3137-0034), Washington, DC 20503.

TDD (for persons with hearing difficulty): (202) 653-4614. Upon request, the Institute will provide an audio recording of this publication.



# What is in the State Plan?

- Mission Statement
- Needs Assessment
- Goals
- Projects
- Coordination Efforts
- Evaluation Plan
- Stakeholder Involvement
- Communications & Public Availability
- Monitoring
- Signed Assurances



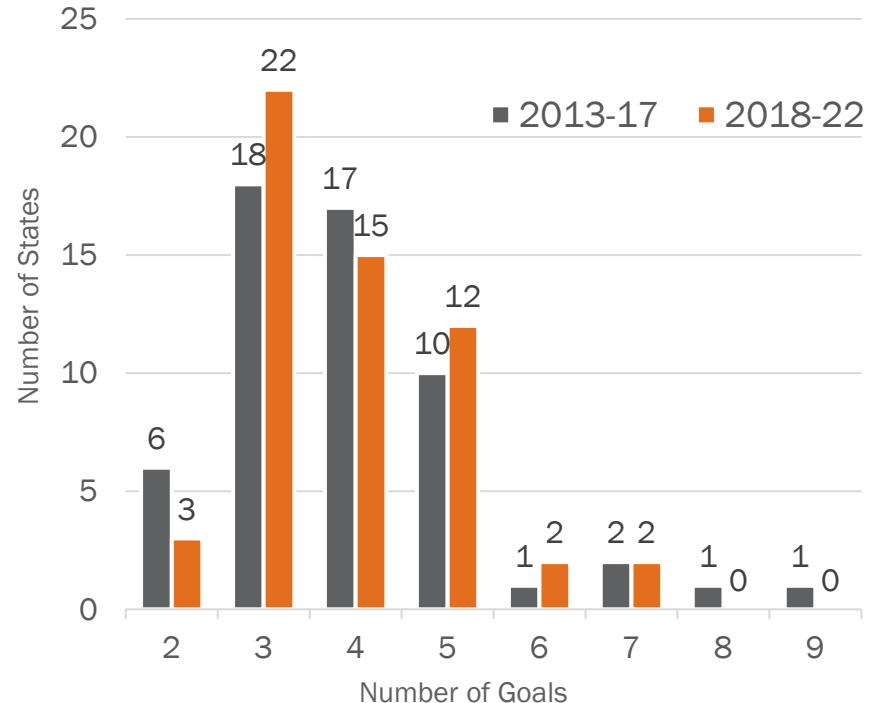
# Needs Assessment

- Your Five-Year Evaluation may inform the needs assessment, along with complementary data and advisory input
- Engage your stakeholders and your community

# Goals

- All goals must align with LSTA priorities
- Each goal should address at least one need established in your needs assessment
- Fewer, broader goals (3-4 are best)
- Keep verbiage short

## Five-Year Cycle Comparison: Number of Goals Across States





# Projects

- The narrative for each goal must describe supporting projects
- For each project, explain what will be done, for whom, how, and outcomes
- Include a timeline for program activities over the five-year period
- You don't have to include ALL projects, just a sample
- You can include statewide and subrecipient projects, such as:
  - Statewide databases
  - Summer reading
  - Courier services
  - E-books
  - Talking Books



# Coordination Efforts

- How will you coordinate resources, programs, and activities with other State agencies?
- According to the Statute, you can focus on:
  - Elementary and secondary education
  - Early childhood education
  - Workforce development
  - Other activities, like economic and community development and health information
- “Efforts” do not mean commitments in stone



# The “Crosswalk”

<b>State Goal</b>	<b>IMLS Focal Area(s)</b>	<b>Associated Project</b>	<b>IMLS Intent</b>
#1 Lifespan Learning	Lifelong Learning	STEM for All	Improve users’ general knowledge and skills
		Summer Reading	Improve users’ formal education
		Senior Encore	Improve users’ general knowledge and skills
#2 Community Connections	Human Services, Civic Engagement	Financial Literacy 101	Improve users’ ability to apply information that furthers their personal, family, or household finances
		One Book	Improve users’ ability to participate in community conversations around topics of concern
#3 Trained Workforce	Institutional Capacity	School Library Boot Camp	Improve the library workforce
		CE Pursuits	Improve the library workforce
		Accreditation	Improve the library workforce





# Evaluating the Plan

- Each goal should have objectives and indicators
- Describe how you will evaluate the success of projects
- The SPR requires outcomes-based evaluation questions for projects that include public and library staff instruction; content creation or acquisition; and planning and evaluation



# Stakeholder Involvement

- Describe how you will involve library staff, partners and library users in policy decisions regarding the development, implementation, and evaluation of the State Plan
- Be specific about who they are! This could be related to your beneficiaries. For example:
  - library entities, including public, school, academic, special, and institutional libraries, and libraries serving individuals with disabilities
- Be transparent about how you will involve them in the process
- If appropriate, involve your State Library Advisory Council



# Communication

- Describe how you will publicize the Plan to stakeholders
- The Plan must be publicly available
- Keep the plan integrated in your projects
- Promote your plan and projects to your stakeholders
- Provide the specifics. Will you use emails, social media, newsletters, meetings, etc.
- Communicate any results, products, processes or benefits



# Monitoring

- Describe how you will track project performance in relation to your State Plan.
- Monitoring should comply with reporting requirements for the Program:
  - Risk assessment checks
  - Site visits
  - Virtual check-ins or visits



# IMLS Plan Review

- Plans are due to IMLS by June 30, 2022
- IMLS has 90 days to review and approve all plans
- IMLS may ask for changes
- Official letters of approval are sent before the plans become effective on Oct. 1, 2022
- Your final plan will be viewable on the IMLS website



# Substantive Changes to the Plan

- Substantive revisions can occur, such as a change in goals
- The proposed revision must be submitted to IMLS for review as an amendment to the Plan
- Proposed revisions are due not later than April 1, for it to be effective the following fiscal year starting Oct 1

# Questions?

Thank you for your participation!