



Revisiting the State Program Report (SPR)

Teri DeVoe



End goal: clear explanation of how funds were used

Library Collection Development and Outreach Programs.		
State: Palau	Fiscal Year: 2024	LSTA Funds: \$56,829.88
Grantee: Palau Ministry of Education		Match Funds: \$43,600.00
Show/Hide Description		
Improve Library Online System Database		
State: Palau	Fiscal Year: 2024	LSTA Funds: \$3,116.67
Grantee: Palau Ministry of Education		Match Funds: \$0.00
Show/Hide Description		
Library Trainings and Professional Development		
State: Palau	Fiscal Year: 2024	LSTA Funds: \$43,975.89
Grantee: Palau Ministry of Education		Match Funds: \$12,168.00
Show/Hide Description		



Audiences for SPR reports

- IMLS as a monitoring agency (reasonable/necessary/allowable)
- General public
- Congress and the White House
- Five-year evaluator
- Auditors
- Your leaders and partners
- Other State Library Administrative Agencies



Questions these audiences might ask

- How were funds used?
 - What was purchased/supported?
 - How much did it cost?
 - Were there other partners involved?
 - Where did activities happen?
 - Who were the beneficiaries?
 - Was there measurable or anecdotal impact?
- Were there lessons learned?



IMLS funds are Project-based

- IMLS funds are not meant to be general operational support of libraries:
 - Not for keeping the lights on
 - Not for building security or maintenance
- That would “supplant” local or state funding
- Therefore, IMLS funds must be framed as **PROJECTS** that take a number of resources to accomplish something specific



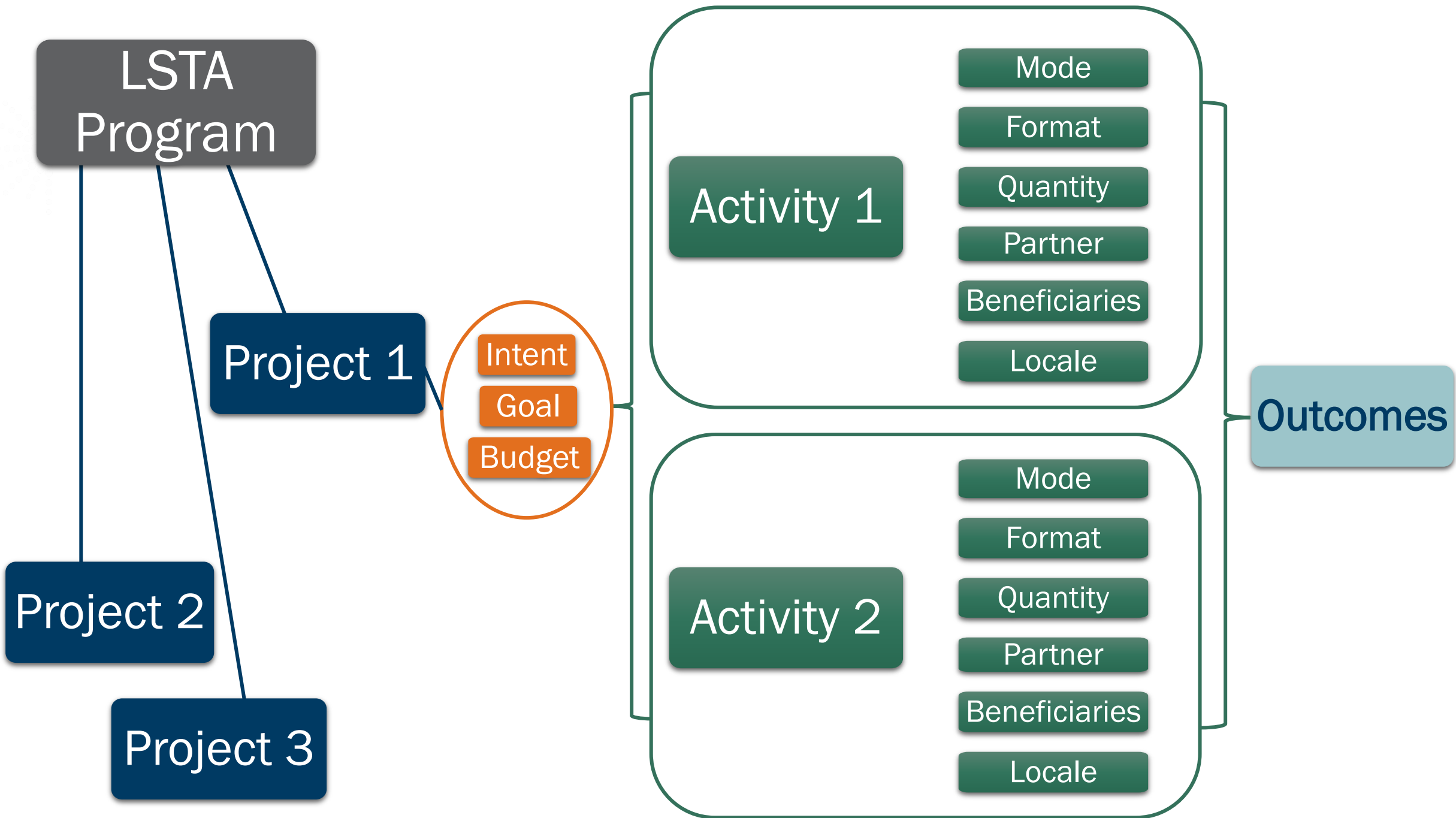
Projects

- Set of activities carried out to achieve an intended outcome
- Contains allocable resources: dollars spent, people responsible for accomplishing tasks, venue or service location(s), time spent
- Any overhead or indirect costs that are not specific to carrying out a Project should be logged in the Administrative Project (4%) instead



Holistic SPR approach to a Project

- **Project/activity titles:** high-level understanding of scope
- **Project abstract:** broad summary of what happened and who benefitted
- **Budget narratives (NOT PUBLIC):** enough to convey that purchases were reasonable and necessary
- **Activities:** public-facing explanation of the things purchased/supported in the budget and in what manner they were carried out (acquisition, instruction, etc.)
- **Outcomes:** measurements or anecdotes about impact and lessons learned





General Narrative Tips

- Use plain language (avoid acronyms and jargon)
- Project and activity titles should be brief and meaningful
- Abstract should be between 90-160 words (1 paragraph)
- Write in the past tense (or if ongoing, present tense)
- Use position titles, not staff names



Project titles

Title:

Provide training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery and information services.

Title:

Archiving and Scanning the deBrum Document Collection

Title:

Library Week and Summer Reading Program

Title:

Library Trainings and Professional Development

Title:

Library

Project abstracts

Abstract:

Includes Wonderbooks, fiction and non-fiction print books, equipment, and anime DVDs and Blu-Rays.

Abstract:

The Polynesian Photo Archives Keith Dahl Collection is a vital preservation initiative by the Feleti Barstow Public Library. This extensive collection, inherited from the Keith Dahl estate, contains approximately 800,000 5x8 photographs that document cultural and local events, sports, and portraits from 1979 to 2012. The project is being spearheaded by a Library Assistant who has received professional development training and is highly familiar with the collection. The sorting phase is complete, with around 600,000 unique photographs identified and approximately 170,000 duplicates set aside. The numbering process has also been finalized. The next steps involve the labor-intensive tasks of scanning the images and uploading them to the digital archive with watermarks for preservation and accessibility. To support these efforts, the library is also engaging in crowdsourcing initiatives to gather additional resources and community involvement.

Abstract: The Youth Services Coordinator (YSC) for the Maryland State Library Agency (MSLA) participated in several statewide programs and partnerships to promote youth services amongst library staff. The Coordinator participated in statewide action groups, including the MD Family Engagement Coalition and the State Early Childhood Advisory Council, to help further awareness and action surrounding state early literacy initiatives. Within the MD Family Engagement Coalition, the Coordinator served as a member of the Technology Subcommittee. The Youth Services Coordinator also guided Maryland's summer reading program; provided statewide trainings to Youth Services staff about YALSA Transforming Teen Topics (T3), STEM, Teen Mental Health, Family Data Privacy, and media mentorship topics; and convened monthly check-in meetings of the statewide library youth services coordinators to foster sharing, networking, and collaboration. The Youth Services Coordinator contributed to the following partnerships which enhanced youth services programs throughout Maryland: - YALSA - provided training on tween/middle school programming as well as "T3: Transforming Teen Services" topics: Youth Development, Connected Learning, Computational Thinking, Educational Equity, and Guided Facilitation. - Maryland Family Engagement Coalition - provided a public library perspective, MSLA liaison - Maryland Library Association - MSLA liaison - Maryland Department of Veterans Affairs - partnered with the Director of Advocacy & Outreach to provide a Summit about library services and programs for military-connected youth and military families - Maryland Department of Health - partnered with Director, MD Commitment to Veterans in planning trainings for library staff regarding veterans mental health and suicide prevention - Mid-Atlantic Equity Consortium - served on their Advisory Council to help bring awareness of the importance of developmental play to families, including through library programming, and was a member of the CAFETEA sub-committee (Technology, Equity & Access) which created a technology and media literacy basics parental guide. The Youth Services Coordinator (YSC) coordinated Maryland Public Libraries' statewide, annual summer reading program as a member of the Collaborative Summer Library Program consortium (CSLP), individualized by county. The primary purpose of the program is to ensure that all Maryland students discover and participate in reading and other enriching activities that are engaging for youth and families during the summer months when school is not in session and schedules allow for varied exploration of interests. In the summer of 2021, libraries followed the CSLP theme, "Tails & Tales" as they created their various reading and learning programs. Statewide partnerships were still on pause, due to the pandemic, but community partnerships throughout the state support programs at the local level. In the early months of 2022, while planning for summer of 2022, the 2022 theme, "Oceans of Possibilities", along with improved pandemic conditions, allowed the Coordinator to forge new state partnerships, including the National Aquarium, the Maryland State Fair, and the National History Society of Maryland. Digital literacy skills were also fostered as library systems utilized various digital platforms for families to track their summer reading experiences and also accepted eBooks as a reading format. The Youth Services Coordinator of the Maryland State Library Agency provided opportunities for increased awareness and learning in the areas of early literacy and family engagement. The Coordinator participated as an active member of the state MD Family Engagement Coalition and served on this Coalition's Technology sub-committee. The Coordinator continued a partnership with the Maryland State Department of Education and Dr. Betsy Diamant-Cohen (Mother Goose on the Loose, LLC), in the refinement and implementation of a Maryland public library piloting of "Hatchlings", an early literacy program for expectant and new families. The Coordinator also collaborated with the Ezra Jack Keats Foundation to host a watch-party/discussion for Maryland youth services staff of their documentary released in 2021, "Tell Me Another Story: Diversity in Children's Literature." The Youth Services Coordinator of the Maryland State Library Agency provided opportunities for increased awareness and learning in teen services and technology education. With a planning committee, the Coordinator coordinated two Teen Connect Conferences to support library staff as they are engaged with tweens and teens through the 2021-2022 school year. Through collaboration with Dr. Mega Subramaniam and the University of Maryland, teen services staff received a three-part training in the resources and strategies library staff can provide to youth and families regarding data and digital privacy. The Coordinator also worked with the Maryland Department of Health and a clinical counseling consultant to bring training to youth staff in the area of teen mental health and teen suicide prevention, and she provided further training sessions to teen services staff on the YALSA Transforming Teen Services curriculum, covering the topics of Connected Learning, Computational Thinking, and Youth Development. The Coordinator continued working, along with two other selected state library agency partners, alongside Cornerstone of Science in their IMLS-funded, STEM Equity Framework Project. The Coordinator continued serving on the NASA @ My Library Advisory Panel to help inform professional development and program support for public library staff in the area of STEM programs and activities. The Make-IT Place online digital maker space for public libraries, developed in partnership with the Maryland State Library and OER (Open Educational Resources), continued to be utilized by public library staff for STEM planning and staff STEM professional development. Junior Achievement (JA) was a results-oriented agency whose scalable hands-on learning opportunities gave K-12 youth the chance to explore careers and understand the pathways to them. In partnership with the Baltimore County Public Library (BCPL), the curriculum created for the library space at Bliztown was developed and revised; and design began of the library space, itself. Junior Achievement's Bliztown was unopened for students by June 2022, so there were no results or immediate benefits other than potential ones. This grant provided important opportunities for students to learn more about how businesses and libraries work. - Maryland STEM Festival - MSLA liaison - Cornerstones of Science - Served as state library agency partner for their developing IMLS Grant, "STEM Equity Framework: Building Equitable, Inclusive Library Services That Address Community Needs" - University of Maryland (School - co-led trainings on "Reimagining Library Services for Youth" and Safe Data | Safe Families projects - NASA - served on the NASA @ My Library Advisory Panel The Youth Services Coordinator (YSC) for the Maryland State Library Agency (MSLA) participated in several statewide programs and partnerships to promote youth services amongst library staff. The Coordinator participated in statewide action groups, including the MD Family Engagement Coalition and the State Early Childhood Advisory Council, to help further awareness and action surrounding state early literacy initiatives. 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Budget Narratives

- Give enough detail to help IMLS understand the costs were reasonable and necessary
 - For Salaries, position titles and amounts of salary
 - For Travel, number of travelers and a few details (conference/place)
 - For Supplies or Services, avoid terms like “miscellaneous” or “other”
- “Equipment” should be \$10,000 or more (otherwise Supplies)
- Differentiate what is paid for with LSTA and Matching funds
- “Other Operational Expenses” in Project budgets is only used for indirect costs for sub-awardees
 - Utilities, maintenance costs, etc. should go in the Administrative Project



Budget Narrative: Salaries

Salaries/Wages/Benefits	\$17,245.55	\$0.01	\$0.00
Description	Wages and salary for personnel implementing programs and activities in line with our 5-year LSTA goals and objectives.		

Salaries/Wages/Benefits	\$0.00	\$33,074.05	\$0.00
Description	Match funds to support salaries and benefits.		

Salaries/Wages/Benefits	\$0.00	\$12,168.00	\$0.00
Description	The LSTA grant team, consisting of five members, collaborated to successfully complete and implement the proposed projects and reporting. Each member contributed 10% of their work time as matching funds.		



Budget Narrative: Travel

Travel	\$5,038.02	\$0.00	\$0.00
Description	Fees and travel costs for attendance at outreach events and national conferences.		

Travel	\$0.00	\$0.00	\$3,277.00
Description	Travel was to cover the expenses of mileage and overnight stays when hosting in-person workshops.		

Travel	\$5,048.00	\$0.00	\$521.00
Description	Family Place training - hotel and meals \$1,760 Two Paso Robles City Library staff members attended a 3-day Family Place training in Long Island, NY. Hotel and meals at approved rates for 3 days.		



Budget Narrative: Supplies

Equipment	\$4,995.81	\$0.00	\$0.00
Description	Acquisition purchase for 191 books		
Supplies/Materials	\$5,531.05	\$0.00	\$0.00
Description	Procured programmatic supplies to carry out library programs.		
Supplies/Materials	\$56,829.88	\$0.00	\$0.00
Description	Acquired 10 sets of focused phonics materials for each grade level K-2, along with 180 locally published children's books. Additionally, a color printer and supplemental learning materials—30 pieces each of pencils, pens, notebooks, rulers, scissors, and flash drives		



Activities

- An activity should be included in your project if it accounts for 10% or more of the total project budget (no more than 10 activities per project)
- Any reported activity should be easily identifiable within the project's budget
- Quantity info in activities contributes to the larger story of your SPR projects
 - Avoid leaving any section with all zeroes



Four types of activities

Activities are action(s) through which the intent of a project is accomplished.

Activity Name	Definition
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 equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure.

*Only available with Institutional Capacity intents (workforce, infrastructure, operations)



Budget-Activity alignment

Travel	\$3,438.61	\$0.00	\$0.00
Description	Travel expenses for project director to attend U.S. Census conferences.		



Activities	Outcomes
Update website	Outcomes
Develop and publicize profiles and reports	Outcomes

Travel	\$62,010.98	\$0.00	\$0.00
Description	Team Joeten-Kiyu Public Library (JKPL) engaged in a series of professional development and training activities as part of its commitment to strengthening institutional capacity and advancing library services across the Commonwealth of the Northern Mariana		



Activities	Outcomes
Pacific Islands Association of Libraries, Archives, and Museums Conference	Outcomes
Chief Officers of State Library Agencies Conference	Outcomes
Northern Marianas Center for the Book Affiliate: Joeten-Kiyu Public Library	Outcomes
Antonio C. Atalig Memorial Library Bookmobile Professional Development Training	Outcomes
Volunteer Program	Outcomes
Tinian Public Library Professional Development	Outcomes
American Library Association Conference	Outcomes
Library Learning Experience	Outcomes



Activity quantities

Title: Expanded staff participation in email processing

Abstract:
Three additional state records archivists have been given the tools and workflows for continued processing of the Kaine email archives.

Intent: Improve the library workforce.

Activity: Content
Mode: Description
Format: Digital

Quantity

Number of items made discoverable to the public	0
Number of collections made discoverable to the public	0
Number of metadata plans/frameworks produced/updated	0

Title: E-Content

Abstract:
Provide e-content (purchased, licensed, or digitized locally) to NMISL users. Provide digital collections resources to users, and ensure appropriate technologies (e.g. hardware, software, ,ils) for access are available at physical and remote locations.

Intent: Improve users' ability to obtain and/or use information resources.

Activity: Content
Mode: Acquisition
Format: Combined physical & digital

Quantity

Number of hardware acquired	3
Number of software acquired	2
Number of licensed databases acquired	3
Number of print materials (books & government documents) acquired	3,000
Number of electronic materials acquired	499
Number of audio/visual units (audio discs, talking books, other recordings) acquired	5



Activity beneficiaries

Beneficiaries

Is the activity directed at the library workforce: Yes

Locale

Is the activity state-wide: No

Specific Locations: No

Institution Types

Public Libraries	0
Academic Libraries	0
SLAA	0
Consortia	0
Special Libraries	0
School Libraries	0
Other	0

Beneficiaries

Is the activity directed at the library workforce: Yes

Locale

Is the activity state-wide: Yes

Institution Types

Public Libraries	3
Academic Libraries	0
SLAA	0
Consortia	0
Special Libraries	0
School Libraries	32
Other	0



Outcomes

- Include Project Outcomes narratives
 - Don't just leave them blank; even if there's not much to add
- Ideas for possible outcomes:
 - Cost savings
 - Changes in logistics
 - Quotes from users
 - Anecdotal stories
- For ongoing projects: opportunity to add year-specific reflections/observations



Outcomes narratives

Project Outcomes

List any important outcomes or findings not previously reported.

Please briefly describe the importance of these outcomes and findings for future program planning.

Explain one or two of the most significant lessons learned for others wanting to adopt any facets of this project.

Project Outcomes

List any important outcomes or findings not previously reported.

The upgraded online system improved efficiency, streamlined cataloging, and enhanced access across sites. It provided better search tools, usage analytics, and mobile-friendly features, while fostering collaboration and resource sharing among libraries. These outcomes strengthen user engagement and support evidence-based planning for future growth.

Please briefly describe the importance of these outcomes and findings for future program planning.

These outcomes are important for future planning as they improve efficiency, expand access, and strengthen engagement. Streamlined systems, better search tools, and analytics guide evidence-based decisions, while mobile access and collaboration ensure programs remain inclusive, sustainable, and impactful.

Explain one or two of the most significant lessons learned for others wanting to adopt any facets of this project.

A key lesson is to keep systems simple and accessible, boosting participation. Another is investing in staff training, which expands skills, builds global connections, and strengthens library capacity.



Technical Tips



Financial Status Report (FSR)

- The white fields can be edited.
- The grey fields are system-generated from other parts of the report and cannot be edited.

Total SLAA funds expended to meet the purposes of LSTA, including the Five-Year-Plan (MOE) ⓘ *	\$	<input type="text" value="0.00"/>
Minimum MOE Required	\$	<input type="text" value="0.00"/>

MATCH-State funds expended specifically on the Five-Year Plan	\$	<input type="text" value="7100.00"/>
MATCH-Other funds expended specifically on the Five-Year Plan ⓘ	\$	<input type="text" value="1600.00"/>
Total Match	\$	<input type="text" value="8,700.00"/>
Minimum Match Required ⓘ	\$	<input type="text" value="0.00"/>
All other recipient outlays not previously reported	\$	<input type="text" value="0.00"/>

Total unliquidated obligations (expected to clear by Dec. 30 or later IMLS-approved date)	\$	<input type="text" value="0.00"/>
Unobligated balance of Federal funds (these funds to be deobligated) ⓘ	\$	<input type="text" value="-56,830.00"/>
Federal share of net outlays ⓘ	\$	<input type="text" value="56,830.00"/>

LSTA Administrative Costs		
Allowed	Actual	Difference
\$ <input type="text" value="0.00"/>	\$ <input type="text" value="30,000.00"/>	\$ <input type="text" value="0.00"/>

IMLS-approved date unliquidated obligations are expected to clear	<input type="text" value="01/01/0001"/>
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Project Status for Admin/FSR

- You still have to open the Administrative Project separately in order to change its status
- We recommend opening and saving the Financial Status Report at the very end of your reporting process to reflect the final information in the projects

The screenshot shows a web application interface. On the left is a navigation menu with a 'Home' button and a 'Projects' section containing links for 'List Projects', 'Add Project', 'Batch Upload Projects', 'Administrative Project', 'Financial Status Report', and 'Certify Reports'. The 'Administrative Project' and 'Financial Status Report' links are highlighted with a red box. The main content area is titled 'List Projects' and features a 'Select a fiscal year:' dropdown menu set to '2019'. Below this are several orange buttons: 'View Admin Project', 'View Final Financial Status Report', 'Batch Upload Projects', 'Print All Projects', and 'Add Project'. A red box highlights the 'View Admin Project' and 'View Final Financial Status Report' buttons.



Finished? Try Validating the SPR

INSTITUTE of Museum and Library SERVICES

Grants to States Program Report -- SLAA View

Madi B [Logout]

Home

Projects

- List Projects
- Add Project
- Batch Upload Projects
- Administrative Project
- Financial Status Report
- Certify Reports

User Reports

Account Management

Help

Certify Financial and Project Reports

I certify to the best of my knowledge and belief that all these reports are correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.

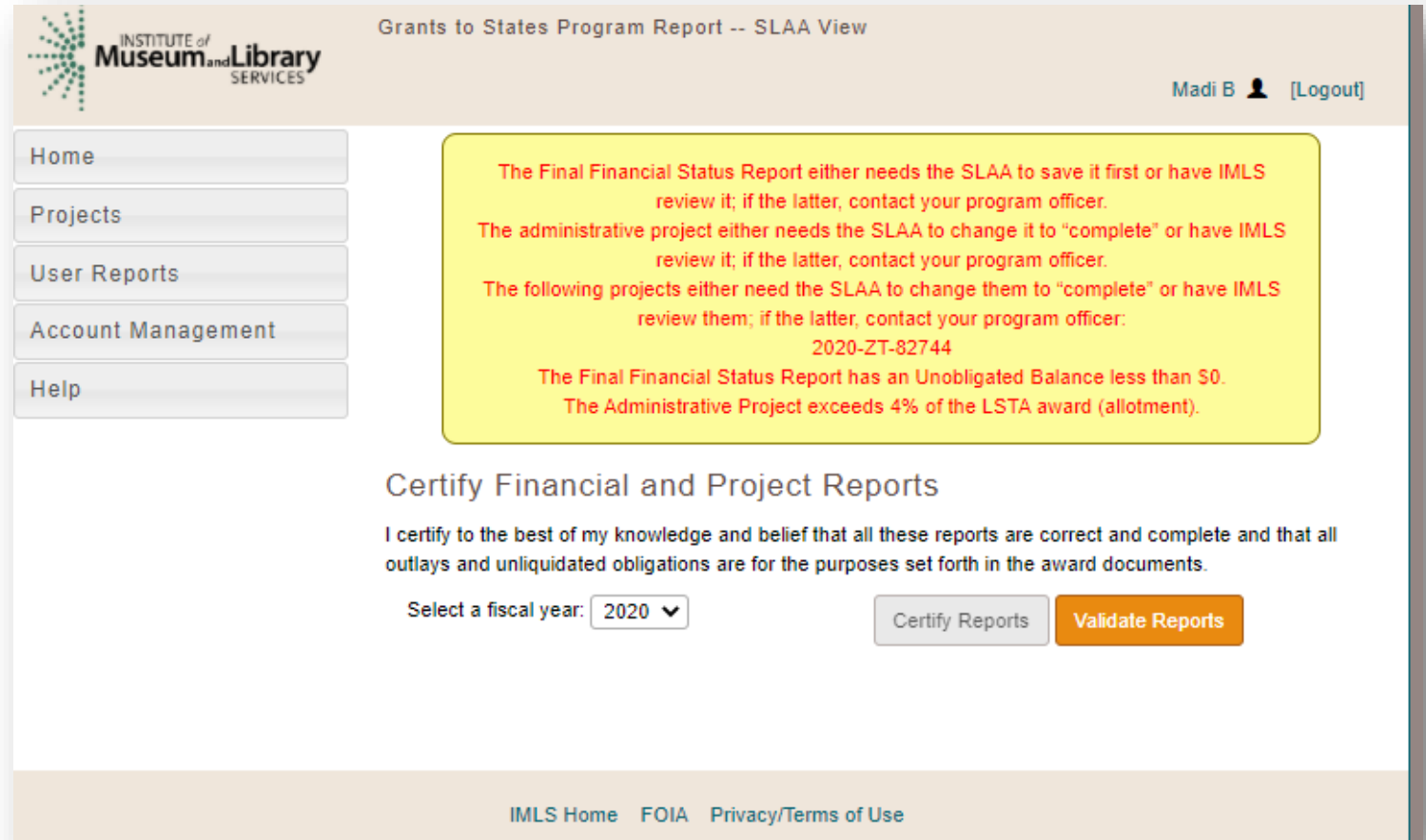
Select a fiscal year: 2020

Certify Reports **Validate Reports**

IMLS Home FOIA Privacy/Terms of Use

Possible errors

- You could receive an error message if your projects aren't completed



The screenshot shows the IMLS Grants to States Program Report -- SLAA View page. The page header includes the IMLS logo and the text "INSTITUTE of Museum and Library SERVICES". The user is logged in as "Madi B" and has a "[Logout]" link. A navigation menu on the left contains links for "Home", "Projects", "User Reports", "Account Management", and "Help". The main content area features a yellow warning box with the following text:

The Final Financial Status Report either needs the SLAA to save it first or have IMLS review it; if the latter, contact your program officer.
The administrative project either needs the SLAA to change it to "complete" or have IMLS review it; if the latter, contact your program officer.
The following projects either need the SLAA to change them to "complete" or have IMLS review them; if the latter, contact your program officer:
2020-ZT-82744
The Final Financial Status Report has an Unobligated Balance less than \$0.
The Administrative Project exceeds 4% of the LSTA award (allotment).

Below the warning box is the "Certify Financial and Project Reports" section. It includes a certification statement: "I certify to the best of my knowledge and belief that all these reports are correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents." Below this statement is a "Select a fiscal year:" dropdown menu set to "2020". To the right of the dropdown are two buttons: "Certify Reports" (grey) and "Validate Reports" (orange).

The footer of the page contains links for "IMLS Home", "FOIA", and "Privacy/Terms of Use".



Certify the SPR

Remember: Only the Authorized Official can certify

The screenshot shows a web application interface. On the left is a navigation menu with a 'Home' button and a 'Projects' section containing links for 'List Projects', 'Add Project', 'Batch Upload Projects', 'Administrative Project', 'Financial Status Report', and 'Certify Reports'. The 'Certify Reports' link is circled in red. A red arrow points from this link to the 'Certify Reports' button on the main page. The main page has a title 'Certify Financial and Project Reports' and a certification statement: 'I certify to the best of my knowledge and belief that all these reports are correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.' Below this is a dropdown menu for 'Select a fiscal year:' with '2015' selected. At the bottom are two buttons: 'Certify Reports' (highlighted with a red circle) and 'Validate Reports'.

Home

Projects

- List Projects
- Add Project
- Batch Upload Projects
- Administrative Project
- Financial Status Report
- Certify Reports

Certify Financial and Project Reports

I certify to the best of my knowledge and belief that all these reports are correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.

Select a fiscal year: 2015 ▼

Certify Reports Validate Reports



Resources for the SPR

- [SPR Overview and Guide](#)
 - Gives a full picture of the State Program Report including logging in, reporting concepts, adding projects, intents, subjects, activities, outcomes, tags, financial reporting, validating and certifying the report
- [IMLS State Program Reporting Requirements](#)
 - Describes SPR framework, includes a list of all SPR questions, and defines SPR data elements
- [SPR Reporting System User Documentation – SLAA View](#)
 - Guides users through the SPR system, with screenshots and a glossary

Questions?