



Program Officers' SPR Observations

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General Principles



General Principles Details

- Think about the entire project report as a whole.
- Make it specific to the specific grant period. What did you accomplish this year?
- If you continue a project from year to year, keep a close eye on leaving in outdated information or generalizations.
- Each section should contain unique information



Abstracts



Abstracts Details

- Between 90-160 words
- What did you do this year? Not just a general program description
- Should reflect the budget & activities
- No bullets
- Pay attention to formatting and copy/paste



Abstracts example

Abstract:


Adulthood 101: Life Skills for Teens offered a series of workshops during a one-day conference for teens in either middle school or high school. The aim of the workshops was to prepare teens for adulthood and the workforce by teaching them the skills necessary to be successful in life and by providing them with knowledge about staying healthy and safe in a multitude of environments. The conference featured 39 sessions on various life skills. Each of the 130 participants chose four of these sessions on topics like healthy cooking, navigating college, budgeting and saving, and mental health. The library recruited experts in the community to present on these various topics



Intent



Intent: Pick one

- **Improve library's physical and technology infrastructure.**
Science, Technology, Engineering, & Math (STEM)
-  • **Improve users' general knowledge and skills.**
Digital Literacy
Science, Technology, Engineering, & Math (STEM)



Scenario

- The project included a series of lectures by historians, authors, and artists. Each presentation consisted of a book talk, panel discussion, or research update. Speakers cover subjects that support the Library's mission to promote awareness of the state's history and culture. It was a civic engagement project.



Quiz

- 1- Improve users' general knowledge and skills
- 2- Improve users' ability to discover information resources
- 3- Improve users' ability to obtain and/or use information resources
- 4 – Improve users' ability to converse in community conversations around topics of concern



Budget



PO Observations- Budget

- “Other Operational Expenses” category
 - Only indirect costs in subawards
 - Provide complete information on indirect costs when bundling several subgrantees into one project

Examples: Other operational expenses

Other Operational Expenses	\$40,977.88	\$0.00	\$0.00	\$40,977.88
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Description

Database subscriptions for State Library's collection available to public.

Other Operational Expenses	\$57.51	\$0.00	\$0.00	\$57.51
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Description

Domain renewal and postage used to promote the site

Other Operational Expenses	\$665.00	\$0.00	\$0.00	\$665.00
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Description

Merrimack College used these funds as indirect cost to manage the project.

Examples: Salaries/wages/benefits

- Give position titles and FTE equivalents

Salaries/Wages/Benefits	\$15,599.41	\$29,487.37	\$0.00	\$45,086.78
Description	LSTA: 25% Project Manager's salary; State: 50% Project Manager's salary			

<u>Budget Information</u>				
	LSTA	MATCH- State	MATCH- Other	Total
Salaries/Wages/Benefits	\$0.00	\$16,950.00	\$0.00	\$16,950.00
Description	Salary and benefits for State Data Coordinator (SDC). NOTE: This figure corresponds to the amount of time attributed to statistics tasks. The SDC also performs general consulting service and that portion of the salary is included in Consulting Services.			



Other quick budget tips

- Conference registrations: Services, *not* Travel box
- Apps/Software/Licenses: Services, *not* Supplies box
- Avoid vague/misleading terms in descriptions (“Other related costs,” “Miscellaneous”)



Activities



Activities Details

- An Activity accounts for at least 10% of the total amount of resources committed to the project.
- The activity title and description should be different, and it should not be identical to the project title and description
- Keep under 10 activities per project



Activities

Activities

Collaborative Summer Library Program

Outcomes

February Kidz Camp

Outcomes

Art Camp: Art@ My Library

Outcomes

Children's Library Stationary Activities

Outcomes

Library conference attendance/training

Outcomes

In-depth workshops

Outcomes

Great Stories Book Club

Outcomes

Basic Spanish Class

Outcomes

Event & Training Management systems

Outcomes

Basic Chinese Class and Lion Dance

Outcomes

Staff travel and training for professional development

Outcomes



Activities

Activities

Alphabet Ready Story Times

Outcomes

Alphabet Ready Field Trips to the Public Library

Outcomes

Awesome Alphabet Activities

Outcomes

Early Reader Collection and Awesome Alphabet
Materials

Outcomes

Story Telling Kits

Outcomes

Activity abstracts

View Activity

Title: Awesome Alphabet Activities

Abstract:

Once a month we offer a drop-in program for parents and children at the Watauga County Library. The library meeting room is set up with various literacy stations that span a large range of motor skills and interest levels. The library desires to provide opportunities and experiences for parents to assist their children in developing the skills of alphabet recognition and phonemic awareness--essential skills for learning to read.

Intent: Improve users' general knowledge and skills.

Activity: Instruction

Mode: Consultation/drop-in/referral

Format: In-person



Outcomes



AMERICAN LIBRARY ASSOCIATION
2019

When To Survey Participants in a Grants to States Project

		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

Questionnaire for Library Workforce about Planning and Evaluation Activities



Quick Survey about the Activity

Thank you for agreeing to complete this questionnaire about a planning or evaluation activity. Please provide your feedback by completing the following questions. Thank you!

	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
1. I believe the planning and evaluation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Total number of survey responses: 21

I learned something by participating in this library activity.

SD	D	NA/ND	A	SA	NR
0	1	0	10	10	0

I feel more confident about what I just learned.

SD	D	NA/ND	A	SA	NR
1	0	4	8	8	0

I intend to apply what I just learned.

SD	D	NA/ND	A	SA	NR
1	0	4	6	10	0

I am more aware of resources and services provided by the library.

SD	D	NA/ND	A	SA	NR
0	0	0	0	0	21

I am more likely to use other library resources and services.

SD	D	NA/ND	A	SA	NR
0	0	0	10	11	0

Project Outcomes

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

Library staff should be comfortable with the idea of making mistakes in front of participants. Sometimes failure is a better teacher than success, particularly when approached in a positive manner. Staff should also do their best to foster peer mentorship. Peer mentorship promotes confidence for both the mentor and mentee. It also allows participants to tap into an alternative avenue for learning, which may help

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

Because the consumer health collection was updated through this grant, the Library felt encouraged to apply for a National Network of Libraries of Medicine grant to hold Lunch and Learn programs and to purchase and circulate five wi-fi hotspots. The Library was awarded the grant and project efforts have started.

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

Staff turnover has affected Digital Services operations significantly the past year. A Senior Librarian position that supervises the daily operations of the unit has been vacant for over a year, and the Digital Services Manager position has been vacant for 6 months. The lack of senior personnel limited the unit's activities to primary acquisitions and cataloging operations. Both positions will be filled by early FFY19, but the time required to fully train and acclimate new senior personnel will further delay resuming secondary activities like digitization and outreach.

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

There is a great deal of initial set-up time. The library had originally planned to start programs in late fall; however, they were unaware of the support equipment that was needed for an optimal experience until they started training and experimenting with the equipment. As the project director explained, "We were fortunate to be able to purchase these incidentals through gift fund and operating funds, but other libraries may not be as fortunate. Libraries must do a great deal of homework before implementing this type of tech and also have knowledgeable staff or consultants to prep and secure the equipment.



Outcomes: Anecdotal comments

- A grandmother reported that her overweight granddaughter was now at a healthy weight because of frequent visits to the StoryWalk. She didn't even realize she was exercising.



Outcomes: Anecdotal comments

- Due to a successful health literacy project partnership between the Anadarko Library and the Delaware Nation Tribe, the tribe agreed to host outdoor games that encourage children to be active as part of the summer reading project



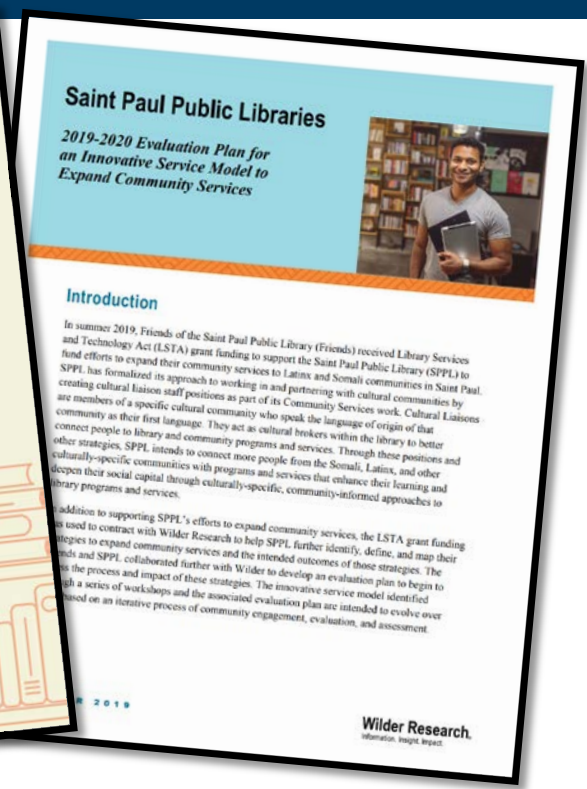
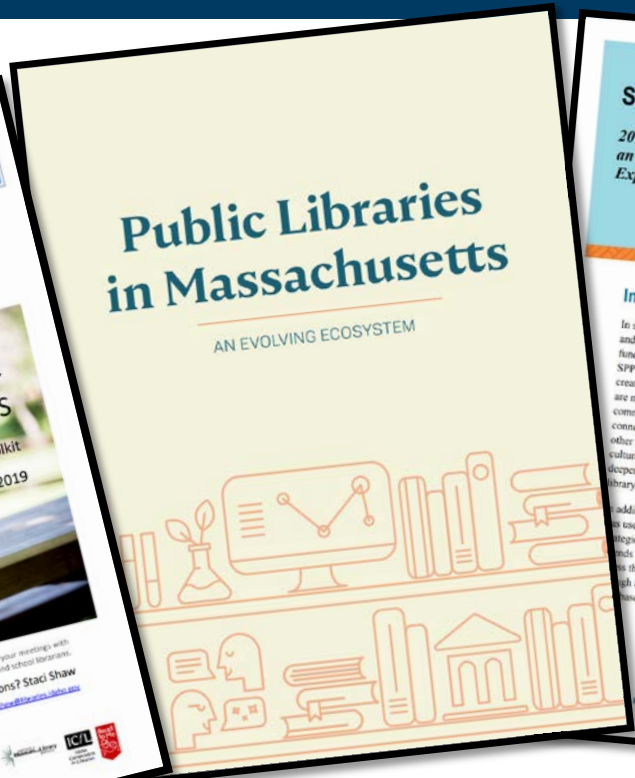
Additional Materials



Additional Materials

- Consider all types of relevant materials
 - Press releases
 - Social media activity
 - Toolkits or Reports
- Provide examples of administrative material

2018 Trend in Additional Materials: Reports and Research!





Questions?