

TEXAS LIBRARY SYSTEM

LONG RANGE PLAN APPLICATION FORMS
FOR
STATE FISCAL YEAR
2012 - 2013

Due
February 1, 2010

Texas State Library and Archives Commission
Library Development Division
Lorenzo De Zavala State Archives and Library Building
1201 Brazos Street
Austin, Texas 78701

Questions about the System Long Range Plans should be referred to:
Administrator, Library Systems Grants, Library Development Division
(512) 936-2236

Long-Range Plan for 2012-2013 Application Form

Directions for the Long-Range Plan for 2012-2013 Application Form

- ❖ Step 1 (REQUIRED) Complete the narrative overview – not to exceed 5 pages
- ❖ Step 2 (REQUIRED) Complete the project plan for each **required** project:
 - Step 2.1- Administration Project Plan
 - A. Complete the project narrative
 - B. Complete the project budget summary for both years

*No Legislative Budget Board (LBB) or Project Performance measures are required for this project
 - Step 2.2 – Consulting Project Plan
 - A. Complete the project narrative
 - B. Complete the project budget summary for both years
 - C. Complete the Project Performance form
 - D. Complete the LBB Measure Projections form
 - E. Complete the Outcomes Based Evaluation form (REQUIRED)
 - Step 2.3 - Continuing Education Project Plan
 - A. Complete the project narrative
 - B. Complete the project budget summary for both years
 - C. Complete the Project Performance form
 - D. Complete the LBB Measure Projections form
 - E. Complete the Outcomes Based Evaluation form (REQUIRED)
- ❖ Step 3 (OPTIONAL) Complete a project plan for each **proposed** project
 - A. Complete the project narrative
 - B. Complete the project budget summary for both years
 - C. Complete the Project Performance form
 - D. Complete the LBB Measure Projections form
 - E. Complete the Outcomes Based Evaluation form (if applicable)

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Narrative overview of the long-range plan for the system (Required)

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Project plan narrative - Project Name:

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Project Performance Form

For each project (except Administration), complete the following Project Performance form.

Project Name:	
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Priority Objectives for Project in FY2012

Objective #1:

Baseline for measurement:

Objective #2:

Baseline for measurement:

Objective #3:

Baseline for measurement:

Priority Objectives for Project in FY2013

Objective #1:

Baseline for measurement:

Objective #2:

Baseline for measurement:

Objective #3:

Baseline for measurement:

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Directions for completing the form:

- Please list the three objectives that the system will utilize to evaluate the success of project activities in improving library service. These objectives should be measurable to demonstrate the success, impact, or effectiveness of the project's activities.
- Describe your objective for the project's activities (e.g. 25% of libraries will increase the relevancy of their collections after a consulting site visit or 80% of libraries under 10,000 population will apply for a Texas Book Festival Grant with system staff assistance).
- "Baseline for measurement" is the source used for identifying and quantifying the need (e.g. library annual reports or library responses to system planning survey or library feedback gathered from system regional meetings).

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LBB Measure Projections Form

Project Name:

(To update total in table, select the "Target Total" figure, right-click, and select "Update Field")

Number of Books and Other Library Materials Provided to Local Libraries

Non-Electronic Sub-Total:	0
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Electronic Sub-Total:	0
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Target Total:	0
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Please describe the method of measurement:

Please provide justification for the measurement:

Number of Persons Provided Local Library Project-sponsored Services

Non-Electronic Sub-Total:	0
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Electronic Sub-Total:	0
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Target Total:	0
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Please describe the method of measurement:

Please provide justification for the measurement:

Number of Librarians Trained or Assisted in Local Libraries

Non-Electronic Sub-Total:	0
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Electronic Sub-Total:	0
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Target Total:	0
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Please describe the method of measurement:

Please provide justification for the measurement:

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Outcome Based Evaluation Form

(NOTE: Required for Consulting & Continuing Education projects)

Project Name:	
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Outcome:	(Immediate)
Indicators:	
Target:	

Outcome:	(Immediate)
Indicators:	
Target:	

Outcome:	(Immediate)
Indicators:	
Target:	

Outcome:	(Intermediate)
Indicators:	
Target:	

Outcome:	(Intermediate)
Indicators:	
Target:	

Outcome:	(Intermediate)
Indicators:	
Target:	

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Legislative Budget Board Performance Measures

This document contains both the Official LBB Measure Definitions and additional explanation of how to interpret the definitions in specific scenarios when preparing LBB targets. If you have questions about preparing the LBB targets, LBB measure definitions, or how to apply these definitions to a specific project or activity, please contact the Library Systems Grant Administrator at TSLAC.

Measure #1 - Number of books and other library materials provided to libraries

[Official Definition](#) - [Additional Explanation](#)

Measure #2 - Number of librarians trained or assisted in libraries

[Official Definition](#) - [Additional Explanation](#)

Measure #3 - Number of persons provided library project-sponsored services

[Official Definition](#) - [Additional Explanation](#)

Official LBB Measure Definitions

(Taken from Strategic Plan, Appendix D, p. D6 – D7)

<http://www.tsl.state.tx.us/pubs/docs/TSLAC-strategic-plan-2007-2011.pdf>

STRATEGY A.1.2 OUTPUT MEASURES

Measure #1:

Number of books and other library materials provided to libraries

Short Definition	Measures the number of items added to library collections or provided to libraries through programs funded by the State Library and a variety of projects that support local libraries.
Purpose / Importance	This measure shows the wide range of materials made available to libraries that might otherwise not have been purchased or provided for Texans, and that help improve library services. It provides a count of materials purchased for or provided to libraries as a result of projects designed to aid or assist libraries directly. Examples of projects in this strategy include the Texas Library System, Loan Star Libraries grants, special focus grants, continuing education and consulting provided by the State Library, and Texas Reading Club. This is a count of books, subscriptions, audiovisuals, microforms, electronic documents and other materials loaned or supplied to a Texas library (includes materials purchased by all projects, materials in circuit or deposit collections, articles and documents, instructional manuals, Library Science Collection circulations, subscriptions, and other publications). Based on non-unique counts each time materials are provided.
Source / Collection of Data	Count of books, subscriptions, audiovisuals, e-documents and other materials purchased, leased, loaned, or supplied to a library (includes items purchased by all projects, in circuit/deposit collections, interlibrary loans, articles and documents, etc.). Counts of e-documents represent number of times project-funded resources (web pages, graphics, or other electronic documents) are used. Focuses on materials libraries would usually include in a collection, not administrative or publicity items. Traditional items purchased (books, a/v, etc.) are counted as the library receives them. Counts of e-documents are collected through data collection software or by sampling

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	or estimating. Reported at least quarterly, based on computer logs or onsite counts and tally sheets compiled by grantees, the agency, or contract vendors. Some reports may be based on sampling or other estimating techniques. Some reports will include materials received from orders placed in the previous fiscal year.
Method of Calculation	Numbers are compiled from various projects and tallied.
Data Limitations	Item counts may include materials from orders placed in a previous fiscal year. Database and e-resources statistics may be based on estimates and sampling. Statistics provided by commercial vendors sometimes vary in completeness. Data may be based on sampling or estimates. Data collected from grant projects may be received too late for inclusion in a particular report.
Calculation Type	Cumulative
New Measure	No
Desired Performance	Higher than target
Priority / Key Measure	Medium / No

Additional Explanation for Measure 1: Number of books and other library materials provided to libraries

An auditable record must document counts.

Counting Books

A book is defined as a "physical unit of any printed, typewritten, handwritten, mimeographed, or processed work contained in one binding, or portfolio, hardbound or paperbound, which has been cataloged, classified, and/or made ready for use." Under this definition, *Books in Print* would be counted as separate volumes or pieces of library material.

Counting Periodicals

Count the estimated number of volumes of periodicals purchased. Report the estimated number at the time the subscription will be purchased; do not attempt to track upon receipt by member libraries. A one-year subscription = 1, a three-year subscription = 3.

Counting Other Types of Materials

Report the estimated number of videocassettes, microforms, DVD's, films, audiocassettes, filmstrips, microcomputer software for public use, etc. Exclude equipment, catalog card sets, and supply items. Count number of physical units. Physical units are volumes, items, or pieces.

Counting Workshop Materials

A workshop packet should only be counted if it is composed of substantive original material. The packet should be counted as a whole unit equal to one material provided. Do not count each part of the packet as a separate material provided. If a packet is provided at a workshop and a book is provided in addition to the packet, then each may be counted. For example the book may be counted as one material provided and the packet as one material provided resulting in 2 materials provided per attendee.

Counting Newsletters

Newsletters are to be unique counts based on the number of persons subscribing to the newsletter, regardless of the number of different media in which they receive the newsletter. If a person receives the newsletter in hardcopy as well as electronically, the count would be one.

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Counting Electronic Communications

Blast e-mails and faxes should not be counted as materials provided unless the e-mail or fax is of substantive content and length and was created by the System office with reasonable level of effort, or higher level of effort. For example, do not count an e-mail from an American Libraries Association listserv that the System office simply forwards on to its members as a material provided. However, do count e-mail or faxes on a topic that the System office compiled based on a need for the information that took a substantive amount of effort to create. The material provided should be equivalent to an item that would be added to a professional collection. Do not count System business such as workshop flyers, System calendars, administrative or publicity items.

Counting Electronic Resource Usage

Report the number of times electronic resources of substantive information, funded through the Texas Library System, (files, documents, menus, graphics or services) are accessed.

Report only substantive content accessed through the electronic service. For example, if the web page is something that might be provided to the patron as a handout material or as a resource, then the page would be considered a "view" and would be counted in this measure.

Measure #2:

Number of librarians trained or assisted in libraries

Short Definition	Calculates the number of librarians, library staff, local officials, and others who receive training or assistance directly from the State Library, the Texas Library System, or other projects.
Purpose / Importance	This measure provides an indication of the amount of training and assistance provided to librarians and others to help improve library services. It counts people (1) attending or accessing instructional workshops or (2) receiving consulting assistance provided by the Texas Library System, the State Library, or other projects. It provides a measure of the amount of service the strategy is providing to librarians.
Source / Collection of Data	Reported monthly or quarterly, based on on-site counts by the library systems, the State Library, or other projects; technical assistance includes assistance given by mail, e-mail, fax, telephone, and in person. Based on non-unique counts each time assistance or training is provided to librarians, library staffs, local officials, or others; some reports may be based on sampling or other estimating techniques. Sign-in sheets, electronic attendance logs, or on-site counts are used to count people attending instructional workshops. Staff record the number of people to whom they provide technical assistance by telephone, in-person, email, or mail.
Method of Calculation	Data are compiled and tallied.
Data Limitations	Data may be based on sampling or estimates. Some workshop attendees do not register and may not be counted.
Calculation Type	Cumulative
New Measure	No
Desired Performance	Higher than target
Priority / Key Measure	Medium / No

Additional Explanation for Measure 2: Number of librarians trained or assisted in libraries
An auditable record must document counts.

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Counting Workshop Attendance

Report the number of librarians trained through instructional workshops. A workshop must have a defined, developed curriculum and materials of substantive content and length. The number of participants is not a factor in determining if it is a workshop. Workshops include but are not limited to:

1. Instructor-led tutorials, workshops, or training sessions provided by various means such as in-person, online, or videoconference;
2. Self-paced online tutorials, workshops, or training sessions;
3. Recorded versions of all of the above provided by videotape, CD-ROM, streaming media, or other recorded medium.

A workshop attendee is a non-unique count of a person who is registered and attends the workshop event. If the workshop event is multi-day or multi-topic each attendee is only counted once: one count per person per registration event. Count only those attendees who complete at least one defined module or 50% of the workshop. Do not count System meetings (meeting portion), board meetings, public hearings, other business meetings, author (or equivalent) speeches or luncheons. A person should not be counted as a workshop attendee for an informal, situation specific, non-workshop assistance. However, depending on the content, this informal assistance may be considered as consulting assistance.

If a single workshop for librarians, trustees, Friends members, or public officials is held in multiple locations, then report each location as a separate workshop. A workshop on puppetry held in three locations is counted as three workshops. *Note:* The System advisory council orientation sessions and conferences are to be considered as instructional workshops. When a System supports an instructional workshop in collaboration with others, that System may report a prorated share of persons and student hours.

Count all the persons attending the instructional workshops in all the locations where the workshop will be held. Do not include in this category the number of System staff who attend workshops. It is logical that each System participating in a jointly planned and funded workshop will get credit for the participants from the member libraries in its System. If persons from one System attend another System's workshop that is not cosponsored, the sponsoring System should report these persons, even though they were from another System.

Instructional training of volunteer literacy tutors in a workshop setting should be treated as a System workshop and reported as such on the standardized reporting form, if the System is paying for the workshop or had a role in arranging for the workshop (for example, arranging for meeting space, helping to publicize the workshop, etc.). If the System does not have a direct role in arranging for the tutor training (if the local library or some other group does this), the session should not be counted as a System workshop. The cost of a tutor training session should be charged to the Literacy Project cost center, not the Continuing Education Project cost center.

Counting Librarians Assisted

Report the number of persons that System staff has assisted via telephone, mail, fax, and on-site contacts. This figure should represent non-unique counts. Include in this count any consultation with any member of the library staff, library board and local officials concerning the operation and management of the library and its projects. Do not count contacts relating to the administration of the System grant. Phone, fax, onsite, and mail assistance can be counted if it includes specific requests for assistance that can be provided over phone, fax, in person, or by mail, and if it provides specific information helpful to the library, library boards, and/or local officials. Do not include routine mailings and telephone conversations with System members to schedule appointments, discuss material lending problems, etc.

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Report solicited assistance, and unsolicited one-on-one or targeted group assistance in response to a System-identified issue or need, provided in any format. Also count informal training, including hands-on. Count only when substantive content has been conveyed. For example, do not count directional assistance such as providing when and where a workshop will be held. Counts for assisting librarians must be documented with logs or other defined, auditable means. Count one complete exchange on one topic as 1 assist. If there are three distinct topics in one phone call, for example, then there are 3 assists to count. Please note that an exchange on one topic may take place over multiple calls or contacts and only count as 1 assist. Use judgment in determining when an assist has concluded.

Other assistance provided that is unsolicited should not be counted under librarians assisted. Depending on the content of the unsolicited assistance it is possible that it may be counted under materials provided. Please see section above for "Number of books and other library materials provided to local libraries by the Texas Library System" to determine if the unsolicited assistance would qualify as materials provided.

When materials are provided in response to a request for information or assistance two things should be considered. First is the requestor requesting a specific material or is the System staff selecting an appropriate material to fill the request? Secondly, is there additional information or assistance being provided by the System staff to the requestor? For example, if the requestor requests specific materials which are then provided without additional assistance, count only as materials provided. However, if materials are selected for requestor and/or if additional information or assistance is provided along with the materials, then count as both an assist and as materials provided.

Report the number of persons System staff has assisted through email. This figure should represent non-unique counts of all consultations conducted by email. Include in this count any consultation with any member of the library staff, library board and local officials concerning the operation and management of the library and its projects. Do not count contacts relating to the administration of the System grant such as applications for mini-grants, the status of invoices to vendors or collection development allocations. Email assistance can be counted if it includes specific requests for assistance that can be provided over email and if it provides specific information helpful to the library, library boards, and/or local officials. Do not include routine email with System members to schedule appointments, discuss collection development orders, discuss material lending problems, etc.

Measure #3:

Number of persons provided library project-sponsored services

Short Definition	Calculates the number of Texans who receive direct services through the State Library, the Texas Library System, and a variety of other programs that support libraries.
Purpose / Importance	Counts number of instances persons receive services as a result of projects in this strategy. These projects are available directly to the library; examples include the Texas Library System, Loan Star Libraries grants, special focus grants, continuing education & consulting services provided by the State Library, and the Texas Reading Club. Measures use by Texans of materials, services & activities provided by these projects. Includes persons receiving materials circulated by grant projects, persons viewing grant-supplied audiovisual materials, persons using circuit or deposit collections, persons attending project programs, number of reference questions, direct loans to non-residents, Texas Reading Club logs distributed, and direct use of other funded services. Also includes number of instances someone accesses an electronic information resource. Counts IP addresses; a particular IP address is considered new/unique if the server has no record of activity for 30 minutes.

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Source / Collection of Data	Reported at least quarterly, based on computer logs, tally sheets, or on-site counts by grant projects and State Library. Some reports may be based on sampling or other estimating techniques; will include performance for some projects funded in previous fiscal year. The usage of library materials is estimated by multiplying the reporting entity's average collection turnover rate for the most recent year by the number of materials it received from the project. Based on non-unique counts each time service is provided.
Method of Calculation	Numbers for each project are compiled and tallied.
Data Limitations	Data may be based on sampling or estimates. Available software may not completely capture electronic usage. Collection turnover rates are calculated from data reported by the local libraries. Some libraries do not use Texas Reading Club logs even though they participate in the program.
Calculation Type	Cumulative
New Measure	No
Desired Performance	Higher than target
Priority / Key Measure	High / No

Explanation for Measure 3: Number of persons provided library project-sponsored services
*** KEY Performance Measure***

An auditable record must document counts.

Report the estimated number of persons attending video, DVD, and film showings.

Showings and attendance count should be reported for all System-owned videos and films, for all leased videos and films obtained with System funds, and for all showings made possible by grant-funded public performance licensing agreements. The count of film showings should include both in-house showings and out-of-library showings.

Report the estimated number of persons attending cultural exhibits and displays for the public.

If the System sponsors or prepares cultural exhibits, puppet shows, adult projects, and displays for the public, etc., the System should report the estimated number of persons attending these special events. Do not count regional business meetings. Sign in sheets or some auditable record must document attendance counts.

Report the estimated number of System-owned materials circulated to the public.

Such circulation statistics would include the books-by-mail, large-print, Spanish language materials, books on cassette, videocassettes, extension loan collections, etc. This includes out-of-library circulations by local libraries. Explain how "materials circulated" is calculated. This should be a non-unique count. If your System has a reciprocal borrowing component, report the estimated use of materials circulated to the public.

Report the number of persons using reference services provided by the System office.

Include a count of persons who have reference questions answered by the System office through referral from the local library and answered by the reference back-up project. Do not include any questions that involve the TexNet Interlibrary Loan Center.

Report the non-unique counts of reference questions answered. The non-unique count should be based on number of topics. For example, if one person asked several questions on the same topic, it would be counted as one reference question. If one person asked two questions, each on a separate topic, it would be counted as two reference questions. Use judgment in determining when reference

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assistance has concluded. If the System is paying for a virtual reference service, the reference questions answered through this service should be reported.

Report the estimated number of interlibrary loans that occur among the member libraries as part of a specific System project (i.e. courier).

Do not report any interlibrary loans that involve the TexNet Interlibrary Loan Center.

Report the number of persons attending instructional sessions that are part of a specific System project.

For Literacy or ESL projects report the number of persons attending each tutoring or class instructional session. Identify only those persons in literacy sessions at the specific locations (e.g., branch libraries) targeted by the System's literacy project. *Note:* This is not the number of individuals enrolled for the project, but the attendance at each session.

Report the number of discrete uses of any shared electronic resource, service or network by a library patron or library staff acting on behalf of a patron, which is funded through the Texas Library System.

Examples include Internet sessions and use of automated union catalogs through software or by estimating. Estimate also in this line the number of sessions or visits to a project-funded electronic information server supplied through the Texas Library System.