

FY 2017 Library Development Project Proposal Form

As you complete this form, please refer to:

The FY 17 Library Development Budget approved by the MSL Commission on April 6

The Library Development Study Task Force Recommendations

The IMLS list of LSTA-specified Grants to States Priorities

The current version of the Evaluation Planning Guide for Library Development Projects and Services

Section One: Basic Information

1. *Project Title:* LSTA 5 Year Evaluation
2. *Do you consider your project to be a one- time pilot that is not connected to any existing project or service? Or, does your project add services, access or content to an existing project? Please explain.* This should be considered a one-time project.
3. *How does your project fall under a broader umbrella—i.e., one of the larger efforts described in the LDSTF Recommendations or in the IMLS list of [LSTA-specified Grants to States Priorities](#)? If so, which one? Please explain.*

IMLS intents: Institutional Capacity

LDSTF recommendations: Governance & funding – take responsibility for evaluating and improving their governance structures

4. *Primary Project Manager:* Cara Orban
5. *Other MSL staff that will be involved in the project's implementation:* SLR Director, State Librarian
6. *Potential partnering institutions or entities for the project:* n/a
7. *Total FY 17 Library Development funding approved by the MSL Commission for this project/service? (not including MSL funded personnel): Please indicate whether the funding source is FY16 LSTA or FY17 CST monies. Note that some items in the FY 17 Library Development budget have funding from both sources. If so, please indicate each amount.*

\$15,000 in FY 16 LSTA

Section Two: Audience, Benefits and Outcomes, Evaluation

1. *What is the primary audience for this project?* IMLS and federal legislators

2. *How will the project benefit this audience?* This report will provide a deep evaluation of MSL's LSTA-related activities over the past 5 years and will help IMLS and MSL identify needs that should be addressed in the next 5 year plan. Legislators may review this report to understand recent trends and how MSL has made use of federal funds to meet its goals.
3. *Please list additional outcomes of the project. Refer to the specific outcome statements within the LDSTF Recommendations as well as the IMLS LSTA priorities. Note that the LDSTF statements are prioritized and that this is the first year of several to come of addressing these goals. Be specific.*
4. *Your project is expected to include evaluation techniques that utilize the steps outlined in the Evaluation Planning Guide for Library Development Projects and Services. Please describe the evaluation methods and processes you will engage in for this project, based on the information in the Guide.*

Inputs:

- Number of work hours spent planning and implementing project
- Funding available

Outputs:

- Number of hours spent on evaluation
- The LSTA evaluation report

Outcomes:

The evaluator produces a report that meets these needs stated by IMLS:

- Highlight effective past practices
- Assess the efficacy in implementing the activities used in advancing state goals
- Develop key findings and recommendations from evaluating the past five years for use in organizing the next five year plan

Section Three: Timeline

1. *Please give a detailed timeline for the project. The timeline should include all aspects of the project, including initial evaluation planning, project planning, implementation, launch and ongoing management, and if applicable, an end date. If you are creating training proposals for the funding period, please prioritize them. Do you anticipate continuing this project after the current funding concludes? Explain why or why not.*

May: Gather data and list of key stakeholders that will contribute to evaluation

June: Issue Limited Solicitation for evaluation services
July-August: Select evaluator and begin development of evaluation plan
September-October: Federation meetings/FW/Online opportunities for listening sessions
December: Request and review first draft
March 2017: Final draft due

2. *Do you anticipate any change in level of effort or scope during the project? Explain why or why not. n/a*

Section Four: Marketing Needs

1. *What marketing needs do you anticipate for your proposed project? n/a*
2. *If a third party vendor is involved, what marketing assistance can the vendor supply?*
3. *Do you anticipate needing the MSL Marketing Coordinator's assistance with marketing your project? If so, how much time do you anticipate will be needed?*

Section Five: Proposed budget and spending calendar

1. *Please give a detailed budget proposal for the project. The budget should include all potential direct costs for the project (not including MSL funded personnel). Typical costs may include, but are not limited to:

\$15,000 budgeted for evaluator services*
2. *Please give a close estimate of a spending calendar for the project. As you put this calendar together, consider whether or not your project will require an ITPR, RFI, RFP or Solicitation for Bid. Federal award FY16 LSTA expenditures should be completed well ahead of the September 30, 2017 spending deadline. State FY17 CST expenditures must be completed ahead of the June 30, 2017 deadline.*

Evaluator will be compensated as evaluation benchmarks are achieved. MSL expects to expend these funds by March 30, 2017.