INSTITUTE *of* **Museum** and **Library** SERVICES

Developing your new Five-Year Plan

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

In accordance with 5 C.F.R. § 1320.5(b)(2)(1), "persons are not required to respond to the collection of information unless it displays a currently valid OMB control number."

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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.

OMB Control No.: 3137-0029, Expiration Date: 3/31/2024

What is in the State Plan?

- Mission Statement
- Needs Assessment
- Goals
- Projects
- Coordination Efforts

- Evaluation Plan
- Stakeholder Involvement
- Communications & Public Availability
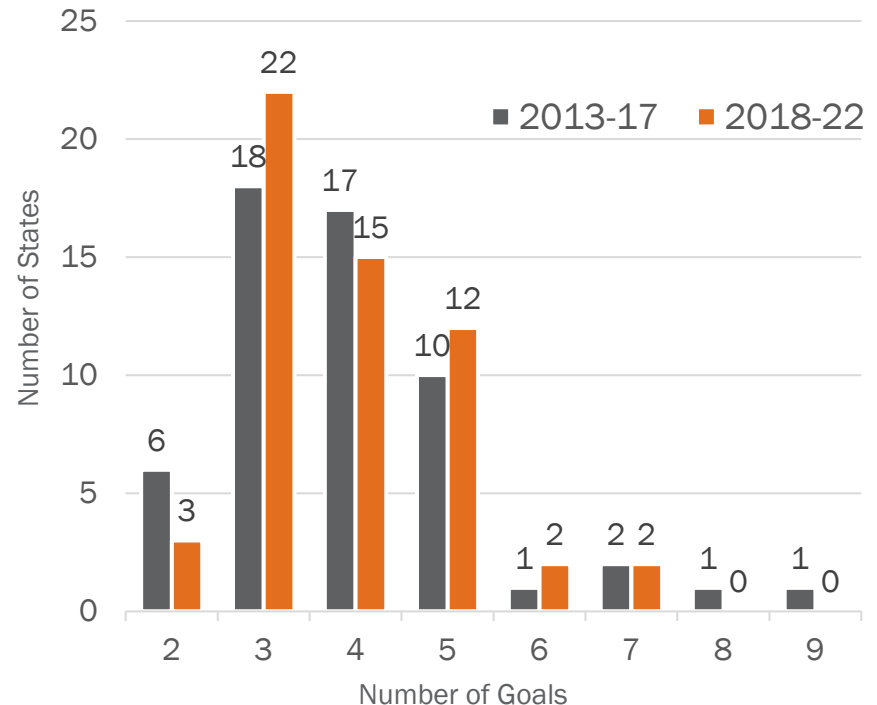- Monitoring
- Signed Assurances

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

Bar chart comparing number of states by number of goals for 2013-17 and 2018-22.

Number of Goals	2013-17	2018-22
2	6	3
3	18	22
4	17	15
5	10	12
6	1	2
7	2	2
8	1	0
9	1	0

Number of States (y-axis), Number of Goals (x-axis)

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"

State Goal	IMLS Focal Area(s)	Associated Project	IMLS Intent
#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

Coordination Efforts (across state agencies)

- How will you coordinate resources, programs, and activities with other State agencies, if applicable?
- From the Statutory list, we'd like to hear about:
  - Elementary and secondary education
  - Early childhood education
  - Workforce development
  - Other activities, like economic and community development, health information, various literacies
- "Efforts" do not mean commitments in stone

Common reasons for needed Plan revisions

- Not all Guidelines components were addressed (e.g., "Crosswalk," timeline)
- Sample projects sound more like objectives (objectives are okay, but we also need sample projects)
- Identical sample projects appear under more than one Goal
- More than one intent per project in the "Crosswalk"
- "Red flag" references in goals or projects
  - Construction
  - Advocacy
  - General marketing/promotion of library services (needs to be grounded in LSTA-funded projects)

Can I Change My Plan During the Cycle?

- Yes! You can change project directions at any time
- *Only a change to Goals is considered an official change to the Plan*, requiring prior IMLS approval
- Proposed revisions must be submitted to IMLS for review and don't go into effect immediately
- Revisions are due to IMLS by April 1, and not effective until the following fiscal year (Oct. 1)

Open Discussion/Questions

- What questions remain unanswered?

- What concerns do you have?

- What kind of comparative notes do you want to make with other SLAAs?

Upcoming dates

- **Signed Assurances webinar:** Thursday, May 26, 3-4:30pm Eastern Time

- **Submission deadline:** Thursday, June 30, 2022 – send Plan and signed assurances to stateprograms@imls.gov

  - IMLS has 90 days to review and approve all Plans, and may ask for changes
  - Official letters of approval are sent before the Plans become effective on Oct. 1, 2022
  - IMLS will add your approved Plan to the IMLS website and do some national analysis
  - NOTE: don't begin referencing your new plan goals until the FY2023 allotment (implications for equipment requests, and no goal changes to the SPR until mid-2024!)

Questions?

Signatory Requirements

- Paperwork due with the new Five-year Plan:

  - Legal Certification Form*

  - Five-Year Plan Assurances

  - Internet Safety Certification Form – SLAAs (Optional, only if are a public library)

  - Non-Construction Assurances Form

  *must be signed by your attorney general