

Washington State Library

LSTA five-year evaluation 2013-2017 and LSTA five-year plan 2018 - 2022

Developed in partnership with the University of Washington Information School

LSTA work plan 2016-2017 summary

The University of Washington Information School (iSchool) has been hired to conduct the Washington State Library's LSTA Five-Year Evaluation and to assist the Washington State Library (WSL) in developing its LSTA Five-Year Plan 2018-2022.

In conjunction with this work, and in order to gather information to inform the evaluation and five-year plan, the iSchool will also conduct an environmental scan and needs assessment of the library community and its key stakeholders. These efforts will feed into the development of the next LSTA five-year plan and will allow for a comprehensive and holistic approach for serving the citizens of Washington that is sensitive to the capacities and aspirations of WSL and the Washington library community.

Working with the iSchool as the single vendor for completion of this work will allow time and cost efficiencies in the development of each of the components WSL needs to meet its LSTA reporting requirements. The iSchool will plan and carry out our work so that data collection efforts, analysis, and draft documents build from one component to the next, thus reducing duplication of effort and therefore costs as the timeframe progresses. The iSchool will also consider WSL's ongoing data needs and collection efforts in designing indicators so that WSL will be able to more easily integrate data collection efforts for tracking success against its new five-year plan.

Work plan detail

The work is divided into four main components:

- Conduct a state-wide environmental scan and needs assessment
- Collect, review, and analyze data in order to develop the WSL LSTA five-year evaluation for 2013-2017
- Work closely with WSL leadership and staff to develop the WSL LSTA five-year plan for 2018-2022
- Develop indicators and data collection procedures for LSTA Five-Year Plan 2018-2022 goals and outcomes; WSL will use these resources to collect needed data for future reporting and evaluation.

Environmental Scan and Needs Assessment

The environmental scan and needs assessment will consider the needs, opportunities and desires of the Washington library community and key stakeholders (e.g., leaders, managers, staff, trustees). The environmental scan will consist of a review of the library community within Washington State and how it could change over the next five years based on current and planned initiatives, expectations, or foreseen demands. The needs assessment will combine the findings of the environmental scan with information from library users, library staff, and other key stakeholders.

This foundational work will be conducted to provide the context for the five-year evaluation and five-year plan and will look at Washington libraries from different perspectives:

- Inside looking out: What libraries are doing to serve their communities; opportunities for improving services; barriers to meeting community needs; plans to meet community needs in the future.
- Outside looking in: How stakeholders perceive libraries and library services; what users want from their libraries; how the media reports on and portrays libraries in Washington state.

The assessment will focus on a scan of these library types: academic, public, school and special libraries.

Activity 1: Collect existing information on Washington libraries and communities

To provide a foundation for subsequent work and develop a strong understanding of the current status of libraries.

Activity 2: Collect original data

This activity will complete the picture of how librarians and library users see the library and what future directions libraries might explore.

Activity 3: Analysis and reporting

A report will be developed that details the current needs and opportunities for the Washington library community. The report will be written with the intent of providing the library community with a document that can be used in their own processes such as planning, grant applications, and for other purposes.

LSTA Five-Year Evaluation

The iSchool team will conduct an evaluation of the Washington State Library's 2013-2017 LSTA activities and funding in fulfillment of the statutory obligation to provide an independent evaluation to the IMLS. The approach will incorporate qualitative and quantitative methods in order to provide information about the impact of WSL programs and services to Washington libraries, and meet IMLS's evaluation guidelines. The activities discussed here are designed to accomplish the evaluation and provide the foundation for developing the next WSL LSTA Five-Year Plan.

Activity 1: Identify activities undertaken through the LSTA plan and gather any existing related data

The first step in this evaluation will be to develop a framework to identify the goals and desired outcomes of the WSL and its grantees.

Activity 2: Agree on specific programs to include in the evaluation

The next step will be to reduce the resulting matrix into a reasonable number of representative high value outcomes that can be reasonably assessed in-depth during the evaluation period.

Activity 3: Select key indicators to monitor progress towards outcomes

The third step will be to develop and adapt indicators for measuring the progress towards meeting the 2013 - 2017 plan's goals.

Activity 4: Collect original data

Once indicators have been agreed upon, a combination of online surveys, focus groups, and in-depth telephone interviews will be employed to gather additional data on program outcomes at both the institutional and individual patron level. In addition to quantitative indicator data, qualitative information will be compiled on: 1) partnerships with community organizations; 2) how goals have changed during the project; 3) setbacks encountered; and 4) strategies employed to overcome difficulties.

Activity 5: Analysis and Reporting

The main deliverable for the evaluation will be a comprehensive report of findings which will be formatted to meet IMLS requirements.

LSTA Five-Year Plan 2018-2022

The UW will work closely with WSL to produce a new "LSTA Five-Year Plan" that covers the period 2018–2022. This plan will replace the current five-year plan covering 2013–2017". The statewide plan will direct how LSTA funding is used to support Washington libraries and the residents of the state.

WSL will draft and finalize the Plan; UW will provide support for gathering and organizing feedback from WSL staff and key stakeholders, facilitating discussions or meetings to identify strategic priorities.

The environmental scan/needs assessment and the LSTA five-year evaluation will provide a foundation for the new five-year plan. It will be further refined through close consultation with WSL staff and careful consideration of the state library's capacity. The LSTA Five-Year Plan will reflect allowable uses of LSTA funding. The five-year plan will establish indicators for outputs and outcomes related to the plan; the iSchool will collect baseline data on these indicators.

Activity 1: With WSL, write draft five-year plan

Building on findings and recommendations from the needs assessment and the five-year evaluation, we will work with WSL to organize information and create a draft of the five-year plan that meets the following objectives: 1) provide for an inclusive process; 2) adopt a new LSTA Five-Year Plan that complies with LSTA requirements and IMLS guidelines; 3) The goals and priorities that support the purposes found in the LSTA legislation; 4) include realistic and measurable evaluation criteria emphasizing the use of outputs and outcomes.

Activity 2: Revise Five-Year Plan

After the draft plan is available, make the draft widely-available and provide opportunities for feedback on the reports and plans.

Deliverables and timeline

The timeline for receipt of deliverables is:

- A draft assessment report is due by August 31, 2016.
- The LSTA Five-Year Evaluation report for the period 2013-2017 is due by January 27, 2017 for submission to IMLS prior to March 31, 2017.
- A jointly drafted LSTA Five Year Plan for the period 2018 – 2022 is due by February 24, 2017.
- A jointly finalized LSTA Five-Year Plan that conforms to IMLS requirements is due by June 15, 2017 for submission to IMLS prior to June 30, 2017.
- A report that contains suggested indicators and data collection procedures for monitoring activities in the new Five-Year Plan The report will be due no later than August 31, 2017.

IMLS Statutory requirements

In order for LSTA funding to be received, the Washington State Library must meet specific statutory requirements including those for the LSTA five-year evaluation and the LSTA five-year plan as established by the Institute of Museum and Library Services (IMLS) in its Grants to States program.

IMLS will accept an LSTA Five-Year Evaluation that conforms to its guidelines.

IMLS will approve an LSTA Five-Year Plan that: 1) meets the requirements of the LSTA; and 2) provides satisfactory assurances and certifications that the provisions of the State Plan will be carried out. Once a State Plan is approved, a letter will be sent to the State Library stating that the statutory requirements have been met.

The iSchool will meet these requirements in its data collection, analysis, and reporting activities on behalf of the Washington State Library.