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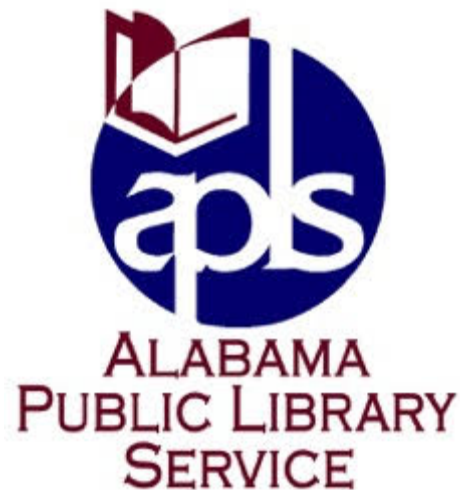
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Alabama Public Library Service

Library Services and Technology Act

Five-Year Plan: FY2018-2022

(October 1, 2017-September 30, 2022)



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Introduction

The Library Services and Technology Act (LSTA) authorizes state program grants to state library administrative agencies. These funds are distributed by the Institute of Museum and Library Services (IMLS) to states and territories for the following purposes:

LSTA Purposes:

1. Expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, and digital literacy skills;
2. Establish or enhance electronic and other linkages and improve coordination among and between libraries and entities, as described in 20 U.S.C. § 9134(b)(6), for the purpose of improving the quality of and access to library and information services;
3. (a) Provide training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services, and (b) enhance efforts to recruit future professionals to the field of library and information services;
4. Develop public and private partnerships with other agencies and community-based organizations;
5. Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills;
6. Target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with 42 U.S.C. § 9902(2)) applicable to the size of family involved;
7. Develop library services that provide all users access to information through local, state, regional, national and international collaborations and networks; and
8. Carry out other activities consistent with the purposes set forth in 20 U.S.C. § 9121, as described in the SLAA's plan. 20 U.S.C. § 9141(a)(1-8).

This document outlines the FY2018-2022 Plan of the Alabama Public Library Service (APLS) to fulfill the purposes of the LSTA program. It summarizes the needs of Alabama libraries and residents as identified in the recently completed evaluation of the APLS Five-Year Plan FY2013-2017, and sets forth goals and projects to address those needs.

Alabama libraries eligible to participate in LSTA programs include:

- Alabama Public Library Service (APLS)
- Public libraries and systems
- State agencies that provide library services to institutionalized persons (i.e. Alabama Department of Youth Services (ALDYS); Alabama Institute for the Deaf and Blind (AIDB))
- Academic libraries (in partnership with APLS or a public library)
- School libraries (in partnership with APLS or a public library)
- Special libraries (in partnership with APLS or a public library)

The LSTA Advisory Council provides leadership for Alabama's LSTA program and advises the Director of APLS on LSTA policies, processes, plans, annual programs, and grant evaluation.

Mission Statement

The mission of the Alabama Public Library Service is to provide the services and leadership necessary to meet the educational, informational, cultural, and economic needs of Alabama's residents of all ages by providing leadership, guidance, and support for the development of local public libraries funding resources and programs; and through service as the information resource center for state government, including the Governor, the legislature, elected and appointed officials, and state employees.

Needs Assessment

APLS has based its LSTA Five-Year Plan FY2018-2022 on the findings and recommendations of the recently completed evaluation of the LSTA Five-Year Plan FY2013-2017 (<https://www.ims.gov/grants/grants-state/state-profiles/alabama-0>). The evaluator examined available Public Library Survey (PLS) data, additional data collected and compiled by APLS, and relevant U.S. Census data characterizing the demographics of Alabama's population.

In addition, the evaluator conducted four activities between September and November 2016 to gather information from stakeholders:

1. Discussions with APLS staff about the information, programming and technology needs of residents of Alabama, and the role of public library services, programs, information resources, and technology in the state.
2. A survey of public library staff covering the impact of FY2013-2017 programs and activities, and staff priorities for the FY2018-2022 Plan. There were 389 respondents to a survey that was conducted online using QuestionPro. (See Appendix 2 for a sample of results.)
3. A survey of library users covering the impact of FY2013-2017 programs and activities, and priorities for the FY2018-2022 Plan. There were 3,129 respondents to a survey which was conducted online using QuestionPro and using paper survey forms distributed at libraries. (See Appendix 3 for a sample of results.)
4. A series of seven focus group meetings held at libraries across Alabama. Participants included public library users, community leaders, elected and appointed officials, and library staff. (See Appendix 4 for a breakdown of participants.)

Results of these sources of stakeholder input identified a number of key factors for the Alabama LSTA Five-Year Plan FY2018-2022. At a high level, these priorities are:

- Services and programs for diverse populations
- The importance of collections in all formats
- The importance of technology to support information access
- Overcoming barriers to library use and lack of public awareness about libraries
- Library workforce development to ensure effective libraries to advance the delivery of library and information services

Additional detail about the results of the needs assessment and stakeholder input is included with each goal in this Plan.

During the period of the Plan, APLS will periodically update its knowledge of library service needs using several methodologies, including:

- Annual collection of needs information from public library directors during a scheduled quarterly Library Administrator Meeting.
- Ongoing collection of public library staff feedback through library consultants' visits and other interaction with library staff, compiled into biennial analysis.
- Surveys and/or interviews annually of public library staff and/or users for selected programs, as identified in this Plan.
- Library user and community leader town hall meetings upon completion of the third year of the Plan.

More information is included in the "Evaluation Plan" section of this document.

Overview of Goals

The Alabama LSTA Five-Year Plan FY2018-2022 consists of three goals identified to advance the effectiveness of libraries and positive outcomes for the residents of the state. Each goal addresses one or more of the eight LSTA purposes.

The three goals in priority order are:

1. Strengthen the capacity, staff expertise and board effectiveness of Alabama public libraries through training, continuing education, and other learning and networking opportunities for library staff and trustees.
 - LSTA Purposes 3a and 3b, and enables all LSTA purposes.
2. Support library programs, services, collections and partnerships that promote learning and literacy; serve children, youth, adults and families, including underserved populations; and enhance education, civic engagement, cultural opportunities and economic vitality of Alabama and its residents.
 - LSTA Purposes 1, 4, 5, and 6
3. Provide information access to all populations through the provision of statewide access to electronic resources and cooperative services, enabling technology, and increased public awareness and use of libraries.
 - LSTA Purposes 1, 2, and 7

These goals were prioritized as follows:

The three goals in the Plan are interrelated, all with the intention of creating capable and resourced libraries focused on serving the information needs of residents of the state.

Strengthening the effectiveness of library staff and boards as outlined in Goal 1 is the foundational priority in executing the Plan and achieving targeted results. Knowledgeable and effective staff are

essential for the successful execution of this Plan and for the provision of effective library services. This foundation serves the second priority of effective library programs, services and collections.

Effective library programs, services, and collections are the second priority. These are the tools enabling APLS and the state's public library community to serve the wide range of needs across the diverse communities in the state. Goal 2 allows each library or group of libraries to identify the needs in their area and to design programs in response to these needs. The range of grant programs specified in Goal 2 shows the approaches libraries have to shape their response to community needs.

The infrastructure and statewide activities outlined in Goal 3 are the third priority of this Plan. The projects in this goal provide a wide reach and impact, as well as economies of scale that support the statewide mission of APLS and the purposes of IMLS. While this Plan places strong emphasis on empowering and resourcing individual and groups of libraries through the first two goals, the final goal serves to link individual libraries together in a way that increases the strength of all libraries.

Under the Plan, APLS will use federal funds for statewide programs such as Interlibrary Loan (ILL), online homework help, online learning tools for Alabama workers, library workforce training, and a summer reading program for people of all ages. Of equal importance, APLS will award grants to public libraries and state institutions that offer library services equivalent to those of public libraries such as the Alabama Department for Youth Services (ALDYS) and the Alabama Institute for the Deaf and Blind (AIDB). Grants may be used for a number of library-related projects including collection development, technology, digital literacy, and educational programs for people of all ages. In addition, APLS will use 4% of the state's allotment to support administration of the program, including costs of convening meetings of the LSTA Advisory Council, periodic regional meetings, and similar convenings; costs associated with program administration such as printing, postage, and supplies; costs associated with the training to support implementation of LSTA; APLS staff travel costs for various LSTA statewide, regional, and national activities; and engagement of an outside evaluator to conduct the evaluation of the LSTA program as required by IMLS.

Goals and Projects

The timelines for all goals and projects are included as Appendix 1 of this Plan.

Goal 1: Strengthen the capacity, staff expertise and board effectiveness of Alabama public libraries through training, continuing education, and other learning and networking opportunities for library staff and trustees in order to advance the delivery of library and information services.

Needs addressed:

- Over 60% of Alabama public libraries are led by a director without an MLS/MLIS degree; 10% of public library director positions turn over every year. There is a need for basic library education and for increasing the overall number of degreed librarians in the state, while balancing the needs of those requiring more advanced continuing education programs.
- Over 20% of Alabama public libraries have a single staff member; 30% are open fewer than 40 hours a week; 55% serve populations of less than 10,000 people. There is a need for networking among isolated staff and for building knowledgeable trustees.
- The highest ranked response among respondents from all sizes of libraries to the survey question, "What can APLS do to assist Alabama libraries?" was to meet the need for more continuing education across a range of topics.

Project 1: Ensure library effectiveness through knowledgeable staff and trustees, developed with a program of continuing education and training.

- Initial training focus includes: (a) library functions (library operations, planning, public relations, policies and policy development, LSTA grant development and management, E-rate application), and (b) training for library programming (literacy, summer reading program, serving underserved populations, statewide licensed resources and systems, and the development and management of partnerships).
- Develop and implement an annual training calendar on priority topics for staff and trustees using library staff and trustee input. Provide on-demand training for individual and groups of libraries as requested. Three annual regional training days will be conducted across the state each year. Utilize APLS staff, outside experts, and expertise among Alabama public librarians.
- Provide face-to-face training and utilize webinar technology to overcome travel and staffing challenges of participants.

Project 2: Ensure library effectiveness through public library staff and trustee networking, sharing of successes and best practices, and APLS communications and discussions.

- Develop and implement an annual APLS and public library communication plan to include communications from APLS administration, library development, reference, information technology, and the Regional Library for the Blind and Physically Handicapped (BPH), using a variety of methods including social media.
- Create opportunities for public library staff to learn from each other through discussion forums, regional meetings, and social media.
- Deploy library consultants for a program of library engagement to provide advice, training, expertise and support to library staff and boards. Track library input, successful models, and needs in order to develop training, programming, and communications.

Project 3: Provide competitive grants for public library staff to pursue MLS/MLIS degrees.

Each year approximately five grants will be awarded to new and current enrollees. Awardees will have five years to complete their degrees and will commit to working in a professional position in Alabama public libraries for a minimum of 24 months within the first three years after graduation.

Outcomes for Goal 1:

Goal 1 Intended Outcome: Library staff and boards will have the knowledge and expertise, and access to additional knowledge and expertise, needed to provide effective library programming, services, and leadership to serve their communities’ needs.

Indicators	Data Sources	Targets for Change
Percent of library staff members who have participated in learning opportunities who indicate that they have the knowledge needed for effective libraries, and percent of library administrators who indicate that communications, sharing	Annual survey of library staff including rating of knowledge level, rating of impact of learning opportunities and communications, and soliciting input for future continuing education and communications programs. Training evaluations completed by board members	A baseline survey will be conducted in FY2018 to gauge current learning levels and impact of growth in expertise and knowledge. Subsequent annual surveys will gauge progress towards the goals. Upon completion of the Plan 75% of library staff members

Indicators	Data Sources	Targets for Change
and networking has contributed to effectiveness of libraries.	at completion of training sessions.	with three or more years of experience will report reasonable levels of knowledge and expertise. 75% of library staff with less than three years of experience will report increasing levels of knowledge and expertise. 50% of board members will report increased knowledge and impact.
Number of grants awarded for MLS/MLIS education, and the number of graduates serving in Alabama public libraries.	Grant applications and tracking of awardees and graduates.	A minimum of five grants will be awarded each year, dependent upon applicant levels. Recipients will complete MLS/MLIS degrees within five years. 100% of graduates will be employed in an Alabama public library for 24 months of the three years following graduation.

LSTA Funds will be used for:

- Technology for training delivery, expert faculty, and travel funds for training programs.
- Communications staff person.
- Library development staff, learning opportunities for staff through training and conferences, and travel funds for the library engagement program.
- Grant funds for MLS/MLIS degree awards.

Goal 2: Support library programs, services, collections and partnerships that promote learning and literacy; serve children, youth, adults and families, including underserved populations; and enhance education, civic engagement, cultural opportunities and economic vitality of Alabama and its residents.

Needs addressed:

- Alabama demographics support the need for information access, programming and services for a variety of constituencies. (Appendix 5 includes summary tables of Alabama demographics. Note that the percentage of families and individuals in all age groups living in poverty exceed national averages. The percentage of veterans and individuals with disabilities exceed the national averages. Education attainment is lower than national averages for both high school and college degrees.)
- Multiple studies document the positive impact of summer reading programs on students' retention of reading skills during the summer vacation.
- Stakeholder input gathered during focus groups identified the following in the top 10 most impactful LSTA-supported services:
 - +50% of respondents: book collections and summer reading.

- 33-49% of respondents: Science, Technology, Engineering, and Mathematics (STEM) programming for education, and community programs.
- 20-32% of respondents: career/employment/college choice support, outreach to hospitals and other institutions, reading improvement, and support for education including home schooling.
- Other topics identified in focus groups include: health and wellness resources, community activities, non-traditional library collections, veterans' services, services for refugees and immigrants, services for the aged, ESL and GED programs, and multicultural and multilingual programming.
- The focus groups included discussions of the reasons many Alabama residents do not use public libraries. Reasons cited include the need for increased programming for some underserved communities (immigrants and migrants, bilingual services, veterans), the need for relevant collections and resources, and outreach to those having difficulties using libraries.
- Stakeholder input gathered through a survey of library staff identified the following as "what APLS can do to assist Alabama libraries": support local programming for children, youth, disabled, poor and underprivileged; support for programming addressing literacy, diversity, children, and youth; and assistance building local partnerships.

In response, APLS plans an LSTA-supported range of programs focused on enabling Alabama public libraries to provide information access, programming, and services.

Project 1: APLS will support an annual Summer Reading Program (SRP) for children, youth and adults, and will provide other literacy programming.

- APLS will partner with the Collaborative Summer Library Program (CSLP) and in-state organizations such as the Alabama Bicentennial Commission to provide the annual theme and materials, a kickoff workshop for library staff, and networking and communications among library staff.
- APLS will work with public libraries to engage children, youth and adults: increasing the number of libraries offering programs for each age group, the number of participants within each age group, and the average number of books read.

Project 2: APLS will provide seven grant programs to libraries for:

- Programs and services for children, youth, adults (including seniors), and families. Examples of eligible programs include literacy programs, STEM, support for job seekers, seniors' health and wellness, and programs for veterans.
- Service vehicles to increase access to information in rural areas.
- Services for the disabled. Examples of eligible programs include Job Access with Speech (JAWS) screen reader, Refreshable Braille software, and accessible computer technology.
- Services for those having difficulty using libraries. Examples of eligible programs include deposit collections at senior centers and detention centers, senior outreach programs, programs at day care centers and similar organizations.
- Programs which promote awareness of and connection to community services, strengthen civic life, respond to community needs, and promote cultural expression. Examples of eligible programs include: small business resource centers, job centers, and oral history programs.

- Collections and access grants to individual libraries for purchase of collections in a variety of formats, related programming, and technology.
- Digitization of historical, cultural and social materials in order to support communities, students, cultural groups, historians, genealogists, and the information needs of other groups.

These grants will be carried out with the following procedures and activities:

- Within the seven defined grant programs, APLS will work with libraries to pursue partnerships with community organizations, local governments and schools, and local businesses to extend their reach and enhance their capacity. APLS will provide advice and training on developing and maintaining successful partnerships.
- APLS will encourage partnerships among libraries and will seek collaborative grant applications in the seven program areas. Libraries will be encouraged to collaborate and apply for grants together.
- APLS will encourage innovation in grant funded programs and will seek applications which include new models, approaches, or activities. APLS will support this through the sharing of innovations and trends within the library community.
- APLS will develop guidelines and application processes, provide LSTA application and grant management classes to library staff, and engage the LSTA Advisory Council for priorities and application review. It will also develop an evaluation tool to be used by each awardee to note specific outcomes. Libraries receiving grants will receive direction on monitoring and reporting their activities and outcomes.

Project 3: Support the information needs of blind and physically handicapped residents of Alabama through the Regional Library for the Blind and Physically Handicapped (BPH).

- Improve awareness of the BPH Braille and Talking Book Program.
- Provide welcoming and meaningful experiences to all who enter the facility.
- Examine internal organizational practices and procedures in order to improve services to patrons.
- Provide services and resources to meet the informational and recreational needs of all patrons.
- Provide statewide advocacy strategies for services to the handicapped and visually impaired.
- Monitor technologies of benefit to patrons and staff.

Project 4: Support the information needs of employees of the State of Alabama.

- Provide information resources, reference service, information literacy training, library orientation, additional outreach programs and technology access to state employees.
- Develop and implement a communications and outreach plan, electronic and print materials, and classes to serve this constituency.

Outcomes for Goal 2:

Intended Outcomes	Indicators	Data Sources	Targets for Change
Growth in libraries offering summer reading programs for children, youth, and adults; increases in number of participants and average number of books read; Positive impact of participants.	Number of summer reading programs for each age group, number of participants, and number of books read. Satisfaction rates and impacts reported by participants.	Summer reading program data reported by libraries; participant satisfaction collected in sample survey or interviews by selected public libraries.	Based upon FY2017 baseline data: a) the number of programs provided for children, teens, and adults will increase 2% annually, b) number of participants in each age group will increase 2% annually, c) 75% of those surveyed will report that they are satisfied or extremely satisfied with the program or program impact, d) the number of books read will increase 3% annually
Increased use/participation in library programs, resources, and services; Collection of impact data and stories.	Usage/participation levels of grant funded collections, programs, and services; Satisfaction rates and impacts reported by participants.	Usage, participation, and impact information for grant funded initiatives as collected in the grant application and State Program Report (SPR) processes.	Based upon FY2017 baseline data: a) the number of grant applications submitted by libraries will increase by 2% annually. b) the number of libraries submitting grant applications will increase by 2% annually. c) 75% of grantees will report that their patrons are “satisfied” or “extremely satisfied” with the projects’ impacts. d) At the end of the plan, the number of libraries reporting an increase in patron registrations will have increased annually at a rate of 2%.
Increased awareness, use, and operational effectiveness of BPH.	Usage/participation and satisfaction levels.	Usage/participation levels collected at point of service, annual user satisfaction survey.	Annual statistics for FY2017 used to establish baseline for patron growth (15% per year); growth in downloads by patrons (20% per year); staff downloads for patrons (20% per year); and telephone and email requests (15% per year).

Intended Outcomes	Indicators	Data Sources	Targets for Change
Effective APLS service to state employees for reference, consulting, and training by state employees, and growth in satisfaction by users.	State employee usage and satisfaction.	State employee usage data collected at service points at time of service, annual satisfaction survey of users.	A baseline survey will be conducted in FY2018 to gauge usage and satisfaction levels in order to set targets for change for subsequent years.

LSTA Funds will be used for:

- Summer Reading Program materials.
- Grant awards to libraries and groups of libraries.
- BPH materials, services, and technology.
- Materials, technology and databases for state employees.

Goal 3: Provide information access to all populations through the provision of statewide access to electronic resources and cooperative services, enabling technology, and increased public awareness and use of libraries for information access, knowledge, ideas and cultural heritage.

Needs addressed:

- Stakeholder input gathered during focus groups indicated the importance of the availability of computers and Internet access for fulfillment of information needs. Participants consistently ranked these in the top five services in terms of impact. In many communities, public library computers and Internet connections fill a critical gap in access to information for residents.
- The focus groups included discussions of the reasons many do not use public libraries. Reasons cited include misconceptions or lack of awareness of library services and programs, challenges in reaching specific communities, and inadequate technology environments.

Project 1: Alabama residents will have access to statewide services to build a strong foundation for learning, literacy, business and workforce development, and lifelong learning. APLS will license the following for all state residents:

- Electronic resources for these purposes: homework support, career and job seeker tools and resources, GED programs, ESL programs, online continuing education services, genealogical resources, auto repair manuals, and other consumer databases.
- Electronic linkages between Alabama libraries and with libraries nationally and internationally for information resources in a variety of formats. Services include but are not limited to ILL and a union catalog.

Project 2: Alabama libraries will have the technology and equipment necessary to provide users with efficient access to information available from libraries and through the internet.

- APLS will provide Information Technology (IT) help desk service and technology consulting for all Alabama public libraries.
- APLS will provide E-rate training.
- APLS will provide basic website services and ADA compliance review for public libraries.

- APLS will provide a grant program to strengthen public library technology and infrastructure. Examples of eligible programs include computers and routers for Internet access, technology for career and small business resources, e-readers for seniors and youth in order to expand information access.

Project 3: Increase awareness and utilization of public libraries, their resources, and technology through a statewide marketing program and public relations assistance for public libraries.

- Develop and implement a biennial statewide marketing plan to increase library awareness and usage, including usage of statewide resources.
- Develop and make available promotional materials to libraries in a variety of formats, including print and electronic.
- Provide public relations services, consulting, and training to public libraries.

Outcomes for Goal 3:

Goal 3 Outcome: Residents of Alabama will have access to information available statewide, and utilization of these resources will increase as they serve residents’ needs.

Indicators	Data Sources	Targets for Change
User satisfaction and usage of statewide resources and materials will increase.	Usage and satisfaction data about statewide resources and linkages will be collected and reported annually by all vendors, starting with baseline data in FY2018.	3% growth of use statewide resources and linkages each year; annual growth in satisfaction of 8% over baseline. 80% of libraries will contribute to the Union Catalog by the close of the Plan period.
Broadband access, E-rate applications, and related technology	Biennial survey of library bandwidth and hardware, e-rate application tracking.	Five libraries will migrate from 10 mb to 40 mb each year of the plan and will have compatible hardware.
Awareness of libraries among community leaders, educators, and the public will increase.	A sample of public library directors will conduct community leader, educator, and public interviews and report annually on awareness of library services, programs, and resources.	Baseline data will be collected in FY2019. Growth of awareness of library services, programs and resources, with 5% annual growth over baseline.

LSTA funds will be used for:

- Technology grants to libraries.
- IT staffing and support travel to libraries.
- Public relations materials, public service announcements, and other communications tools for promotion of LSTA-specific projects. General promotion of the agency is state-funded.

Project Timelines

See Appendix 1 for project timelines.

Coordination Efforts

See Appendix 6 for a crosswalk that maps each APLS LSTA Five-Year Plan goal and project to Measuring Success focal areas.

Evaluation Plan

APLS will use a variety of methodologies to evaluate the success of the projects in meeting the goals of the LSTA Five-Year Plan FY2018-2022. These include ongoing evaluation throughout the period of the Plan:

- Surveys (paper and web-based) and/or interviews upon completion of projects: summer reading and grant funded projects.
- Surveys (paper and web-based) and/or discussions at library administrator meetings annually to determine outcomes and effectiveness of projects related to training, library development and IT consulting and support, and communications.
- Project reports from grantees upon program completion, to include outcomes based on expectations set in applications. State Program Reports (SPR) will be completed and submitted to IMLS each year.
- Town hall meetings half-way through the period of the Plan to assess progress towards goals and outcomes, and to make midcourse adjustments. Participants in these meetings will include library users, community leaders, elected and appointed officials, and library staff.
- Collection and analysis of PLS data and other data identified by APLS staff.

In addition, APLS will engage an outside evaluator to conduct an assessment of the completed Plan as required by IMLS. Included in this evaluation will be an examination of data and evaluations conducted throughout the period of the Plan, stakeholder input activities to be determined by the evaluator, and discussions with APLS staff and leadership, the LSTA Advisory Council, and key partners.

Stakeholder Involvement

Stakeholder involvement will be critical throughout the implementation of the Plan:

- The LSTA Advisory Council provides leadership for the LSTA program in Alabama. The Council is representative of the state and includes library users and members from various types of libraries and all geographic areas of Alabama. The Council advises the Director of APLS on funding priorities, annual grant programs, and policies.
- Public library directors are a key source of stakeholder input, representing both their institutions and users served by their institutions. The quarterly administrator meetings provide opportunities for participants and APLS staff to engage on matters related to LSTA.
- The BPH Consumer Advisory Committee provides advice to the BPH related to services, outreach, and other aspects of BPH.

- APLS is establishing committees and working groups of stakeholders to work more closely with APLS on selected LSTA initiatives. Initial focus is on working groups related to children and youth services, programming development, and marketing/public relations.
- The APLS Executive Board meets every two months and provides valuable stakeholder input. The board is composed of Members from each Congressional District and is appointed by the Governor. It brings strategic and policy insights to the development and implementation of the LSTA program.
- Library users, community leaders, and elected and appointed officials will be involved through partnerships undertaken by grantee public libraries and through town hall meetings to be conducted half way through the period of the Plan.

Communications and Public Availability

The Alabama LSTA Five-Year Plan FY2018-2022 will be widely available to stakeholders. It will be posted to the APLS website after it is approved by IMLS. Announcements of its availability will be sent to public library staff at all levels through APLS listservs, and library directors will be asked to notify their boards of trustees of its availability. It will also be shared with partner organizations and with potential partners to inform them of collaborative opportunities.

APLS will develop and distribute an annual LSTA status report of results, products, processes and benefits which will be distributed as described above.

Monitoring

Monitoring will comply with federal law.

- If APLS makes a substantive revision to its State Plan, the agency will submit to the IMLS Director an amendment to the State Plan containing such revision not later than April 1 of the fiscal year preceding the fiscal year for which the amendment will be effective.
- The State Plan provides assurances to the IMLS Director that APLS will make such reports, in such form and containing such information, as the Director may require.
- APLS will independently evaluate and report to the IMLS Director regarding the activities assisted with LSTA funds prior to the end of the Five-Year Plan.

Monitoring Procedures for Grants to Libraries

Libraries receiving grants will be required to submit status reports describing the progress of the project. The purpose is to ensure APLS staff that project goals, evaluation criteria, targets and the timeline result in the desired outcomes.

- When submitting payment requests libraries may only request funds which can be expended within three business days after receipt of a check from APLS, in compliance with the Federal Cash Management Act.
- With limited staff, site visits to all projects may not be feasible, but there will be random site visits. Also, monitoring will be done concurrently with APLS staff visits to libraries for other reasons. Further, phone interviews will be conducted with project administrators.
- A final evaluation report will have the following parts: 1) a description of the extent to which objectives were achieved, 2) a description of specific benefits or outcomes, 3) relevant statistical

data, 4) a list of equipment acquired and the cost of each item, and 5) a financial report showing actual cumulative disbursements of LSTA funds and required local matching funds.

Monitoring Procedures for APLS Statewide Projects

- Financial monitoring of each statewide project will be continuous as financial data is entered.
- Data will be kept on all projects. This data will include library materials acquired, program attendance, program evaluations from attendees, program statistical data, site visit data and resource-sharing data.
- The purpose of the above monitoring is to ensure that project goals, evaluation criteria, targets and the timeline result in the desired outcomes.

Assurances

APLS will provide required assurances to IMLS in support of this Plan.

Appendix 1 Project Timelines

FY2018	October 2017	November 2017	December 2017	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	July 2018	August 2018	September 2018
Goals and Projects	October 2017	November 2017	December 2017	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	July 2018	August 2018	September 2018
Goal 1: Library Capacity, Staff, and Board Effectiveness												
Project 1: Training and Continuing Education	X	X		X			X			X		
Project 2: Information and Networking	X	X	X	X	X	X	X	X	X	X	X	X
Project 3: MLS/MLIS Grants							X	X	X	X	X	
Goal 2: Library Programs, Services, and Collections												
Project 1: Summer Reading Program	X	X	X	X	X	X	X	X	X	X	X	X
Project 2: Grants for Programs, Services, Collections, and Partnerships	X	X	X	X	X	X	X	X	X	X	X	
a. Children, youth, adults and families	X	X	X	X	X	X	X	X	X	X	X	
b. Service vehicles	X	X	X	X	X	X	X	X	X	X	X	
c. Services for the disabled	X	X	X	X	X	X	X	X	X	X	X	
d. Difficulty using libraries	X	X	X	X	X	X	X	X	X	X	X	
e. Community awareness and connection	X	X	X	X	X	X	X	X	X	X	X	

FY2018	<i>October 2017</i>	<i>November 2017</i>	<i>December 2017</i>	<i>January 2018</i>	<i>February 2018</i>	<i>March 2018</i>	<i>April 2018</i>	<i>May 2018</i>	<i>June 2018</i>	<i>July 2018</i>	<i>August 2018</i>	<i>September 2018</i>
Goals and Projects												
f. Collections in libraries	X	X	X	X	X	X	X	X	X	X	X	
g. Digitization of collections	X	X	X	X	X	X	X	X	X	X	X	
Project 3: BPH Services	X	X	X	X	X	X	X	X	X	X	X	X
Project 4: Information for State Employees	X	X	X	X	X	X	X	X	X	X	X	X
Goal 3: Information Access												
Project 1: Statewide Electronic Resources and Linkages	X	X	X	X	X	X	X	X	X	X	X	X
Project 2: Technology Equipment and Support	X	X	X	X	X	X	X	X	X	X	X	X
Project 3: Marketing and Public Relations	X	X	X	X	X	X	X	X	X	X	X	X

FY2019	<i>October 2018</i>	<i>November 2018</i>	<i>December 2018</i>	<i>January 2019</i>	<i>February 2019</i>	<i>March 2019</i>	<i>April 2019</i>	<i>May 2019</i>	<i>June 2019</i>	<i>July 2019</i>	<i>August 2019</i>	<i>September 2019</i>
Goals and Projects												
Goal 1: Library Capacity, Staff, and Board Effectiveness												
Project 1: Training and Continuing Education	X	X		X			X			X		
Project 2: Information and Networking	X	X	X	X	X	X	X	X	X	X	X	X
Project 3: MLS/MLIS Grants							X	X	X	X	X	
Goal 2: Library Programs, Services, and Collections												
Project 1: Summer Reading Program	X	X	X	X	X	X	X	X	X	X	X	X
Project 2: Grants for Programs, Services, Collections, and Partnerships	X	X	X	X	X	X	X	X	X	X	X	
a. Children, youth, adults and families	X	X	X	X	X	X	X	X	X	X	X	
b. Service vehicles	X	X	X	X	X	X	X	X	X	X	X	
c. Services for the disabled	X	X	X	X	X	X	X	X	X	X	X	
d. Difficulty using libraries	X	X	X	X	X	X	X	X	X	X	X	
e. Community awareness and connection	X	X	X	X	X	X	X	X	X	X	X	
f. Collections in libraries	X	X	X	X	X	X	X	X	X	X	X	

FY2019	<i>October 2018</i>	<i>November 2018</i>	<i>December 2018</i>	<i>January 2019</i>	<i>February 2019</i>	<i>March 2019</i>	<i>April 2019</i>	<i>May 2019</i>	<i>June 2019</i>	<i>July 2019</i>	<i>August 2019</i>	<i>September 2019</i>
Goals and Projects												
g. Digitization of collections	X	X	X	X	X	X	X	X	X	X	X	
Project 3: BPH Services	X	X	X	X	X	X	X	X	X	X	X	X
Project 4: Information for State Employees	X	X	X	X	X	X	X	X	X	X	X	X
Goal 3: Information Access												
Project 1: Statewide Electronic Resources and Linkages	X	X	X	X	X	X	X	X	X	X	X	X
Project 2: Technology Equipment and Support	X	X	X	X	X	X	X	X	X	X	X	X
Project 3: Marketing and Public Relations	X	X	X	X	X	X	X	X	X	X	X	X

FY2020	<i>October 2019</i>	<i>November 2019</i>	<i>December 2019</i>	<i>January 2020</i>	<i>February 2020</i>	<i>March 2020</i>	<i>April 2020</i>	<i>May 2020</i>	<i>June 2020</i>	<i>July 2020</i>	<i>August 2020</i>	<i>September 2020</i>
Goals and Projects												
Goal 1: Library Capacity, Staff, and Board Effectiveness												
Project 1: Training and Continuing Education	X	X		X			X			X		
Project 2: Information and Networking	X	X	X	X	X	X	X	X	X	X	X	X
Project 3: MLS/MLIS Grants							X	X	X	X	X	
Goal 2: Library Programs, Services, and Collections												
Project 1: Summer Reading Program	X	X	X	X	X	X	X	X	X	X	X	X
Project 2: Grants for Programs, Services, Collections, and Partnerships	X	X	X	X	X	X	X	X	X	X	X	
a. Children, youth, adults and families	X	X	X	X	X	X	X	X	X	X	X	
b. Service vehicles	X	X	X	X	X	X	X	X	X	X	X	
c. Services for the disabled	X	X	X	X	X	X	X	X	X	X	X	
d. Difficulty using libraries	X	X	X	X	X	X	X	X	X	X	X	
e. Community awareness and connection	X	X	X	X	X	X	X	X	X	X	X	
f. Collections in libraries	X	X	X	X	X	X	X	X	X	X	X	

FY2020	<i>October 2019</i>	<i>November 2019</i>	<i>December 2019</i>	<i>January 2020</i>	<i>February 2020</i>	<i>March 2020</i>	<i>April 2020</i>	<i>May 2020</i>	<i>June 2020</i>	<i>July 2020</i>	<i>August 2020</i>	<i>September 2020</i>
Goals and Projects												
g. Digitization of collections	X	X	X	X	X	X	X	X	X	X	X	
Project 3: BPH Services	X	X	X	X	X	X	X	X	X	X	X	X
Project 4: Information for State Employees	X	X	X	X	X	X	X	X	X	X	X	X
Goal 3: Information Access												
Project 1: Statewide Electronic Resources and Linkages	X	X	X	X	X	X	X	X	X	X	X	X
Project 2: Technology Equipment and Support	X	X	X	X	X	X	X	X	X	X	X	X
Project 3: Marketing and Public Relations	X	X	X	X	X	X	X	X	X	X	X	X

FY2021	<i>October 2020</i>	<i>November 2020</i>	<i>December 2020</i>	<i>January 2021</i>	<i>February 2021</i>	<i>March 2021</i>	<i>April 2021</i>	<i>May 2021</i>	<i>June 2021</i>	<i>July 2021</i>	<i>August 2021</i>	<i>September 2021</i>
Goals and Projects												
Goal 1: Library Capacity, Staff, and Board Effectiveness												
Project 1: Training and Continuing Education	X	X		X			X			X		
Project 2: Information and Networking	X	X	X	X	X	X	X	X	X	X	X	X
Project 3: MLS/MLIS Grants							X	X	X	X	X	
Goal 2: Library Programs, Services, and Collections												
Project 1: Summer Reading Program	X	X	X	X	X	X	X	X	X	X	X	X
Project 2: Grants for Programs, Services, Collections, and Partnerships	X	X	X	X	X	X	X	X	X	X	X	
a. Children, youth, adults and families	X	X	X	X	X	X	X	X	X	X	X	
b. Service vehicles	X	X	X	X	X	X	X	X	X	X	X	
c. Services for the disabled	X	X	X	X	X	X	X	X	X	X	X	
d. Difficulty using libraries	X	X	X	X	X	X	X	X	X	X	X	
e. Community awareness and connection	X	X	X	X	X	X	X	X	X	X	X	
f. Collections in libraries	X	X	X	X	X	X	X	X	X	X	X	

FY2021	<i>October 2020</i>	<i>November 2020</i>	<i>December 2020</i>	<i>January 2021</i>	<i>February 2021</i>	<i>March 2021</i>	<i>April 2021</i>	<i>May 2021</i>	<i>June 2021</i>	<i>July 2021</i>	<i>August 2021</i>	<i>September 2021</i>
Goals and Projects												
g. Digitization of collections	X	X	X	X	X	X	X	X	X	X	X	
Project 3: BPH Services	X	X	X	X	X	X	X	X	X	X	X	X
Project 4: Information for State Employees	X	X	X	X	X	X	X	X	X	X	X	X
Goal 3: Information Access												
Project 1: Statewide Electronic Resources and Linkages	X	X	X	X	X	X	X	X	X	X	X	X
Project 2: Technology Equipment and Support	X	X	X	X	X	X	X	X	X	X	X	X
Project 3: Marketing and Public Relations	X	X	X	X	X	X	X	X	X	X	X	X

FY2022	<i>October 2021</i>	<i>November 2021</i>	<i>December 2021</i>	<i>January 2022</i>	<i>February 2022</i>	<i>March 2022</i>	<i>April 2022</i>	<i>May 2022</i>	<i>June 2022</i>	<i>July 2022</i>	<i>August 2022</i>	<i>September 2022</i>
Goals and Projects												
Goal 1: Library Capacity, Staff, and Board Effectiveness												
Project 1: Training and Continuing Education	X	X		X			X			X		
Project 2: Information and Networking	X	X	X	X	X	X	X	X	X	X	X	X
Project 3: MLS/MLIS Grants							X	X	X	X	X	
Goal 2: Library Programs, Services, and Collections												
Project 1: Summer Reading Program	X	X	X	X	X	X	X	X	X	X	X	X
Project 2: Grants for Programs, Services, Collections, and Partnerships	X	X	X	X	X	X	X	X	X	X	X	
a. Children, youth, adults and families	X	X	X	X	X	X	X	X	X	X	X	
b. Service vehicles	X	X	X	X	X	X	X	X	X	X	X	
c. Services for the disabled	X	X	X	X	X	X	X	X	X	X	X	
d. Difficulty using libraries	X	X	X	X	X	X	X	X	X	X	X	
e. Community awareness and connection	X	X	X	X	X	X	X	X	X	X	X	
f. Collections in libraries	X	X	X	X	X	X	X	X	X	X	X	

FY2022	<i>October 2021</i>	<i>November 2021</i>	<i>December 2021</i>	<i>January 2022</i>	<i>February 2022</i>	<i>March 2022</i>	<i>April 2022</i>	<i>May 2022</i>	<i>June 2022</i>	<i>July 2022</i>	<i>August 2022</i>	<i>September 2022</i>
Goals and Projects												
g. Digitization of collections	X	X	X	X	X	X	X	X	X	X	X	
Project 3: BPH Services	X	X	X	X	X	X	X	X	X	X	X	X
Project 4: Information for State Employees	X	X	X	X	X	X	X	X	X	X	X	X
Goal 3: Information Access												
Project 1: Statewide Electronic Resources and Linkages	X	X	X	X	X	X	X	X	X	X	X	X
Project 2: Technology Equipment and Support	X	X	X	X	X	X	X	X	X	X	X	X
Project 3: Marketing and Public Relations	X	X	X	X	X	X	X	X	X	X	X	X

Appendix 2

Staff Survey Results

“The Institute of Museum and Library Services has set these goals for use of LSTA funds for 2018-2022. Which of these 7 national goals should Alabama place as the highest two priorities for public libraries for the next five years? Select two.”

IMLS Goal	# of times selected	% of selections
Expand services for learning and access to information and educational resources ... for individuals of all ages in order to support education, life-long learning, workforce development and digital literacy skills	223	27.9%
Establish or enhance electronic access or other linkages and improved coordination among and between libraries for the purpose of improving the quality of and access to library and information services	97	12.1%
Provide training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services; and enhance efforts to recruit future professionals to the field of library and information science	126	15.8%
Develop public and private partnerships with other agencies and community-based organizations	49	6.1%
Target library services to individuals of diverse geographic, cultural and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills	82	10.3%
Target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children from families with incomes below the poverty line	134	16.8%
Develop library services that provide all users access to information through local, state, regional and national and international collaborations and networks.	89	11.1%
TOTAL	800	100%

Appendix 3 User Survey Results

“Did you or someone in your household use the Public Library for any of the following purposes within the last 2 years? Check all that apply.”

Purpose	# using	% of all indicated uses (N = 12,270)	% of Respondents (N = 3,129)
Attending a community program or meeting with others in the library	1,402	11.4%	44.8%
Attending a cultural program (art, music, book talk)	1,108	9.0%	35.4%
Attending a program on family health and wellness or financial literacy	344	2.8%	11.0%
Doing a school assignment or getting homework help	952	7.8%	30.4%
Find out what is going on in the community	932	7.6%	29.8%
Finding information or books on a new topic to me	1,915	15.6%	61.2%
Improving my reading skills or my child's reading skills	861	7.0%	27.5%
Investigating career options or looking for a job	553	4.5%	17.7%
Learning new skills	777	6.3%	24.8%
Meeting friends or relaxing	980	8.0%	31.3%
Selecting a college or school	213	1.7%	6.8%
Using computers with Internet access	1,465	11.9%	46.8%
Voting	158	1.3%	5.0%
Did not use (Note that 8 respondents indicated “do not use” and another service category on this list. Actual “do not use” = 95.)	103 Or 95	0.8%	3.3% Or 3.03%
<i>Other (see table below):</i>	507	4.2%	16.2%
Total # of Uses Indicated	12,270		
# of Respondents Answering	3,129		
Average Uses/Respondent	3.92		

Other Services	# of mentions	% of "other" respondents (N = 507)
Checking out materials (books, DVDs, audio books, etc.)	221	43.6%
Attending movies and/or renting/checking out movies and/or DVDs	79	15.6%
Attending children's programs or visiting with children	46	9.1%
Attending meetings/events, including classes	39	7.7%
Buying books at the used book sales	36	7.1%
Pursuit of lifelong learning, including classes	28	5.5%
Reading newspapers & periodicals	24	4.7%
Borrowing e-books	23	4.5%
Conducting research	21	4.1%
Learning English	19	3.8%
Using printers, copiers	18	3.6%
A. Using computers & Wi-Fi	17	3.4%
B. Taking a class		
C. Genealogy		

Appendix 4

Focus Group Breakdown

Location	Date	Library user	Elected or appointed official	Community leader	Library staff	Library director	Other: please describe	Totals
Robertsdale (Baldwin Co.)	Nov. 1	2	1	0	9	4	2 board members 1 LS grad student	19
Ozark (Dale Co.)	Nov. 2	7	1	2	7	4	1 foundation board member 1 library board member	23
Tuscaloosa (Tuscaloosa Co.)	Nov. 3	3	0	0	2	4	2 friends group members 1 board member	12
Homewood (Jefferson Co.)	Nov. 3	2	1	0	11	8	(2 Assistant Directors)** (1 board member)** 1 volunteer 1 board member	24
Athens (Limestone Co.)	Nov. 14	2	0	1	7	6	3 board members 2 friends group members (1 pastor)**	21
Boaz (Marshall Co.)	Nov. 15	1	2	0	3	13	5 board members 2 trustees (2 city council members)**	26
Opelika (Lee Co.)	Nov. 16	2	6	0	6	6	7 board members (1 mayor)** (3 city council members)**	27
Totals		19	11	5	45	45	27	152
Percentages		12%	7%	3%	30%	30%	18%	100%

** () indicates that the person was counted under another category.

Appendix 5

Alabama Demographics

[Source: American Community Survey (ACS) 2015 Data <https://www.census.gov/programs-surveys/acs/>]

AGE BREAKDOWN				
	Alabama		United States	
Total population	4,830,620		316,515,021	
Under 5 years	295,054	6.1%	19,912,018	6.3%
5-9	305,714	6.3%	20,501,982	6.5%
10-14	318,437	6.3%	20,679,786	6.5%
15-19	324,020	6.3%	21,354,481	6.7%
20-24	348,044	7.2%	22,604,232	7.1%
25-34	621,592	12.9%	42,881,649	13.5%
35-44	609,415	12.6%	40,651,910	12.8%
45-54	665,372	13.8%	43,895,858	13.9%
55-59	326,349	6.8%	21,001,947	6.6%
60-64	297,297	6.2%	18,415,681	5.8%
65-74	416,983	8.6%	25,135,167	7.9%
75-84	220,721	4.6%	13,541,558	4.3%
85+	81,622	1.7%	5,938,752	1.9%

DISABILITY STATUS				
	Alabama		United States	
Total non-institutionalized pop.	4,749,786		311,516,332	
With a disability	772,482	16.3%	38,601,898	12.4%
Under 18 years	1,110,011		73,546,970	
With a disability	51,827	4.7%	3,013,318	4.1%
18-64	2,940,219		194,655,748	
With a disability	427,176	14.5%	19,985,588	10.3%
65+	699,556		43,313,614	
With a disability	293,479	42.0%	15,602,992	36.0%

EDUCATIONAL ATTAINMENT				
	Alabama		United States	
Population 25 years and over	3,239,351		211,462,522	
Less than 9 th grade	166,885	5.2%	12,093,869	5.7%
9 th to 12 th grade (no diploma)	343,006	10.6%	16,135,225	7.6%
High school graduate (incl. equivalency)	1,005,295	31.0%	58,722,528	27.8%
Some college (no degree)	711,180	22.0%	44,529,161	21.1%
Associate's degree	251,335	7.8%	17,029,467	8.1%
Bachelor's degree	478,812	14.8%	39,166,047	18.5%
Graduate or professional degree	282,838	8.7%	23,786,225	11.2%
Percent high school graduate or higher		84.3%		86.7%
Percent bachelor's degree or higher		23.5%		29.8%

FOREIGN BORN				
	Alabama		United States	
Total population	4,830,620		316,515,021	
Foreign born*	167,224*	3.5%*	41,717,420*	13.2%*
*Naturalized U.S. citizen	58,697	35.1%	19,448,227	46.6%
*Not a U.S. citizen	108,527	64.9%	22,269,193	53.4%

NON-ENGLISH LANGUAGE				
	Alabama		United States	
Population 5+ years	4,535,566		296,603,000	
Language other than English*	235,540*	5.2%*	62,431,447*	21.0%*
*Spanish	150,337	3.3%	38,694,150	13.0%
*Other Indo-European	36,157	0.8%	10,884,070	3.7%
*Asian/Pacific Islander	38,081	0.8%	10,027,065	3.4%
*Other languages	10,965	0.2%	2,826,162	1.0%

POVERTY STATUS		
	Alabama	United States
Families	14.5%	11.3%
Under 18 years	27.3%	21.7%
18-64	17.6%	14.5%
65+	10.7%	9.4%

VETERAN STATUS				
	Alabama		United States	
Civilian pop. 18+ years	3,705,690		241,816,698	
Civilian veterans	363,170	9.8%	20,108,332	8.3%

Appendix 6

Coordination Efforts Crosswalk

State Goal	IMLS Focal Area(s)	Project	IMLS Intent
Goal 1: Library Capacity, Staff, and Board Effectiveness	Institutional Capacity	1. Training and Continuing Education	Improve the library workforce
		2. Information and Networking	Improve the library workforce
		3. MLS/MLIS Grants	Improve the library workforce
Goal 2: Library Programs, Services, Collections, and Partnerships	Lifelong Learning	1. Summer Reading Program	Improve users' formal education
	Information Access; Lifelong Learning; Human Services; Employment & Econ. Development; Civic Engagement	2. Grants for Programs, Services, Collections, and Partnerships:	
		<i>2a. Children, youth, adults, and families</i>	Depends on applicable focal area of project
		<i>2b. Service vehicles</i>	Improve users' ability to obtain and/or use information resources
		<i>2c. Services for the disabled</i>	Improve users' ability to obtain and/or use information resources
		<i>2d. Difficulty using libraries</i>	Improve users' ability to obtain and/or use information resources
		<i>2e. Community awareness and connection</i>	Improve users' ability to participate in their community
		<i>2f. Collections in libraries</i>	Depends on applicable focal area of project
		<i>2g. Digitization of collections</i>	Improve users' ability to obtain and/or use information resources
NOTE: The intent(s) of grants for children, youth, adults, and families and collections depends on the primary focus of the project.			

State Goal	IMLS Focal Area(s)	Project	IMLS Intent
Goal 2: Library Programs, Services, Collections, and Partnerships (cont.)	Information Access; Lifelong Learning; Human Services; Employment & Econ. Development; Civic Engagement (cont.)	3. Blind and Physically Handicapped (BPH) Services	Improve users' ability to obtain and/or use information resources
		4. Information for State Employees	Improve users' ability to obtain and/or use information resources
Goal 3: Information Access	Institutional Capacity; Information Access	1. Statewide Electronic Resources and Linkages	Improve users' ability to obtain and/or use information resources
		2. Technology Equipment and Support	Improve the library's physical and technology infrastructure
		3. Marketing and Public Relations	Improve library operations