



GOVERNMENT OF PUERTO RICO

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DEPARTMENT OF EDUCATION



# PUERTO RICO FIVE YEAR LSTA PLAN 2018-2022

LIBRARY AND INFORMATION SERVICES PROGRAM  
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June 30, 2017

## PUERTO RICO FIVE YEAR LSTA PLAN 2018-2022

### MISSION STATEMENT:

The Library and Information Services Program of the Department of Education provides leadership and support to Puerto Rico's libraries to satisfy the information needs of its residents by offering programs, services and promoting the love of reading and lifelong learning, regardless of age, location, social or physical condition.

The Puerto Rico Department of Education, as the assigned SLAA, provides and establishes guidelines for the best use of the Library Services and Technology Act funds. It also works towards the promotion of an island wide library development plan to fulfill the goals and objectives presented in its Five Year Plan.

The Library and Information Services Program (LISP), as the receptor of the LSTA funds, is responsible for complying with the required state and federal laws for its enactment. It has the legal responsibility to administer the funds according to LSTA statutes, regulations and requirements. Once the funds are authorized, they are distributed according to the needs previously identified and discussed in the Five Year Plan. The funds awarded annually are divided into three parts: Part A- Administrative Expenses; Part B1- Sub-awards for public and other types of libraries, Part B2 – Sub awards for school libraries and Part C –Statewide Projects. Part C also includes funds for the professional development of librarians.

### NEEDS ASSESSMENT:

Puerto Rico's geography and demographics create demands that are challenging in order to fulfill our library goals. It is a small island, measuring 100 by 35 miles, with a population of 3,978,702, according to the last census. San Juan, its capital, is the second oldest city in the Americas. The majority of this population lives and works in urban metropolitan areas. It is composed of 78 municipalities, many of them located in rural small towns.

Following is a description of the types of libraries that the SLAA supports, either directly or through LSTA sub awards:

#### **Public Libraries:**

Traditionally, all public libraries were administered by the Department of Education. Gradually, many of them have passed to their local governments by signing a legal agreement which states that they will provide maintenance to the infrastructure and contract staff as necessary, after the personnel paid by the Department of Education retires. At present, there are only 23 public libraries that still belong to the Department of Education. Since the majority of the public libraries belong to their local government or municipalities, each municipality determines the policy of the library, and adopts rules, regulations and bylaws for the use of the library and the conduct of its work. The local government prepares, controls, and approves the library budget and supervises, under

the regulations of the local city government, the spending of all public funds received by the library. At present, there are approximately 137 public libraries in general, including community libraries that are satellites of the main library. These libraries are also considered public libraries.

Public libraries in Puerto Rico vary in their quality range. There are a few very good public libraries, with adequate physical facilities, and excellent library services offered by professional library personnel. But there are still many public libraries with extreme needs of improvement and with low effectiveness, compared with other libraries.

According to what was established in an Evaluation Report, only 20% of public librarians possess an MLS degree. Forty percent (40%) possess a BA. Public library staff is in great need of professional training opportunities. This need was reflected in the library survey administered.

As was mentioned before, in the past years many public libraries have been transferred from the Department of Education of Puerto Rico to their respective municipalities. Unlike the Puerto Rico Department of Education, municipalities do not require a Master's Degree in Library Science for their head librarian position. As a result, most Public Library directors do not hold a Master's degree. Some head librarians do not even have a bachelor's degree.

LSTA funds are critically important for Puerto Rico's public libraries. It provides opportunities to innovate and help ensure that Puerto Rico's residents have access to quality library and information services. These libraries are urged to submit individual competitive proposals to satisfy their library needs. The public libraries that belong to the Department of Education are included in statewide projects to support and assist them in their access to information and resources.

### **Public School Libraries**

Puerto Rico's public school system (PK-12) is organized in 28 school districts, located in seven educational regions. As of April 2017, there are 1,292 schools, employing 32,206 teachers, serving 369,559 students. Not all schools possess a school library. As of April, 2017, there are 821 public school libraries. There are approximately 637 private schools (Pre-K - 12) throughout the island.

Of the 1,292 public schools there are 821 that have organized school libraries. School librarians develop an information skills program based on the *Standards and Guidance for the Library and Information Services Program for School Libraries*, the *2014 Circular Letter: Guide for the Integration of Information Skills to the Curriculum* and the *Standards for Excellence for the Effective Use of Information*. They teach students how to become lifelong learners, informed decision makers and effective users of information. Puerto Rico's school library program provides access to a variety of resources and services to support this goal. In addition, school librarians provide professional development in

instructional technology and technical support in the use of technological equipment and networks.

Not all school libraries are administered by professional school librarians. About 36% of school librarians possess a BA in Education and possess a teacher certification. The LSTA Five Year Evaluation Report revealed that 78% possess an MLS degree. Some of these libraries are adequately equipped with a satisfactory collection and infrastructure. But there are still others that need improvement in collection development, especially in technology access, databases with reliable information and training of personnel. It is also necessary to improve the use of new information and communication technologies as tools to support the curriculum, strengthen the academic progress, promote lifelong learning, improve library workforce development, and develop digital literacy skills.

LSTA funds will be needed to continue supporting and assisting these libraries by awarding individual sub awards and developing statewide projects to provide, promote, improve and expand library programming and services that best meet the information needs of our students.

**Specialized Libraries:**

In Puerto Rico, there are many specialized institutions that possess their own libraries. Among these are the Puerto Rico Arts Museum, Ponce Arts Museum, the Conservatory of Music, various music schools, historical museums, historical archives and others. The Blind and Physically Handicapped Library belongs to the Department of Education. All these libraries are summoned to present competitive LSTA proposals to support the information services they provide.

**Community Libraries:**

Many community libraries are being developed throughout the island due to community information needs. Some of them are privately funded and others are administered by their local government and are a satellite of the main public library. These libraries offer services to their immediate communities. These libraries are urged to submit sub award proposals to satisfy some of their user's information needs.

**Academic Libraries:**

All of the colleges, universities and private community colleges have academic libraries. Puerto Rico's academic libraries provide access to all types of formats appropriate for users of each institution through adequate collections, including digital and printed materials. With rare exceptions, Puerto Rico's academic libraries serve the information needs of their learning communities throughout the island. The majority of these institutions also meet the information needs of their surrounding communities. Some of these libraries also submit individual competitive proposals to the Library and Information Services Program for consideration.

## **BACKGROUND OF THE NEEDS ASSESSMENT:**

The specific library services needs identified in the Five Year Plan is the result of an analysis of various sources and meetings with several major groups. The first source is the recent Five Year Evaluation Report sent to IMLS on March, 2017. In this Report six main needs were identified and addressed. The LISP administered a Needs Assessment Survey between February and March, 2017 and the majority of the needs that were considered were taken from this Survey. Other sources for concluding library services needs were discussions at stakeholders' meetings, school library coordinator's meetings, IMLS's focal areas; phone and personal interviews and impressions gathered at site visits. In these meetings and in the other activities mentioned, the LSTA purposes were presented, a draft of the Needs Assessment Survey was discussed and edited to produce a final survey document.

As a strategy for periodically updating the LISP's knowledge of its library needs, the above mentioned survey will be administered annually, with slight changes, according to present needs. In this way, the SLAA will be constantly informed about changing necessities that will need attention.

## **SPECIFIC NEEDS:**

A special committee was assigned to discuss, evaluate, analyze and summarize the proposed library needs for the next five years. As a result of the findings, the following needs will be addressed in the present Five Year Plan, either as goals, objectives or activities that will serve the library needs of the citizens of Puerto Rico:

1. Libraries in Puerto Rico have a critical need to keep up with technology and offer virtual services for users.
2. School libraries must continue to help improve and enrich the academic performance of Puerto Rico's public school students.
3. There is a shortage of qualified and certified library staff that can offer adequate library services to meet user needs, especially in public libraries. There is a need to enhance the skills of the library staff in all types of libraries, increase their leadership skills and advance the delivery of library services.
4. A high percentage of citizens need to be aware of library services available in their communities through promotion of library programs and services.
5. Not all residents have the skills to use adequately the library facilities and services.
6. Most residents of Puerto Rico do not have access to the technological resources that would enable them to have access to reliable information.
7. Most residents of Puerto Rico do not possess the technological skills that would give them access to information.

It is very important to note that the LISP recently developed a survey among Puerto Rican librarians qualified to compete for the LSTA funds. This survey consisted of asking whether they agreed or disagreed with the three goals proposed by the LISP. As of the date of the final written

draft of this Plan, one hundred percent (100%) of those that answered the survey expressed their agreement with the three proposed goals. To that end, the LISP is convinced that this Plan has the backing or endorsement of Puerto Rican librarians and responds directly to the needs of libraries and other information centers on the Island.

## **GOALS**

Puerto Rico's Major Goals for 2018-2022 are:

**GOAL 1: Provide virtual library services to residents of Puerto Rico for the improvement of learning and access to information and educational updated resources in a variety of formats, providing special attention to databases, in all types of libraries, for individuals of all ages, in order to support individual needs such as the improvement of the academic performance of Puerto Rico's public school students, lifelong learning, workforce development, and digital literacy skills.**

The LSTA Five Year Evaluation Report 2013-2017 revealed the urgent need for reliable information resources and, particularly, the need for databases in Spanish. Furthermore, the studies showed the need to develop information skills, as well as technological skills, in order to improve the teaching-learning process, lifelong learning, personal development and digital literacy. The Evaluation Report 2013-2017 showed that LSTA funds are essential for the participating libraries to achieve their goals and objectives. In addition, the evaluation process also highlighted that there is a need to continue integrating technologies into the school curriculum.

A major finding from the survey administered is the need for more library and information services to be delivered electronically, making access and use of this type of resources more and more challenging each day. Fifty-eight percent (58%) of respondents presented this need. Libraries have a critical need to keep up with technology. Students and users of the general public, many of them who are interested in integrating lifelong learning skills to their lives, are increasingly demanding faster, greater and diverse access to services and personal assistance. They expect access to a wide variety of information sources in digital format. Users want wireless access to all types of programs, including databases and many other virtual options. They want this service, 24 hours, 7 days a week (24/7). Further development of the virtual library concept will increase the viability, visibility and value of Puerto Rico's libraries.

This Goal is related to LSTA's Priority #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.

Following are the supporting activities, procedures, target users, outcomes, use of funds and timeline for Goal 1:

- **Activity 1: Develop statewide projects for virtual library development for school and public libraries.**
  - **Procedure:**
    - Selection of libraries will be according to the needs assessment reports.
    - Plan and develop educational strategies, such as curricular integration, research and virtual reading projects.
    - Grouping of school libraries according to grade levels. The LISP will include as many libraries as possible per year in statewide virtual projects such as: *BIVECAS21* (Virtual Library Learning Center for the 21<sup>st</sup> Century).
  - **Target Users:** Public and school library users.
  - **Outcomes:**
    - Increase in the number of libraries that have expanded services for learning and access to information through virtual library development.
    - Increase in the number of public and school libraries participating in virtual library projects.
    - Increase in technology training participation of library staff.
    - Updated library services according to user needs.
    - Library users' satisfaction reflected in surveys.
  - **Use of funds:**
    - Purchase of hardware, software, e-books, databases and subscription to databases, among others and establish links with the proposed *Virtual Library of the Department of Education* project.
    - LSTA subaward funding for local projects and programs related to the goal.
  - **Timeline:** October 2018 – September 2022.
  
- **Activity 2: Collaborate with the proposed *Virtual Library of the Department of Education* project.**
  - **Procedure**
    - Hold meetings with those responsible for the development of the *Virtual Library of the Department of Education*, in order to establish guidelines for the collaboration.
    - Identify the first libraries that will be incorporated into this projected governmental initiative.
    - Participate in all activities that promote the effective integration of public and school libraries that are planned to be included into the *Virtual Library of the Department of Education*.
    - Promote the integration of as many libraries as possible in the *Virtual Library of the Department of Education* project.
  - **Target Users:** Public and school library users.
  - **Outcomes:**

- Increase in the number of libraries that have expanded services for learning and access to information through virtual library development.
- Increase in the number of public and school libraries participating in virtual library projects.
- Increase in technology training participation of library staff.
- Updated library services according to user needs.
- Library users' satisfaction reflected in surveys.
- **Use of Funds**
  - Establish the type of collaboration and funding that LSTA can provide for this initiative for school and public libraries included in the plan.
  - Acquisition of the equipment, software and information resources that are required for school and public libraries included in the plan.

**GOAL 2: Provide, support, improve and expand library programs and services to the people of Puerto Rico that belong to diverse geographic, cultural, socioeconomic backgrounds, including senior citizens, persons with disabilities and to individuals with limited literacy and information skills.**

Many of Puerto Rico's population require special attention in the provision of digital services. The majority of public libraries still lack the digital resources to provide library programming and services that would enable them to meet all the educational, social and informational needs of their users.

Over 66% of Puerto Rico's children belong to families with income below poverty level. This fact indicates a need for free and accessible programs to support their educational needs and their social, cultural and personal development. Library programs and digital services are essential to support the efforts of families and schools in the educational process. Public libraries can expand delivery of high quality childhood education and digital services and training that may ensure the long lasting benefits of a competitive workforce. School libraries can provide a link between students and the unlimited learning opportunities available throughout the learning community. In order to achieve this, schools need to encourage strong library programs. School libraries help students develop information skills they need to become successful learners, agile problem solvers, and creative thinkers, preparing them, not only to enter the workforce of the future, but also to think and act as informed, responsible citizens. Parents need programs to help them guide their children to become strong, independent readers. Libraries should play an active role in this mission.

Puerto Rico has a high population of people who have difficulty using technological services and who require special services, such as: senior citizens, people with different disabilities, and people who have never used a library, among others. A high percent of the population lives in rural areas. Distance and costs limit the access to cultural and educational opportunities that others enjoy. Libraries need to develop electronic and other linkages and improve coordination among and between libraries and other entities to promote cultural activities that would enhance the

quality of life. Access to computers, computer training and the Internet will make library employment support more accessible.

This Goal is related to LSTA's Priority #1: Expanding 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.

It is also related to LSTA's Priority #5: Targeting 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 and to Priority #6: Targeting 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 with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 9902(2) of title 42) applicable to a family of the size involved.

Following are the activities, procedures, target users, outcomes, use of funds and timeline for Goal 2:

- **Activity 1: Expand digital services for learning, information access and develop special projects with underserved urban and rural communities, with people who have difficulty accessing traditional library information services and for those who require special services.**
  - **Procedure:**
    - Plan and develop technology workshops including internet access, e-mail and computer training.
    - Provide and promote WI-FI Internet access.
    - Provide information skills that will enable public library users to benefit from health care, employment search, financial planning and other lifelong learning skills and information services.
    - Coordinate, when appropriate, resources, programs and activities with local governments and other agencies and offices to better meet users' library needs.
    - Provide activities that will collaborate with pre-school readiness and students' academic success.
  - **Target Users:** General public, children, students, senior citizens, persons with disabilities, individuals with limited literacy and information skills.
  - **Outcomes:**
    - Increase in the attendance to public libraries.
    - Improved skills and greater confidence in library users' ability to satisfy their information needs.
    - Development of lifelong learning skills in public library users.
    - Increase in the awareness of the importance of the library as a community meeting center.

- **Use of funds:**
    - LSTA subaward funding for local projects and programs related to the goal.
    - Statewide projects and programs related to the goal.
  - **Timeline:** October 2018 - September 2022
- **Activity 2: Plan and develop integrated curricular activities that will enrich and improve academic achievement**
- **Procedure:**
    - Plan and develop educational strategies, such as curricular integration, cooperative learning, reading comprehension, research and reading projects.
    - Curricular integration planning between teachers and school librarians.
    - School librarians will provide technology training to teachers, students and other personnel.
    - Development of projects that work with the level of mastery students have of information skills.
  - **Target Users:** Public school students
  - **Outcomes:**
    - Increase in the academic achievement of public school students.
    - Increase in the mastery of information skills.
    - Students' satisfaction with updated library services.
    - Recognition of libraries as a key partner in engaging students in appropriate learning environments.
  - **Use of funds:**
    - LSTA sub award funding for local projects and programs related to the goal.
    - Statewide projects and programs related to the goal.
  - **Timeline:** October 2018 - September 2022

**GOAL 3: 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, providing special attention to the development of libraries as tools to reduce inequality in the access to information and digital divide.**

The LSTA Five Year Evaluation Report 2013-2017 revealed that, despite the fact that 78% of school librarians had a master's degree in Library Science, the reality is that they had very few skills in the usage of new information technologies and communication. Most of the librarians expressed that they did not have knowledge in cataloging or needed retraining. The Evaluation Report 2013-2017 confirmed what has been established in other studies: a vast majority of public librarians have no education in librarianship and most of them do not receive continuing education.

In order to meet the information needs of library users, libraries need qualified and informed librarians and trained library staff. This lack of professional librarians has a great impact on the ability of libraries to successfully develop and provide access to library programs and services.

Another essential component for improving library service is the continuing education and professional development of library staff, particularly to those that provide direct service to users. Continuing education and training is an integral part of the preparation of librarians so that they can develop, expand, deliver or promote services and programs that are essential to the achievement of the Goal.

With the support of LSTA funds, the LISP will develop, provide and support continuing education and professional development opportunities for teacher librarians, public librarians and other library staff.

➤ **Activity 1: Develop continuing education and professional development opportunities available to ensure a trained, informed, and prepared library professional that will provide the services that library users need.**

- **Procedure:**

- Provide specialized professional development training workshops built around the subjects mentioned in the Needs Survey and offered by local or external contracted resources:
  - The integration of the New Information and Communication Technologies to the Library Service
  - The Library as a Tool to Reduce the Digital Inequality or Digital Divide
  - Reading in the Internet Age
  - Cyberbullying: Internet Safety
  - Learning Commons: The paradigm change in library services
  - Storytelling as a strategy to promote reading and values
  - Digital Citizenship
  - Strategies for Developing Information Skills: From Children to the Elderly
  - Virtual Reference
  - Promoting the Digital Reading
  - Use of Technological Tools for the Creation, Sharing and Promotion of Online Resources
  - Ability to Teach Technology to Users.
  - Retraining on M3 cataloguing system
  - User Centered Services
  - Social Networks: A way of promoting services and use information
  - Leadership Skills for Librarians
  - The Importance of Statistics in Library Services
  - Others

- Training workshops will be offered by educational regions and by types of librarians.
- **Target Users:** Librarians and other library staff.
- **Outcomes:**
  - Increase in the amount of participants impacted.
  - Librarians will master and apply skills as a result of training workshops.
  - Improvement in library programs and services offered by participant librarians, after going through the different training workshops.
  - Increase in user satisfaction reflected in surveys.
- **Use of funds:**
  - Contract specialists for continuous and sustained training and workshops for professional development of librarians and library staff.
  - LSTA sub-award funding for local projects and programs related to the goal.
  - Reproduction of materials such as: guides, literature, and others.
- **Timeline:** October 2019 - September 2022

## PROJECTS

The following three activities are considered the starting point for the use of LSTA funds. These activities and procedures are common to the goals presented by the SLAA, and will be reinforced with potential subgrantees that submit project proposals in order to maximize the amount of libraries that benefit from LSTA funds.

- **Activity 1:** Communicate the availability of LSTA funds through competitive sub award opportunities for development of library services related to the Goal.
  - **Procedure:**
    - Communication of the Availability of LSTA Funds for the presentation of proposals for public and school library personnel.
    - Publication in two major daily newspapers of the availability of LSTA Funds for the presentation of proposals for libraries.
  - **Target Users:** Public, school, academic and specialized libraries
  - **Outcome:**
    - Increase in the amount of proposals received related to the goal.
  - **Use of funds:**
    - Payment for the publication of the announcement in two major daily newspapers.
  - **Timeline:** June 2018, June 2019, June 2020, June 2021, June 2022
- **Activity 2:** Grant Management Workshops and orientations for potential subgrantees.
  - **Procedure:**

- Provide proposal (grant) writing, evaluation and needs assessment training workshops.
  - Provide technical assistance and support by e-mail, telephone, personal or site visits.
  - **Target Users:** Public, school, academic and specialized librarians.
  - **Outcomes:**
    - Increase in the number of participants in proposal training workshops offered.
    - Improved skills and greater confidence in librarian's abilities in proposal writing.
  - **Use of funds:**
    - Reproduction of materials such as: proposal guides and forms, practice exercises and others.
  - **Timeline:** February 2019, February 2020, February 2021, February 2022
- **Activity 3:** Approve sub-awards for local projects and programs related to the Goal.
- **Procedure:**
    - Evaluation of proposals submitted.
    - Approval of proposals related to all aspects of library development that meet one or more priorities of the LSTA program.
    - Site visits.
    - Assign and label property numbers on equipment bought with LSTA funds for school and public libraries under the SLAA.
    - Acknowledgement of IMLS in all publications and activities.
  - **Target Users:** All types of library users
  - **Outcomes:**
    - Increase in the number of libraries that have expanded services for learning and access to information through library development.
    - Increase in the number of libraries participating in library projects.
    - Updated library services according to user needs.
    - Library users' satisfaction reflected in surveys.
    - Improvement in the compliance process required by LSTA and SLAA.
  - **Use of funds:**
    - Purchase of hardware, software, e-books, databases, and subscription to databases, among others. Funds will also be used for the training of library workforce and library users.
  - **Timeline:** October 2018 – September 2022

As mentioned before, the above activities are common to the previous Puerto Rico's major goals.

## COORDINATION EFFORTS

Coordination efforts will be made with other state agencies, municipalities and education entities to expand and improve library services without replacing the federal and state investment related to this effort.

The Goals and Programs that are presented in this Plan address each of these challenges and are related to the following LSTA priorities:

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. Enhance electronic and other linkages to improve coordination among and between libraries and entities, as described in 20 U.S.C. § 9134(b)(6), with the purpose of improving the quality and access to library information and services.
3. Provide training and professional development, including continuing education to enhance the skills of the current library workforce and leadership, advance the delivery of library and information services, and enhance efforts to recruit future professionals to the field of library and information services.
4. 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.
5. 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 with income below the poverty line.
6. Develop library services that provide all users access to information through local, State, regional, national and international collaborations and networks.

The following IMLS's focal areas, product of the Measuring Success meetings, were also considered in the elaboration of this Plan:

- Lifelong Learning
- Information Access
- Institutional Capacity
- Economic & Employment Development
- Human Services
- Civic Engagement

## Five - Year Crosswalk

State Goal	IMLS Focal Area(s)	Associated Project	IMLS Intent
1. Virtual library services with emphasis on digital literacy skills	<ul style="list-style-type: none"> <li>• Lifelong Learning</li> <li>• Information Access</li> </ul>	<ol style="list-style-type: none"> <li>1. The virtual library and basic research skills</li> <li>2. Development of STEM and STREAM projects for students</li> <li>3. Digital learning and information access</li> </ol>	<ul style="list-style-type: none"> <li>• Improve user's general knowledge and skills</li> <li>• Improve user's ability to discover information resources</li> </ul>
2. Provide library programs and services to people of diverse socioeconomic backgrounds, people with disabilities, underserved urban and rural communities, including children from 0 to 17 years and families below the poverty line.	<ul style="list-style-type: none"> <li>• Lifelong Learning</li> <li>• Information Access</li> <li>• Human Services</li> </ul>	<ol style="list-style-type: none"> <li>1. Basic computer skills for seniors</li> <li>2. Basic computer skills for persons with disabilities and other special users.</li> <li>3. Reading Book Clubs for seniors</li> <li>4. Job hunting and resume writing</li> <li>5. Conversational English Course</li> <li>6. Tutorial services for students offered by non-profit organizations</li> <li>7. Sign Language Workshop</li> </ol>	<ul style="list-style-type: none"> <li>• Improve user's general knowledge</li> <li>• Improve user's ability to discover information resources</li> <li>• Improve user's ability to apply information that furthers their personal, family, or household finances.</li> <li>• Improve user's ability to apply information that furthers their personal or family health and wellness.</li> </ul>
3. Trained library workforce	<ul style="list-style-type: none"> <li>• Institutional Capacity</li> </ul>	<ol style="list-style-type: none"> <li>1. Leadership skills for librarians</li> <li>2. Promotion of LSTA-funded library services</li> <li>3. Partnership with non-profit organizations</li> <li>4. Learning Commons</li> </ol>	<ul style="list-style-type: none"> <li>• Improve skills of the library workforce</li> </ul>

## EVALUATION PLAN

GOALS	Outcome Based Evaluation (OBE)			
	ACTIVITIES	TIMELINE	OUTPUT	OUTCOMES
<p><b>Goal 1:</b> Provide virtual library services to residents of Puerto Rico for the improvement of learning and access to information and educational updated resources in a variety of formats, providing special attention to databases, in all types of libraries, for individuals of all ages, in order to support individual needs, such as the improvement of the academic performance of Puerto Rico's public school students, lifelong learning, workforce development, and digital literacy skills.</p>	<p><b>Activity 1:</b> Develop statewide projects for virtual library development for school and public libraries.</p>	<p>October 2018 to September 2022</p>	<ul style="list-style-type: none"> <li>• Number of school and public libraries that participate in statewide projects.</li> <li>• Number of statewide virtual library projects developed.</li> <li>• Number of librarians that participate in technology training workshops.</li> <li>• Number of hardware, software, e-books, subscription to databases and databases purchased.</li> </ul>	<ul style="list-style-type: none"> <li>• Increase in the number of libraries that have expanded services for learning and access to information through virtual library development.</li> <li>• Increase in the number of public and school libraries participating in virtual library projects.</li> <li>• Increase in technology training participation of library staff.</li> <li>• Updated library services according to user needs.</li> <li>• Library users' satisfaction reflected in surveys.</li> </ul>

## EVALUATION PLAN

GOALS	Outcome Based Evaluation (OBE)			
	ACTIVITIES	TIMELINE	OUTPUT	OUTCOMES
<p><b>Goal 1:</b> Provide virtual library services to residents of Puerto Rico for the improvement of learning and access to information and educational updated resources in a variety of formats, providing special attention to databases, in all types of libraries, for individuals of all ages, in order to support individual needs such as the improvement of the academic performance of Puerto Rico's public school students, lifelong learning, workforce development, and digital literacy skills.</p>	<p><b>Activity 2:</b> A. Collaborate with the proposed Virtual Library Project of the Department of Education  B. Award sub grants for local projects and programs related to the Goal</p>	<p>October 2018 to September 2022</p>	<ul style="list-style-type: none"> <li>• Number of proposal training workshops offered.</li> <li>• Number of sub grants awarded for virtual library development</li> <li>• Number of grant management workshops offered.</li> <li>• Number of site visits made.</li> <li>• Number of activities developed for promoting database subscriptions according to user's needs.</li> <li>• Quantity of LSTA equipment labeled with property number.</li> </ul>	<ul style="list-style-type: none"> <li>• Increase in the number of libraries that have expanded services for learning and access to information through virtual library development.</li> <li>• Increase in the number of public and school libraries participating in virtual library projects.</li> <li>• Increase in technology training participation of library staff.</li> <li>• Updated library services according to user needs.</li> <li>• Library users' satisfaction reflected in surveys.</li> </ul>

## EVALUATION PLAN

GOALS	Outcome Based Evaluation (OBE)			
	ACTIVITIES	TIMELINE	OUTPUT	OUTCOMES
<p><b>Goal 2:</b> Provide, support, improve and expand library programs and services to the people of Puerto Rico that belong to diverse geographic, cultural socioeconomic backgrounds, including senior citizens, persons with disabilities and to individuals with limited literacy and information skills.</p>	<p><b>Activity 1:</b> Expand digital services for learning, information access and develop special projects with underserved urban and rural communities, with people who have difficulty accessing traditional library information services and for those who require special services.</p>	<p>October 2018 to September 2022</p>	<ul style="list-style-type: none"> <li>• Number of integrated curricular activities developed.</li> <li>• Number of bibliographic and technological resources acquired to serve special population in libraries.</li> <li>• Number of research and reading projects developed.</li> </ul>	<ul style="list-style-type: none"> <li>• Increase in the attendance to public libraries.</li> <li>• Improved skills and greater confidence in library users' ability to satisfy their information needs.</li> <li>• Development of lifelong learning skills in public library users.</li> <li>• Increase in the awareness of the importance of the library as a community meeting center.</li> </ul>

## EVALUATION PLAN

GOALS	Outcome Based Evaluation (OBE)			
	ACTIVITIES	TIMELINE	OUTPUT	OUTCOMES
<p><b>Goal 2:</b> Provide, support, improve and expand library programs and services to the people of Puerto Rico that belong to diverse geographic, cultural socioeconomic backgrounds, including senior citizens, persons with disabilities and to individuals with limited literacy and information skills.</p>	<p><b>Activity 2:</b> Develop projects integrated to the curriculum in school libraries in order to enrich and improve academic achievement.</p>	<p>October 2018 to September 2022</p>	<ul style="list-style-type: none"> <li>• Number of technology training offered by school librarians to teachers, students and parents.</li> <li>• Number of projects directed towards the mastery of information skills developed.</li> <li>• Number of promotional strategies developed to acknowledge use of LSTA funds.</li> </ul>	<ul style="list-style-type: none"> <li>• Increase in the attendance to the school library.</li> <li>• Improved skills and greater confidence in the school's community ability to satisfy their information needs.</li> <li>• Increase in the academic achievement of students.</li> <li>• Development of lifelong learning skills.</li> </ul>

## EVALUATION PLAN

GOALS	Outcome Based Evaluation (OBE)			
	ACTIVITIES	TIMELINE	OUTPUT	OUTCOMES
<p><b>Goal 3:</b> 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, providing special attention to the development of libraries as tools to reduce inequality in the access to information and digital divide.</p>	<p><b>Activity 1:</b> Develop continuing education and professional development opportunities available to ensure a trained, informed, and prepared library professional that will provide the services that library users need.</p>	<p>October 2018 to September 2022</p>	<ul style="list-style-type: none"> <li>• Number of computer training workshops developed.</li> <li>• Number of cultural and civic engagement activities developed.</li> <li>• Number of motivational reading activities and projects developed.</li> <li>• Number of technology workshops offered.</li> <li>• Number of participants impacted.</li> <li>• Number of libraries that provide WI-FI access.</li> <li>• Number of bibliographic and technological resources acquired to serve special population in public and school libraries.</li> <li>• Number of new promotional strategies developed to acknowledge use of LSTA funds.</li> </ul>	<ul style="list-style-type: none"> <li>• Increase in the amount of participant impacted.</li> <li>• Librarians will master and apply skills as a result of training workshops.</li> <li>• Improvement in library programs and services offered by participant librarians, after going through the different training workshops.</li> <li>• Increase in user satisfaction reflected in surveys.</li> </ul>

## **STAKEHOLDER INVOLVEMENT**

A planning committee was established to develop the draft of the Five Year Plan for the Puerto Rico Department of Education, assigned as the SLAA for IMLS. The committee consisted of members of the Library and Information Services Program staff, public and school library coordinators, focus groups and experts to guide in the development of specific parts of the Plan.

A smaller committee was formed to review, provide feedback and approve the final draft before submission to IMLS. This committee consisted of four school librarians, three public librarians, one specialized, one community library representatives and two members of the Library and Information Services Program.

Stakeholders' involvement has been provided in the implementation of the previous Five Year Plan and in the present Plan. At least once a year, the planning committee already mentioned will meet to review the direction and implementation of the Plan. Library users will be given opportunities to comment on the development of the Plan by participation in surveys, interviews, questionnaires and others.

## **COMMUNICATION AND PUBLIC AVAILABILITY**

After IMLS approves the Puerto Rico LSTA Five Year Plan, it will be published in print form and posted on the SLAA's web site. It will be made available to public, special academic, community and school libraries and users throughout the five year period. Stakeholders will review the Plan annually and make recommendations to the Library and Information Services Program. Any change or substantive revision to the Puerto Rico LSTA Five Year Plan will be submitted to IMLS for approval.

The Library and Information Services Program will maintain constant communication with stakeholders to announce achievements and other important results of activities developed in this Five Year Plan.

## **MONITORING**

The Library and Information Services program will continually track the implementation of the Puerto Rico LSTA Five Year Plan and submit reports as required. The monitoring of sub grantees' projects funded by LSTA is an important part of this tracking process. The monitoring process will include annual reports, site visits, telephone and e-mail interviews, questionnaires and surveys to at least 40% of the projects awarded and approved each year. Frequent visits are made to assign and label property numbers on equipment bought with LSTA funds for school and public libraries under the SLAA. Any corrective action needed as a result of the site visits and reports received, will be decided on in collaboration with subgrantees. The monitoring process complies with reporting requirements related to the State Program Report.

## **CERTIFICATIONS AND ASSURANCES**