

Guidance on Collecting and Reporting Data for 2015 Ready to Read Grant Projects

To fill out this report, you will need:

- Your 2014-2015 Ready to Read grant application.
- If you requested a change to your grant this year, you need a copy of the email exchange you had with Katie that describes and approves those changes.
- The data you collected as you implemented your grant-funded projects this year.
- A calculator.
- A 2014-2015 Ready to Read report form (<http://tinyurl.com/pur3n5o>).

This is how you fill out the report, line-by-line:

1. Check the same boxes as you did on your application. Outcomes should only be different on your report if you requested a change to your grant—check the email exchange with Katie to see if the outcomes also changed.
2. To answer this question, look at all the data you collected carefully. How many people does your data indicate achieved the outcome(s) you selected above? Check the appropriate box. If you selected multiple outcomes above, then you will need to calculate an average. For example: You selected three outcomes and 70% achieved one outcome, 89% achieved a second outcome, and 35% achieved a third outcome. The average is 65% so you will check the box in front of 'Most'.
3. This is your opportunity to explain why you checked which box in question #2. For example: We conducted a survey of 120 summer reading finishers (youth or their parents), 50 complete surveys were returned, 70% said they increased their listening comprehension, 89% said they increased the amount they read, and 35% said they participated as a family.
4. Copy and paste the description from your application here. If you were intentionally vague in your application about something because you weren't sure what you would actually do, edit those parts to reflect what you ended up doing. If you requested a change to your grant, copy and paste the description of the changes from your email exchange with Katie here—you may need to do a little editing so it makes sense in this context.
5. (Early Lit) When you implemented your grant-funded early literacy project, did you 1) model the five early literacy practices to adults and tell adults information about early literacy during grant-funded programs for children, and/or 2) present a research-based early literacy curriculum to adults during programs for adults? Check the box to indicate your answer. Please only report on Ready to Read grant-funded activities. If you implement this best practice using other funding and want to tell Katie about it, feel free to share that by emailing her at Katie.Anderson@state.or.us.

- 5/6. (SRP/Early Lit) When you implemented your grant-funded project, did you engage youth and adults who had previously not been using the library in face-to-face literacy-based activities and other library services for the purpose of introducing them to the library, developing positive relationships between them and library staff, and providing them with library materials, services, and programs? Check the box to indicate your answer. Please only report on Ready to Read grant-funded activities. If you implement this best practice using other funding and want to tell Katie about it, feel free to share that by emailing her at Katie.Anderson@state.or.us.
- 6/7. (SRP/Early Lit) Look at the data you collected and list the schools here. If you did a materials-based project or something similar so this question doesn't apply, like creating toddler totes for your regular circulating collection, just write 'N/A.'
- 7/8. (SRP/Early Lit) Look at the data you collected and/or project description in question #4 and list the organizations you did outreach to or partnered with here. If you didn't do outreach or partner, just write 'None.'
- 8/9. (SRP/Early Lit) Look at the data you collected and report participation numbers here. Participation data should be collected using the head-count method. For example: Alex attended 7 summer activity times, then report 7. Please add everything up yourself. If you had about 11 kids per week for an 8 week summer activity, then report 88. Using the data you collected, make your best guess about the percent of birth-12th grade youth participating with an adult.
- 9/10. (SRP/Early Lit) How did you collect the participation data you reported in question #8/9? Check the appropriate box.
- 10/11. (SRP/Early Lit) All libraries must share one story with the State Library that illustrates how your grant-funded project actually impacted youth, families, or your library. You may also choose to tell us something about your project that was a little bit different and worked really well, something you think other libraries will want to know about and try themselves. Please feel free to include photos, but only share photos with permission so the State Library can use them in reports that are public record or presentations to stakeholders. These stories, photos, and emerging best practices are essential to the State Library for reporting how state funding for public libraries impacts local communities and to the Oregon Library Association for advocating for continued and/or increased funding for the Ready to Read grant.

You're almost done! The next steps are:

- Have one other person review your report. Does it make sense to them? Do they understand what you are trying to communicate? It doesn't need to be perfect, it just need to make sense to someone who is not closely involved in your project.
- Make updates and corrections as suggested by your reviewer.
- Submit it to Ferol Weyand at ferol.weyand@state.or.us, 503-378-6439 (FAX), or 250 Winter St. NE, Salem, OR 97301. The report doesn't need to be signed by anyone.