Appendices for
Collection of Information to Assess the Current State of Museum and Library
Infrastructure to Identify Infrastructure Needs
OMB Control No. 3137-NEW

Contents

Appendix A – Advance Introduction Email from IMLS

These virtual letters will be sent by IMLS email on behalf of the project to potential respondents, informing them of the purpose of the project, FedWriters role, and the forthcoming request for data collection (Subject Matter Expert Interviews) from FedWriters.

These letters will be customized to the respondent and will be sent approximately one week before FedWriters plans to contact the respondent for data collection.

Letters to SMEs

To: [Email address for identified contact]

From: IMLS

Subject: Special request to participate in the infrastructure assessment interview on behalf of IMLS

Dear [First Name],

The Institute of Museum and Library Services (IMLS) has requested an assessment of museums' and libraries' physical infrastructure needs within rural, underserved, and disaster-prone areas. The purpose of this study is to inform IMLS of the condition of museum and library facilities, and how such facilities can be improved.

As an [insert stakeholder group], your opinions and expertise are important to us. We are asking you to support our assessment efforts by participating in an interview. The purpose of the interview is to capture your perceptions of museums and libraries' physical infrastructure needs within rural, underserved, and disaster-prone areas.

The interview should take approximately 70 minutes, and your participation is voluntary. When all the interviews and focus groups are complete, a summary report of the findings will be shared with IMLS.

To assist in the assessment, IMLS has contracted with FedWriters. Within the week, you will receive an e-mail invitation from FedWriters inviting you to schedule an interview. If you have any questions, please feel free to contact me. On behalf of IMLS, thank you for your consideration of this request, and we look forward to your valuable input.

Sincerely,

[Name and Signature of IMLS Team Member Sending Invitation]

Appendix B – Interview Invitation Email from FedWriters

These virtual letters will be sent by FedWriters email on behalf of the project to potential respondents, informing them of the purpose of the project, FedWriters role, and the forthcoming request for data collection (Subject Matter Expert Interviews) from FedWriters.

These letters will be customized to the respondent and will be sent approximately one week after IMLS contacts the respondent for data collection.

Letters to SMEs

To: [Email address for identified contact]

From: FedWriters

Subject: Special request to participate in the infrastructure assessment interview on behalf of IMLS

Dear [First Name],

We are writing to follow up on communication you recently received from IMLS related to an assessment of the museums' and libraries' physical infrastructure needs within rural, underserved, and disaster-prone areas. The assessment is designed to inform IMLS of the condition of museum and library facilities, and how such facilities can be improved. We are asking you to support the assessment by participating in an interview.

The interview should take up approximately 70 minutes, and your participation is voluntary. Your name will not be associated with any responses instead, responses will be aggregated, and summary reports will be generated for IMLS.

We will start the interviews on [DATE] and we would like to have all interviews completed by [DATE] if possible. Please respond to this email with three potential dates and times within this window for your online interview. After scheduling the interview, you will receive a confirmation email from a member of our assessment team with a calendar invitation and link to join the interview.

If you have any questions, please do not hesitate to reach out to Jennifer Headley, the project manager, at Jennifer.Headley@FedWriters.com.

Sincerely,

[Name and Signature of FedWriters Team Member Sending Invitation]

Appendix C – Facility Condition Assessment Invitation from IMLS

These virtual letters will be sent by IMLS email on behalf of the project to potential institutions, informing them of the purpose of the project, FedWriters role, and the forthcoming request for a Facility Condition Assessment (FCA) visit.

These letters will be customized to the respondent and will be sent approximately one week before FedWriters plans to contact the respondent for data collection.

Letters to Museums & Libraries

To: [Email address for identified contact]

From: IMLS

Subject: Special request to participate in the infrastructure assessment interview on behalf of IMLS

Dear [First Name],

The Institute of Museum and Library Services (IMLS) has requested an assessment of museums' and libraries' physical infrastructure needs within rural, underserved, and disaster-prone areas. The purpose of this study is to inform IMLS of the condition of museum and library facilities, and how such facilities can be improved.

We are asking you to support our assessment efforts by participating in a facilities condition assessment (FCA). The purpose of the FCA is to assess your facilities' physical infrastructure. This will involve an assessor visiting your facility for 1 day. The findings from the assessor will only be used to inform the study, it is not an official inspection from the government and will not be used against your facility in a way. To assist in the assessment, IMLS has contracted with FedWriters. FedWriters, a third-party contractor, will conduct the site visits.

To participate, you will only need to open the facility for the assessor so they can access different areas. No interviews or explanations of the facility are necessary.

Within the week, you will receive an e-mail invitation from FedWriters inviting you to schedule the visit. If you have any questions, please feel free to contact me. On behalf of IMLS, thank you for your consideration of this request.

Sincerely,

[Name and Signature of IMLS Team Member Sending Invitation]

Appendix D – Facility Condition Assessment Invitation from FedWriters

These virtual letters will be sent by FedWriters on behalf of the project to potential institutions, informing them of the purpose of the project, FedWriters role, and the forthcoming request for a Facility Condition Assessment (FCA) visit.

These letters will be customized to the respondent and will be sent approximately one week after IMLS contacts the respondent for data collection.

Letters to Museums & Libraries

To: [Email address for identified contact]

From: FedWriters

Subject: Special request to participate in the infrastructure assessment interview on behalf of IMLS

Dear [First Name],

We are writing to follow up on communication you recently received from IMLS related to an assessment of the museums' and libraries' physical infrastructure needs within rural, underserved, and disaster-prone areas. The assessment is designed to inform IMLS of the condition of museum and library facilities, and how such facilities can be improved.

We are asking you to support our assessment efforts by participating in a facilities condition assessment (FCA). The purpose of the FCA is to assess your facilities' physical infrastructure. This will involve an assessor visiting your facility for 1 day. The findings from the assessor will only be used to inform the study, it is not an official inspection from the government and will not be used against your facility in a way.

To participate, you will only need to open the facility for the assessor so they can access different areas. No interviews or explanations of the facility are necessary.

We will start the assessments on [DATE] and we would like to have all of the assessments completed by [DATE] if possible. Please respond to this email by indicating your willingness to be a part of this important assessment and contact information to make plans for the visit.

If you have any questions, please do not hesitate to reach out to Jennifer Headley, the project manager, at Jennifer.Headley@FedWriters.com.

Sincerely,

[Name and Signature of IMLS Team Member Sending Invitation]

Appendix E – Program Staff and Museum & Library Leaders Interview Protocol

Introduction

My name is XXX, and I work for FedWriters. We are working with the Institute of Library and Museum Services (IMLS) to conduct an assessment of museums' and libraries' infrastructure needs within rural, underserved, and disaster-prone areas. We are specifically interested in physical infrastructure including building systems and assemblies (e.g., walls, roof, ADA, accessibility) and systems (e.g., utilities, technology). The purpose is to inform IMLS of the condition of museum and library facilities, and how such facilities can be improved.

This interview should take about approximately 70 and it is voluntary. Your name will not be attributed to interview responses. Instead, responses will be aggregated and reported by participant type. Your decision to participate in this interview and your comments will not affect your current or future funding.

I would like to audio record and transcribe the interview to ensure I capture your complete responses. Your responses will be confidential to the extent permitted by law. When all the interviews are complete, we will create a summary report of the findings to give to IMLS leadership to help inform funding decisions. This is your opportunity to have a voice in that process.

Do you have any other questions before we get started? Do I have your permission to record the interview?

Interview Guide

1. What is your current role? (BACKGROUND)

We would like to start by asking you about facilities' physical infrastructure and financial needs in rural, underserved, or disaster-prone areas.

2. Briefly describe the unique physical infrastructure and financial needs of underserved, rural, and disaster-prone libraries and museums.
   a. What emerging trends or needs in these facilities are becoming increasingly important for investment?

3. Describe successful funding and financial management examples in maintaining or improving physical infrastructure in underserved, rural, and disaster-prone libraries and museums. (4b)
   a. What are the main sources of funding for these projects?
   b. What are the common factors that contribute to financial successes in managing physical infrastructure in these areas?

    c.   How have these institutions managed to overcome financial obstacles to successfully implement infrastructure projects?

4. What specific infrastructure and facility challenges are most prevalent in underserved, rural, and disaster-prone libraries and museums? (1b, 1c, 2b, 2c, 4, 4a)
    a.   What obstacles (e.g., matching requirements, compliance with local, state, and federal regulations, staffing issues, etc.) may grantees encounter when receiving funds and implementing the work?
    b.   Describe how these challenges are addressed.
    c.   Describe any specific assessment approaches and/or features of facilities in these environments that would make funding more effective.

5. What are the most effective engagement methods for understanding the specific challenges of these facilities?
    a.   Describe how you communicate with facilities.
    b.   Who do you communicate with?
    c.   What types of information do you receive or would like to receive from facilities regarding financial needs for physical infrastructure?

6. What are the projected expenses (e.g., approximate dollar amounts and most common items) for necessary maintenance, repairs, and upgrades to bring these facilities to a good state of repair in these areas? (3, 3a, 3d, 3e)
    a.   What factors are considered when projecting the expenses for bringing these facilities to a good state of repair?
    b.   What costs are involved in preparing or mitigating existing structures to withstand natural disasters and extreme weather?
    c.   [Interviewer only asks if they have experienced a disaster] Following a natural disaster or extreme weather event, what costs are involved in bringing the facility back to a good state of repair?

7. How could potential funding be prioritized for the most critical repairs, upkeep, and upgrades among rural, underserved, and disaster-prone facilities? (4, 4c, 4d, 4e)
    a.   Explain the decision-making process for determining these priorities.
    b.   What specific factors or criteria could be considered when determining the allocation of funds for physical infrastructure projects in these facilities?
    c.   How could the level of need or urgency for infrastructure improvements in these facilities be assessed when prioritizing funding?
    d.   How could the need to invest in disaster mitigation preparedness to protect facilities from natural disasters and extreme weather be determined?

e. How could enhancing physical access to libraries and museums in rural, underserved, and disaster-prone facilities for individuals with disabilities be prioritized?

Now we would like to learn more about the overall grantmaking and allocation processes.

8. What are the successes in the grantmaking process for rural, underserved, and disaster-prone libraries and museums? (4b)
    a. Tell us about any specific examples of successes achieved in the grantmaking process for these particular types of institutions.

9. What unique challenges are faced in the grantmaking process for rural, underserved, and disaster-prone libraries, and museums? (4, 4a, 4b, 4c, 4d, 4e) [Note to interviewer – ask about grant programs relevant to PS areas outside of IMLS].
    a. How have these challenges been addressed or mitigated in past grant cycles?
    b. How can grantmakers ensure a thorough and fair assessment process for understanding the unique challenges faced by these institutions?
    c. How may grantmakers support investments in disaster-prone areas to protect them from natural disasters and extreme weather events?
    d. How could grantmakers enhance the accessibility of these facilities for individuals with disabilities?

10. What challenges may grantmaking organizations experience when funding physical infrastructure projects in rural, underserved, and disaster-prone areas?
    a. What obstacles would program staff encounter?
    b. What factors or criteria could hinder the allocation of funds for physical infrastructure work?

11. How could grantmakers ensure equitable distribution of funds for projects across rural, underserved, and disaster-prone facilities? (4, 4c 4d, 4e)
    a. What measures or policies may grantmakers have in place to guarantee fair and unbiased allocation of funds for projects in rural, underserved, and disaster-prone facilities?
    b. How could grantmakers assess and address the varying levels of economic disadvantage and needs in rural, underserved, and disaster-prone facilities to ensure equitable funding?
    c. How may grantmakers ensure the equitable distribution of funds to enhance access to these facilities for individuals with disabilities?
    d. How could grantmakers ensure the equitable distribution of funds to facilities affected by natural disasters or extreme weather events?

12. How can grantmakers balance immediate needs for disaster recovery with long-term goals when prioritizing projects in rural, underserved, and disaster-prone areas? [4c, 4d, 4f]
    a. How could funding considerations differ for disaster recovery and resilience as opposed to regular infrastructure maintenance and upgrades?
    b. How could the federal government expedite funding processes for disaster-impacted areas?

Now we would like to take a few minutes to ask about the community role of libraries and museums during natural disasters.

13. How do libraries and museums contribute to the recovery and rebuilding process of the communities they serve?
    a. In what ways have libraries and museums served as shelters or emergency centers during natural disasters?

    b. How do libraries and museums contribute to the recovery and rebuilding process of the communities they serve?

14. Is there anything else you would like to tell us or anything important that we missed?

Conclusion

I want to thank you for participating in the interview today and for sharing your experiences and perceptions. The information you have provided will be very helpful in assessing rural, underserved and disaster-prone libraries and museums.

Additional Museum and Library Association Questions
- Provide an overview of your association's role in supporting rural, underserved, and disaster-prone libraries and museums both nationally and statewide.
  o What, if any, emerging trends or innovations in facility management is your association promoting or supporting?
- What initiatives or resources does your association provide to support these facilities regarding:
  o Improving disability access to facilities for underserved communities
  o Maintaining operations and climate-related risk mitigation
  o Supporting facilities following a natural disaster or extreme weather event
- What role do policy decisions at the federal level play in funding your projects?

- o What, if any, specific federal programs or initiatives have been crucial in funding your projects?
- o What, if any, federal restrictions significantly complicate or limit your funding opportunities?
- What role do policy decisions at the state and/or local level play in funding your projects?
  - o What, if any, specific state and/or local programs or initiatives have been crucial in funding your projects?
  - o What, if any, state and/or local restrictions significantly complicate or limit your funding opportunities?
- What do you see as the future trends or challenges in facility maintenance for rural, underserved, and disaster-prone libraries and museums?
  - o How could your organization help to address these challenges?

Additional PSF (Program Staff Federal) and PSNF (Program Staff Non-Federal) Questions

- How should the federal government prioritize funding for infrastructure projects in libraries and museums, especially in rural, underserved, and disaster-prone areas?
  - o What types of potential projects or geographic regions should receive priority?
- How could the federal government measure the success and impact of funded infrastructure projects in these communities?
- What technical assistance or other support could the federal government provide to help libraries and museums apply for and receive funding for infrastructure projects?
  - o Provide examples of how other infrastructure projects in rural, underserved, and disaster-prone areas are funded by the federal government.

Questions for existing state-level programs that fund infrastructure

- What process is used to determine which gaps in facilities should be prioritized for investment?

Question for State and Fed funders of all types of organizations (not only Museums & Libraries)

- What emerging trends or needs in these facilities are becoming increasingly important for investment?

Appendix F – Facility Managers Interview Protocol

Introduction

My name is XXX, and I work for FedWriters. We are working with the Institute of Library and Museum Services (IMLS) to assess museums and libraries' physical infrastructure needs within rural, underserved, and disaster-prone areas. We are specifically interested in physical infrastructure including building systems and assemblies (e.g., walls, roof, ADA, accessibility) and systems (e.g., utilities, technology). The purpose is to inform IMLS of the condition of museum and library facilities, and how such facilities can be improved.

This interview should take about approximately 70 minutes and it is voluntary. Your name will not be attributed to interview responses. Instead, responses will be aggregated and reported by participant type. Your decision to participate in this interview and your comments will not affect your current or future funding.

I would like to audio record and transcribe the interview to ensure I capture your complete responses. Your responses will be confidential to the extent permitted by law. When all the interviews are complete, we will create a summary report of the findings for IMLS leadership, to help inform future policies. This is your opportunity to have a voice in that process.
Do you have any other questions before we get started? Do I have your permission to record the interview?

Interview Guide

1. What is your current role? (BACKGROUND)

I would like to begin by asking you questions about your facility's physical state and finances. [Interviewer: Ask each prompt one by one]

2. Please describe your facilities most recent repairs, upgrades, or replacements specifically regarding: (Link back to Evaluation Matrix sections: 1a, 2, 2a, 2b)
   - a. General repair/remodeling.
   - b. Major structural and/or foundation repairs.
   - c. Roof repairs or replacements due to storms.
   - d. Electrical hardware or local compliance upgrades.
   - e. Plumbing systems, fixtures, or local compliance upgrades.
   - f. Upgraded fire protection or security measures.
   - g. Improving physical accessibility systems (e.g., doors, windows, ramps).
   - h. New building construction or building additions.

3. Describe your facilities participation with the following: (1b)
   - a. Energy usage & efficiency? Do you have LEED status?
   - b. Heating/ventilation/air conditioning systems.
   - c. Climate change mitigation.

     d. New building construction or building additions and local/ state/ federal codes (e.g., NEPA, NAGPRA, HPA).

     e. Natural disaster management.

     f. Technology upgrading.

     g. Safety codes.

     h. Accessibility.

4. Describe any successful initiatives or strategies that your facility has implemented regarding: (1c, 2c)

     a. Preventive maintenance (e.g., regularly scheduled inspections and maintenance of key infrastructure elements like HVAC system filters, efficient plumbing fixtures, electrical systems, and structural components).

     b. Cost-effective suppliers for maintenance.

     c. Energy efficiency (e.g., LED lighting, improving insulation, installing energy-efficient windows, installing enclosed vestibule).

     d. Sustainable practices (e.g., rainwater harvesting, solar energy installations, and energy-efficient or energy star upgrades to equipment or systems).

     e. Collaborative purchasing and shared resources (e.g., collaborating with other institutions for bulk purchasing of maintenance supplies or sharing resources like equipment and technical expertise).

     f. Routine care as a cost savings measure (e.g., regular maintenance of facilities).

     g. Physical adaptation to changing environmental conditions.

5. What have been the biggest challenges in maintaining and upgrading the physical structure of the facility, particularly regarding: (1c, 2d)

     a. Age of the infrastructure.

     b. Accessibility upgrades.

     c. Resource allocation (e.g., balance between maintaining existing and investing in new infrastructure).

     d. Safety compliance (e.g., fire codes, emergency preparedness, etc.).

     e. Energy efficiency (e.g., energy-efficient lighting, heating, and cooling).

     f. Natural disasters and extreme weather.

     g. Other Concerns.

Now I would like to ask you some questions about funding and the financial management of maintaining and improving your facility.

6. What are the main sources of funding for maintaining and improving your facilities' infrastructure?

     a. Federal

     b. State

c. Local
d. Private

7. Describe some successful funding and financial management examples in maintaining and improving physical infrastructure in your facility. (4b)
    a. What are the common factors that contribute to financial success in managing your physical infrastructure?
    b. What sources of funding or financial strategies have been most effective for your facility?
    c. How has your facility managed to overcome financial obstacles to successfully implement infrastructure projects?

8. What are the most common financial challenges related to physical infrastructure that your facility experiences? (3, 3c, 4, 4b)
    a. What types of challenges are most frequently encountered by your facility in securing funding for your physical infrastructure needs?
    b. Describe how these challenges are addressed.

9. What obstacles do you encounter when receiving funds and implementing the work?

    a. Describe and hurdles you experience with matching requirements.
    b. Tell us about any challenges you experience complying with local, state, and federal regulations.
    c. What staffing issues, if any, do you experience?

10. Describe the process of how you communicate your facility-related physical infrastructure needs to potential funders.
    a. Who do you communicate with inside of organizations?
    b. What kinds of information (e.g., reports) do you provide to organizations?

11. What are the projected expenses (approximate dollar amounts and most common items) for necessary maintenance, repairs, and upgrades to bring your facility to a good state of repair? (3, 3a, 3d, 3e)
    a. What factors are considered when projecting the expenses for bringing your facilities to a good state of repair?
    b. What costs are involved in preparing or mitigating existing structures to withstand natural disasters and extreme weather?
    c. [Interviewer only ask if they have experienced a disaster] Following a natural disaster or extreme weather event, what costs are involved in bringing your facility back to a good state of repair?

12. How do you prioritize funding for the most critical repairs, upkeep, and upgrades? (3b, 4, 4a)
    a. Explain the decision-making process for determining these priorities.
    b. What specific factors or criteria should be considered when determining the allocation of funds for physical infrastructure projects?
    c. How do you assess the level of need or urgency for infrastructure improvements when prioritizing funding?
    d. How is enhancing physical access to your facility prioritized for individuals with disabilities?

13. [Note to interviewer, ask only if experienced a disaster] How do you balance your immediate needs for disaster recovery with long-term goals when prioritizing projects? [4c, 4d, 4f]
    a. How are costs assessed and prioritized following a natural disaster or extreme weather event?
    b. How could funding processes be expedited for disaster-impacted areas?

14. Describe the critical physical infrastructure areas or gaps within your facility that would benefit most from future investments. (4, 4a)
    a. What key criteria could be used to assess your financial needs?

Now we would like to take a few minutes to ask about the community role of libraries and museums during natural disasters.

15. How do libraries and museums contribute to the recovery and rebuilding process of the communities they serve?

    a. In what ways have libraries and museums served as shelters or emergency centers during natural disasters?

    b. How do libraries and museums contribute to the recovery and rebuilding process of the communities they serve?

16. Is there anything else you would like to tell us about your facility, funding, or anything important that we missed?

Conclusion
I want to thank you for participating in the interview today and for sharing your experiences and perceptions. The information you have provided will be very helpful in assessing rural, underserved, and disaster-prone libraries and museums' physical infrastructure needs.

Potential Additional Questions

Questions on Natural Disasters and Extreme Weather Events

- How do you ensure the structural integrity of buildings and facilities in areas prone to natural disasters or extreme weather?
- Describe the measures you take to prepare for natural disasters and extreme weather events.
- How did/do you prioritize repair and maintenance tasks following a natural disaster or extreme weather event?
- Describe the challenges you face in maintaining infrastructure during and after natural disasters and extreme weather events.
- How do you estimate costs for repairs following a natural disaster or extreme weather event?

Questions on accessibility and ADA

- Describe how you ensure that your facility's infrastructure is ADA-compliant.
  - How do you stay updated with the latest ADA guidelines and requirements?
  - How do you monitor and evaluate the effectiveness of your accessibility measures?
- What are some of the biggest challenges you face in ensuring ADA compliance in your facility?
  - How do you overcome these challenges, especially in older buildings or those with historical significance?
- How does budgeting for ADA compliance and accessibility improvements work in your organization?
  - Describe any specific grants or funding sources you rely on for accessibility-related improvements.
  - When planning new construction or renovations, how are universal accessibility strategies integrated into the design process?
  - What physical infrastructure is in place to ensure the safety of visitors with disabilities in case of an emergency?

Other Topic Areas of Inquiry Based on the FCA
- General Building Information
- Environment and Geography
- Environmental Systems
- Climate Adaptability
- Interior Systems
- Exterior Façade, Foundations, and Roof
- Amenities, Safety, and Security (e.g., life and fire safety, egress, exits, area of refuge, and emergency plans)

- Mold/Pests

Appendix G – Evaluation Matrix

Q#	Primary and Secondary Questions	Indicators/ Performance Measures	Data Sources	Data Analysis Plan/ Methodology
1	**What are the physical conditions of library and museum facilities in rural, economically disadvantaged or underserved communities across the US?**			
a	What are the current states of repair of disrepair in public library and museum facilities within rural, underserved, and disaster-prone communities?	Perceptions and descriptions of repair or disrepair in public libraries and museum facilities in the areas such as: a. general repair/remodeling. b. structural repairs. c. roof repairs or replacements. d. electrical or plumbing systems. e. fire protection or security measures. f. accessibility measures. g. new building construction or building additions.	Administrative data (e.g., information from websites, annual reports, etc.) Facility Condition Assessment Data Interviews with Facility/Building Maintenance personnel	Administrative Review & Analysis; Analysis of facility conditions Qualitative analysis of interviews
b.	What are the current areas of compliance or non-compliance in public libraries and museum facilities within rural, underserved, and disaster-prone communities?	Perceptions and descriptions of areas of compliance and non-compliance in public libraries and facilities in the areas such as: a. energy usage. b. heating/ventilation/air conditioning. c. climate change mitigation. d. new building construction or additions. e. natural disaster management (repair) f. technology upgrading g. broadband status h. safety codes i. ADA regulations	Administrative data (e.g., information from websites, annual reports, etc.) Facility Condition Assessment Data Interviews with Facility/Building Maintenance personnel	Administrative Review & Analysis; Analysis of facility conditions Qualitative analysis of interviews
c	What are the facilitators and	Perceptions and descriptions of ways public	Administrative Data	Administrative

Q#	Primary and Secondary Questions	Indicators/ Performance Measures	Data Sources	Data Analysis Plan/ Methodology
	barriers to maintaining and upkeeping these facilities?	libraries and museums have been able to maintain or upkeep the facility (e.g., community partnerships (local businesses, non-profit educational institutions); grants from federal, state, and local governments; fundraising events and campaigns, energy-efficiency, availability of cost-effective suppliers for maintenance). Perceptions and descriptions of the barriers they have encountered with maintaining and upkeeping the facility (e.g., limited funding, lack of resources (technology, materials, labor); age and state of buildings (poorly maintained), inadequate climate control, limited or no access to technology, security measures, not in compliance with ADA regulations)	(e.g., maintenance records) Interviews with Facility/Building Maintenance personnel	Review & Analysis; Qualitative analysis of interviews
	How accessible are public libraries and museum facilities to individuals with disabilities within these communities?	Perceptions and descriptions of the facilitators and barriers of physical layouts and architectural designs of these facilities to accommodate the mobility and service needs of individuals with disabilities (e.g., ramps, handrails, accessible parking and drop off areas, automatic doors, elevators, lifts, wide aisles and doorways, accessible restrooms, tactile and braille signage, adjustable exhibit displays and interactive stations	Administrative data (e.g., information from websites, annual reports, etc.) Facility Condition Assessment Data Interviews with Facility/Building Maintenance personnel	Administrative Review & Analysis; Analysis of facility conditions Qualitative analysis of interviews

2	**What are the physical conditions of museum and library facilities at risk or impacted by natural disasters and extreme weather?**			
a	What is the historical record of natural disasters and extreme weather impacting these facilities, and what were the outcomes?	Perceptions and descriptions of the history of natural disasters and extreme weather conditions and their impact on facilities	Administrative data	Administrative Review & Analysis; Qualitative analysis of interviews
b	How do natural disasters and extreme weather conditions affect the physical infrastructure and accessibility of these institutions?	Perceptions and descriptions of natural disasters or extreme weather impact on facilities and accessibility to them (e.g., physical/structural damage to buildings, damage to collections and artifacts, power outages, environmental hazards, disrupted access (road closures, transportation problems)).	Facility Condition Assessment Data Interviews with Facility/Building Maintenance personnel Interviews with museum and library leaders	Analysis of facility conditions; Qualitative analysis of interviews
c	How have these facilities physically adapted to changing environmental conditions?	Perceptions and descriptions of any modifications to the existing physical infrastructure or repairs needed to adapt to changing environmental conditions (e.g., resilient architecture (flood-resistant materials, reinforcing structures, designing buildings with higher elevations), advanced climate control systems, creating digital repositories, renewable energy sources, energy-efficient lighting and HVAC systems, eco-friendly materials)	Facility Condition Assessment DataInterviews with Facility/Building Maintenance personnel Interviews with museum and library leaders	Analysis of facility conditions; Qualitative analysis of interviews

Q#	Primary and Secondary Questions	Indicators/ Performance Measures	Data Sources	Data Analysis Plan/ Methodology
d	What are the facilitators and barriers in the physical infrastructure of these facilities to deal with natural disasters and extreme weather? How prepared are these institutions for emergencies, what infrastructure is in place to deal with natural disaster and extreme weather? What role do these institutions play in/on behalf of their communities during natural disasters?	Perceptions and descriptions of the physical facilitators to deal with natural disasters and extreme weather (e.g., building resilience, utility reliability, emergency power sources, disaster preparedness investments, accessibility, and technology (early warning systems water sensors to detect floods, fire suppression systems, climate control systems), etc.) Perceptions and description of the physical barriers to deal with natural disasters and extreme weather (e.g., age of the facility, resources availability (backup power), damage to facilities, capital improvements (reinforcing and improving structures, roofing, flood barriers, and windows), technology, regular maintenance and inspection, and etc.	Facility Condition Assessment Data Interviews with Facility/Building Maintenance personnel Interviews with museum and library leaders	Analysis of facility conditions; Qualitative analysis of interviews
3	**What are the potential costs for bringing public library and museum facilities in at rural, underserved, and disaster-prone communities to a state of good repair?**			
a	What are the estimated costs of necessary repairs, upkeep, and upgrades for library and museum facilities in these communities?	Descriptions of maintenance records and costs for repairs, upkeep, and upgrades Perspectives and descriptions of previous funding for repairs, upkeep, and upgrades Perspectives and description of current funding and budgets allocated for repairs, upkeep, and upgrades	Administrative data (e.g., maintenance records, previous funding amounts and sources, current funding amounts and sources) Interviews with	Administrative Review & Analysis Qualitative analysis of interviews

			Program Officers Interviews with Facility/Building Maintenance personnel Interviews with museum and library leaders	
b	What types of facility upgrades are most needed in rural, underserved, and disaster-prone public libraries and museums, and how are these needs financially prioritized?	Perspectives and descriptions of the most important facility upgrades and the process of how they are prioritized	Interviews with Program Officers Interviews with Facility/Building Maintenance personnel Interviews with museum and library leaders	Qualitative analysis of interviews
c	What are the main financial challenges with bringing facilities in rural, underserved, and disaster-prone areas to a state of good repair?	Perspectives on financial challenges with bringing facilities to a state of good repair (e.g., limited funding, high cost of specialized restoration (unique collections not covered by insurance), gaps in insurance coverage, limited pool of grants and donations for repairs, lack of financial support from local governments or private sector, cost of compliance with regulations, old infrastructure, retrofitting buildings for future disasters, and competing interests for funding)	Interviews with Program Officers Interviews with Facility/Building Maintenance personnel Interviews with museum and library leaders	Qualitative analysis of interviews
d	How much would it cost to reinforce existing structures to withstand natural disasters and extreme weather?	Description of previous costs to reinforce structures to withstand natural disasters and extreme weather Perspectives on costs to reinforce structures to withstand natural disasters and extreme weather (e.g., the current state of the building,	Administrative data (e.g., reports, previous funding) Interviews with Facility/Building Maintenance	Administrative Review & Analysis Qualitative analysis of interviews

Q#	Primary and Secondary Questions	Indicators/ Performance Measures	Data Sources	Data Analysis Plan/ Methodology
		the value of the collections, and the potential return on investment to reduce potential damage and recovery costs)	personnel Interviews with museum and library leaders	
e	In the event of a disaster, what are the estimated costs for recovery and restoration to bring facilities back to a state of good repair?	Description of previous costs for recovery and restoration to bring facilities back to a good state of repair Perspectives on the costs for recovery and restoration to bring facilities back to a state of good repair (e.g., assessing the extent of damage, types of collections, environmental control, availability of construction materials and labor, potential hazards (mold asbestos), restoring historical accuracy of artifacts or displays, technology, loss of revenue, adhering to building compliance codes and regulations, insurance coverage/noncoverage, project management to oversee restoration, community impact, timing, and resilience improvements (prevent future damage)	Administrative data (e.g., reports, previous funding) Interviews with Facility/Building Maintenance personnel Interviews with museum and library leaders	Administrative Review & Analysis Qualitative analysis of interviews

4	**What are the main infrastructure and facility gaps that the IMLS should consider as top priorities for grant distribution if funds are allocated by Congress?**			
a	What are the critical areas or gaps within library and museum facilities that would benefit most from future investments, and how do these align with IMLS's strategic goals?	Perspectives on gaps that would benefit from future investments Perspectives on how future investments may align with IMLS's strategic goals such as: 1. Champion lifelong learning- enhancing digital infrastructure (online access and resources), physical spaces for learning (interactive exhibits, technology-equipped study areas) 2. Strengthen community engagement- spaces for community events, exhibitions, and programs 3. Advance collections stewardship and access- climate-controlled environments, secure display cases, digitalization (access to resources online) 4. Demonstrate excellence in public service- buildings structural and facilities maintenance, modernization (upgrading facilities- physically and with high-speed internet, Wi-Fi, digital exhibits, interactive learning tools, and security systems), energy-efficient lighting and HVAC systems, solar panels, green building materials, reinforced structures, backup power, space for community events and educational programs	Interviews with Program Officers Interviews with Facility/Building Maintenance personnel Interviews with museum and library leaders	Qualitative analysis of interviews
b	What are the successes and challenges in the grantmaking process?	Perspectives on the success and challenges of the grantmaking process (e.g., access to grants, availability of grants)	Interviews with Program Officers Interviews with	Qualitative analysis of interviews

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			museum and library leaders	
c	How should IMLS effectively assess and prioritize the specific needs of libraries and museums in rural, underserved, and disaster-prone communities?	Perspectives on IMLS access and prioritize libraries and museums' specific needs	Interviews with Program Officers Interviews with museum and library leaders	Qualitative analysis of interviews
d	How could IMLS grants support investments in disaster mitigation and preparedness to protect facilities from the increasing frequency of natural disasters and extreme weather events?	Perspectives on funding investments in disaster mitigation and preparedness to protect facilities from natural disasters and extreme weather	Interviews with Program Officers Interviews with museum and library leaders	Qualitative analysis of interviews
e	What investments should IMLS prioritize to enhance the accessibility of library and museum facilities for individuals with disabilities, and what resources would be required to support these enhancements?	Perspectives on prioritizing accessibility of facilities for individuals with disabilities	Interviews with Program Officers Interviews with museum and library leaders	Qualitative analysis of interviews
f	What improvements should be made to enhance the grant-making process?	Perspectives on the improvements to the grantmaking process	Interviews with Program Officers Interviews with museum and library leaders	Qualitative analysis of interviews

Appendix H – Data Source Citations for Museum & Library Sample

The Centers for Disease Control and Prevention's (CDC) 2020 Social Vulnerability Index (SVI): https://www.atsdr.cdc.gov/placeandhealth/svi/documentation/SVI_documentation_2020.html

The United States Census Bureau's 2019 Multidimensional Deprivation Index (MDI): https://www.census.gov/library/working-papers/2022/demo/SEHSD-wp2022-19.html

The United States Department of Agriculture's 2013 Rural-Urban Continuum Codes (RUCC): USDA ERS - Rural-Urban Continuum Codes

The Federal Emergency Management Agency 2021 National Risk Index (NRI): https://www.fema.gov/flood-maps/products-tools/national-risk-index

Appendix I –American Library Association Letter on Proposed Interview Instruments

ALA**AmericanLibraryAssociation**

February 13, 2024

Ms. Sandra Narva
Acting Director of Grants Policy and Management
Institute of Museum and Library Services
via email to snarva@imls.gov

Re: Notice of Proposed Information Collection Requests: Collection of Information To
        Assess the Current State of Library and Museum Infrastructure To Identify Infrastructure
        Needs (88 FR 88980)

Dear Ms. Narva,

The American Library Association (ALA) welcomes the Institute of Museum and Library
Services' (IMLS) notice proposing the Collection of Information to Assess the Current State of
Library and Museum Infrastructure to Identify Infrastructure Needs.

We agree that the proposed collection appropriately responds to Congressional direction
authorizing this study, pursuant to H. Rept. 117–403 and the explanatory statement for the
Senate Appropriations Subcommittee's fiscal year 2023 Labor, Health and Human Services, and
Education, and Related Agencies Appropriations Act. Furthermore, the proposal is consistent
with IMLS' authority and responsibility for research and data collection under 20 U.S.C. § 9108.

This information collection is needed, and we believe the collected information will have
practical utility for IMLS, Congress, and the library community.

Thank you for your consideration. If we can provide more information, please contact Gavin
Baker (gbaker@alawash.org).

Sincerely,

Alan S. Inouye, Ph.D.
Senior Director, Public Policy & Government Relations and Interim Associate Executive Director
American Library Association

*The American Library Association ("ALA") is the foremost national organization providing
resources to inspire library and information professionals to transform their communities through
essential programs and services. For more than 140 years, the ALA has been the trusted voice for
academic, public, school, government and special libraries, advocating for the profession and the
library's role in enhancing learning and ensuring access to information for all.*