

## 2013-2014 LSTA Final Report

This is a printer friendly version, which is provided as an example of the required information.

### Library information

Institution/Library System

Address

City

Zip code

Library Director, Name (First Last, e.g., Jane Doe)

Project Manager, Name (First Last, e.g., Jane Doe)

Project Manager, Phone number

Project Manager, Email address

### Project information

Grant Category

Project Title (if any)

### Summary of Expenditures

Complete each number (1-6) that applies to your project; enter combined totals in #7. Expenditure cells will not total so you may want to print the form, then gather and total numbers before entering them into the form.

#### 1. Salaries/Wages/Benefits

List the position title and # of FTEs (full time equivalent) for any salaries, wages, and benefits paid with grant or matching funds to staff directly contributing to the project. In-kind funds apply to Project Grants only.

Salaries/Wages/Benefits Expenditures

	LSTA funds	Matching funds	In-kind; Project Grants only	Total funds
Total Salaries/ Wages/Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### 2. Consultant Fees

Provide consultant's name, area of expertise, and total amount paid with brief description of what was included. Expenditures related to acquiring the services of a consultant including fees, travel, etc. paid or hired directly by the consultant should be included here.

Consultant Fee Expenditures

	LSTA funds	Matching funds	Total funds
Total Consultant Fees	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### 3. Travel

This section only applies to travel incurred by library staff working on the project. Describe the number of travelers and types of expenditures such as mileage, lodging, conference registration, meals, etc.

Travel Expenditures

	LSTA funds	Matching funds	Total funds
Total for Travel incurred by library staff working on the project	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### 4. Supplies/Materials

List the consumable items and quantities purchased of supplies/materials necessary to carry out the project such as print books, ebooks, audiobooks, DVDs and/or technology such as computers, laptops, tablets, printers, ereaders, etc. with a per item cost under \$5,000.

Supplies/Materials Expenditures

	LSTA funds	Matching funds	Total funds
Total for Supplies/Materials	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. Equipment

Only nonexpendable, tangible property with a per item acquisition cost over \$5,000 should be listed here. List each item purchased, plus cost and quantity per item.

Equipment Expenditures

	LSTA funds	Matching funds	Total funds
Total for Equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>

6. Services

List activities provided by a third-party contractor or vendor; provide the name of the service, the vendor, and the cost for each vendor.

Services Expenditures

	LSTA funds	Matching funds	Total funds
Total for Services	<input type="text"/>	<input type="text"/>	<input type="text"/>

7. Total of All Expenditures

	LSTA funds	Matching funds	In-kind; Project Grants only	Total funds
Provide combined totals for numbers 1-6.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Narrative Report**

- Abstract, maximum length: 2000 characters, including spaces.  
Succinctly describe what you intended to do (implement, create, accomplish), for whom (i.e., target audience), and for what expected result or benefit. [You will report actual activities and results in #4 - #8 below.]
- Project Purpose/Intent, select one.
  - Civic engagement - Improve users' ability to participate in community conversations around topics of concern.
  - Economic & employment development - Improve users' ability to use resources and apply information for employment support.
  - Economic & employment development - Improve users' ability to use and apply business resources.
  - Human services - Improve users' ability to apply information that furthers their personal, family or household finances.
  - Human services - Improve users' ability to apply information that furthers their personal or family health & wellness.
  - Human services - Improve users' ability to apply information that furthers their parenting and family skills.
  - Information access - Improve users' ability to discover information.
  - Information access - Improve users' ability to obtain information resources.
  - Institutional capacity - Enhance library's workforce.
  - Institutional capacity - Improve library's operations.
  - Institutional capacity - Improve library's physical and technology infrastructure.
  - Lifelong learning - improve users' formal education.
  - Lifelong learning - improve users' general knowledge and skills.

3. Project Partners, choose all that apply.

- Not applicable
- School library/district
- State agency, other than the State Library
- Federal agency, other than IMLS
- Non-profit organization/association
- Private sector
- Other

List all project partners.

4. Project Activities, maximum length: 4000 characters, including spaces.  
Describe the activities and methods used to carry out the project, including how the grant and any matching funds were spent.

5. Project Outputs  
Provide output measures below; for any output not listed use "Enter other outputs here."

	Number
Programs offered (training, storytimes, etc.)	<input type="text"/>
Program participants	<input type="text"/>
Workshops/trainings created	<input type="text"/>
Items digitized, scanned, or reformatted	<input type="text"/>
Websites developed	<input type="text"/>
Uses of new website (hits)	<input type="text"/>
Hardware items purchased (computer, laptop, etc.)	<input type="text"/>
Hardware items used	<input type="text"/>
Software items purchased	<input type="text"/>
Software items used	<input type="text"/>
Library materials purchased	<input type="text"/>
Library materials used/circulated	<input type="text"/>

Enter other outputs here

6. Project Outcomes, maximum length: 4000 characters, including spaces.  
What changes in the target audience's knowledge, skills, behavior, attitude, status or life condition were brought about by experiencing this project? If available, include a description of the ways the outcome information was gathered, such as through surveys, pre- and post-tests, or other systematic measures of intended outcomes.  
Note: not all projects will have outcomes to report.

7. Other Results, maximum length: 4000 characters, including spaces.  
Describe any unexpected benefits, lessons learned, recommendations for others interested in similar projects, any especially successful aspects, and/or spin-off projects, etc.

8. Anecdotal Information, maximum length: 4000 characters, including spaces.  
Provide stories, comments, feedback, and observations about how people benefited from the products or services of the project.

**Additional Documentation**

If applicable, attach additional documentation here such as- printed materials or other promotional items developed for the project; articles or stories that appeared about your project; photos you are willing to share; Consultant's report or recommendations resulting from your project.