**LSTA Final Report Guide:**

**Planning for your LSTA Final Report**

This guide will help you prepare for the Final Report. This is not intended to replace the required Final Report form. It will help you gather information ahead of the report. These questions may vary slightly from the Final Report form that LSTA staff will send you when your project is complete, but generally, the Final Report questions are the same every year.

If you have questions, please contact us at LSTA@ncdcr.gov.

# Library Information

Institution/Library System

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

Project Manager, Phone number (xxx-xxx-xxxx)

Project Manager, Email address

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

*Project Information*

Grant Category: EZ grant | Project grant | Special Project grant | SLNC Adapts - EZ | SLNC Adapts - Project | Adapting Technology | Bright Ideas

State Project Code (located at the top of your agreement, for example NC-21-99)

Project Title

Project Abstract - 90-160 words, avoid using names and acronyms. What did your project do? Succinctly describe the project’s goals. Provide an overview of what occurred to carry out the project. Include the target audience and the general result. Leave out dollar amounts, numbers served, or names of people. The activity sections later in the report will answer the question, “How did you do it?”

*Narrative Description of Expenditures*

Using the Final Expenditure Spreadsheet and project invoices, summarize expenditures for each corresponding Budget Category by describing **how** funds were spent. Write for a public audience. Avoid using dollar amounts or the names of people. *Leave the description box blank if you had no expenditures for that category.*

### Salaries/Wages/Benefits/Cost Share

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.

### Consultant (typically planning grants)

Provide name of consulting firm and area of expertise.

### Travel

Travel by library staff working on the project. Describe the number of travelers and expenditures such as mileage, lodging, meals, etc. Use numerical values. Conference Registration belongs under Services.

### Supplies

List supplies purchased and quantities. Group similar items together, but avoid being too generic. (Bad example: 100 office supplies. Good example: 50 pads of paper, 50 pencils.) Separate with comma or semicolon. For example: 10 iPads, 164 print books, 10 STEM kits.

### Equipment

List purchases with a per item cost over $5,000; include quantity.

### Services

List services provided by a third-party contractor or vendor; provide the name of the service or the vendor. Includes Conference Registration.

### Other Operational Expenses

Use this category only for Indirect Costs. Include your federally-negotiated or de minimus rate.

*Project Purpose/Intent*

### What was the purpose or intent of the project. 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.

*Project Activities*

Every federally-funded project must have **at least one activity**, and some require survey data from IMLS’ specific surveys. For more information about which activities require surveys [CLICK HERE](https://statelibrary.ncdcr.gov/services-libraries/grants-libraries/lsta-grant-information/manage-your-grant#activities-surveys).

Use the [Activity Worksheet](https://files.nc.gov/dncr-statelibrary/16-17_final_report_project_activity_worksheet.docx) to draft this portion of the report.

Please **bundle** activities and survey results by **umbrella topic and audience**. For example, if you had a public Makerspace program with 3 hands-on workshops (“Sewing 101”, “3D Printing Basics”, “Coding 4 Fun”) then you would submit 1 survey results form with the total tally. Note: We only need the results form.

Activity descriptions *should not* use the same wording as the Project Abstract, and should include details that show *how* the activity contributed to the Project’s goals.

### What type of activities supported your project? Select all that apply. When checked, [in the official Formsite form] the form will open that activity type for your response.

Instruction Program (active participation)

Instruction Presentation (passive participation)

Instruction Consultation (one on one services)

Planning & Assessment

Content Acquisition

Content Creation

Content Lending

Other

## Instruction-Program Activity:

In 90-160 words each, describe Instruction-Program(s) offered and how it helped the project reach its goals. Umbrella topics with the same audience should be bundled together. If you had additional Instruction-Programs under a different umbrella topic or audience, please describe that in a new paragraph in 90-160 additional words.

Attach Excel document of required Survey Results for Instruction-Program activity here.

Instruction-Program Outputs

*Session = the number of instances a program, workshop, etc. was held; Program = topic area that may have multiple sessions.*

Session length (in minutes):

Number of sessions in program:

Total number in attendance, all sessions in program:

Number of times program administered:

What geographic community was targeted for this Instruction-Program activity? Select all that apply. Urban (50,000 or more) | Suburban (2,500 to 49,999) | Rural (fewer than 2,500)

Instruction - Program: Target Audience

Is the project for the general population? Yes / No

Is the project directed at families? Yes / No

Is the project directed at intergenerational groups? Yes / No

Is the project targeted at immigrants/refugees? Yes / No

Is the project directed at those with disabilities? Yes / No

Is the project directed at those with limited functional literacy? Yes / No

What age groups were targeted with this Instruction-Program activity? Select all that apply. All 0-5 years 6-12 years 13-17 years 18-25 years

26-49 years 50-59 years 60-69 years 70+ years

Except the awarded library, list the names and full addresses of where this Instruction-Program activity/activities occurred.

## Instruction-Presentation Activity:

In 90-160 words each, describe each Instruction-Presentation offered and how it helped the project reach its goals. Umbrella topics with the same audience should be bundled together. If you had an additional Instruction-Presentation under a different umbrella topic or audience, please describe that in a new paragraph in 90-160 additional words.

Instruction-Presentation Outputs

*Session = number of instances the presentation was held.*

Presentation/performance length (in minutes):

Number of presentation/performances administered:

Total number in attendance, all sessions:

What geographic community was targeted for this Instruction-Program activity? Select all that apply. Urban (50,000 or more) | Suburban (2,500 to 49,999) | Rural (fewer than 2,500)

Instruction - Presentation: Target Audience

Is the project for the general population? Yes / No

Is the project directed at families? Yes / No

Is the project directed at intergenerational groups? Yes / No

Is the project targeted at immigrants/refugees? Yes / No

Is the project directed at those with disabilities? Yes / No

Is the project directed at those with limited functional literacy? Yes / No

What age groups were targeted with this Instruction-Presentation activity? Select all that apply.

All 0-5 years 6-12 years 13-17 years 18-25 years

26-49 years 50-59 years 60-69 years 70+ years

Except the awarded library, list the names and full addresses of where this Instruction-Presentation activity/activities occurred.

## Instruction-Consultation Activity:

In 90-160 words, describe each Instruction-Consultation activity offered and how it helped the project reach its goals.

Total number of consultation transactions:

Average number of consultation transactions per month (of the consultation activity):

What geographic community was targeted for this Instruction-Program activity? Select all that apply. Urban (50,000 or more) | Suburban (2,500 to 49,999) | Rural (fewer than 2,500)

Instruction - Consultation: Target Audience

Is the project for the general population? Yes / No

Is the project directed at families? Yes / No

Is the project directed at intergenerational groups? Yes / No

Is the project targeted at immigrants/refugees? Yes / No

Is the project directed at those with disabilities? Yes / No

Is the project directed at those with limited functional literacy? Yes / No

What age groups were targeted with this Instruction-Consultation activity? Select all that apply.

All 0-5 years 6-12 years 13-17 years 18-25 years

26-49 years 50-59 years 60-69 years 70+ years

Except the awarded library, list the names and full addresses of where this Instruction-Consultation activity occurred.

## Planning & Assessment Activity:

In 90-160 words, describe Planning & Assessment Activities and how it helped the project reach its goals. Include number of evaluations and/or plans funded.

Attach the planning document here. If you have more files, you can attach them at the end of the report. Or, if the report is online, you can include the URL at the end of the report instead.

If target audience was library staff, attach Excel document of required Survey Results for the Planning activity here. *Patrons are the likely beneficiary of Planning activities, but if staff were the end beneficiary, include survey results.*

What geographic community was targeted for this Instruction-Program activity? Select all that apply. Urban (50,000 or more) | Suburban (2,500 to 49,999) | Rural (fewer than 2,500)

Planning: Target Audience

Is the project for the general population? Yes / No

Is the project directed at families? Yes / No

Is the project directed at intergenerational groups? Yes / No

Is the project targeted at immigrants/refugees? Yes / No

Is the project directed at those with disabilities? Yes / No

Is the project directed at those with limited functional literacy? Yes / No

What age groups were targeted with this Planning activity? Select all that apply.

All 0-5 years 6-12 years 13-17 years 18-25 years

26-49 years 50-59 years 60-69 years 70+ years

Except the awarded library, list the names and full addresses of where this Planning & Assessment activity occurred.

## Content-Acquisition Activity:

In 90-160 words, describe Content-Acquisition Activities and how it helped the project reach its goals. Include why those particular items were purchased.

Content - Acquisition Outputs

Number of hardware items acquired (not accessories, cables)

Number of software acquired

Number of print materials (books & government documents) acquired

Number of electronic materials acquired

Number of audio/visual units (audio discs, talking books, other recordings) acquired

If target audience was library staff, attach Excel document of required Survey Results for Content- Acquisition activity here.

What geographic community was targeted for this Instruction-Program activity? Select all that apply. Urban (50,000 or more) | Suburban (2,500 to 49,999) | Rural (fewer than 2,500)

Content-Acquisition: Target Audience

Is the project for the general population? Yes / No

Is the project directed at families? Yes / No

Is the project directed at intergenerational groups? Yes / No

Is the project targeted at immigrants/refugees? Yes / No

Is the project directed at those with disabilities? Yes / No

Is the project directed at those with limited functional literacy? Yes / No

What age groups were targeted with this Content-Acquisition activity? Select all that apply. All 0-5 years 6-12 years 13-17 years 18-25 years

26-49 years 50-59 years 60-69 years 70+ years

Except the awarded library, list the names and full addresses of where this Content-Acquisition activity occurred.

## Content-Creation Activity:

In 90-160 words, describe Content-Creation Activities and how it helped the project reach its goals.

Content-Creation Outputs

*Item = a "work" e.g. a book, map, score, album, photograph, etc. For newspapers, if 25 issues of a newspaper are digitized, enter 25 items. \**

Number of items digitized

Number of items digitized and available to the public

Number of learning resources (e.g. toolkits, guides)

If target audience was library staff, attach Excel document of required Survey Results for Content- Creation activity here.

What geographic community was targeted for this Instruction-Program activity? Select all that apply. Urban (50,000 or more) | Suburban (2,500 to 49,999) | Rural (fewer than 2,500)

Content-Creation: Target Audience

Is the project for the general population? Yes / No

Is the project directed at families? Yes / No

Is the project directed at intergenerational groups? Yes / No

Is the project targeted at immigrants/refugees? Yes / No

Is the project directed at those with disabilities? Yes / No

Is the project directed at those with limited functional literacy? Yes / No

What age groups were targeted with this Content-Creation activity? Select all that apply.

All 0-5 years 6-12 years 13-17 years 18-25 years

26-49 years 50-59 years 60-69 years 70+ years

Except the awarded library, list the names and full addresses of where this Content-Creation activity occurred.

Content-Lending Activity

In 90-160 words, describe Content-Lending activities and how it helped the project reach its goals.

Which option describes the lending format?

Digital | Physical | Both digital and physical

Content-Lending Outputs

Total number of check-outs for these grant-funded materials

Average number of check-outs for these grant-funded materials per month of lending

Content-Lending: Target Audience

Is the project for the general population? Yes / No

Is the project directed at families? Yes / No

Is the project directed at intergenerational groups? Yes / No

Is the project targeted at immigrants/refugees? Yes / No

Is the project directed at those with disabilities? Yes / No

Is the project directed at those with limited functional literacy? Yes / No

Except the awarded library, list the names and full addresses of where this Content-Lending activity occurred.

Other Activity:

In 90-160 words, describe Other Activities and how it helped the project reach its goals.

What geographic community was targeted for this Instruction-Program activity? Select all that apply. Urban (50,000 or more) | Suburban (2,500 to 49,999) | Rural (fewer than 2,500)

What age groups were targeted with this Other activity? Select all that apply.

All 0-5 years 6-12 years 13-17 years 18-25 years

26-49 years 50-59 years 60-69 years 70+ years

Except the awarded library, list the names and full addresses of where this Other activity occurred.

*Project Partners*

IMLS defines "partner" as a cooperating institution, designated through a formal agreement, that contributes material resources (materials/funds/staff) to the project. Choose all partner types that apply to this project. *Do not include the State Library or IMLS.*

Federal Government State Government Local Government School District

Non-Profit Private Sector Tribe

List all project partners, include city and state. Include their role in the project. Leave blank if not partners were involved.

# Outcomes, Outputs, and Future

List other important outputs or outcomes from your project. Include planned outputs that were interrupted due to Covid-19 and/or supply chain issues.

Briefly describe the importance of the outputs or outcomes for future program planning.

Explain one or two of the most significant lessons learned for others undergoing similar projects.

Do you anticipate continuing this project (with either federal or non-federal funds) after June 30th, or is this project complete?

Yes – we are continuing the project after June 30

No – the project is complete

If Yes, describe plans for this project that will occur after June 30th with non-federal funds. For example: workshops will continue to be offered in the coming year; etc.

Which of the following evaluation methods did you use?

Survey | Review of Administrative Data | Interview/Focus Group | Participant Observation | Other | None

*Additional Information*

Project Keywords: select up to 3 that apply to this project.

Bookmobile/vehicle Civic Engagement Digitization Health/wellness ILS Literacy Makerspace Planning-Space Planning-Strategic

Planning-Technology Planning-Other RFID

STEM/STEAM User Experience Workforce Development Other

Anecdotal Information (optional)

Provide outstanding examples and/or comments that show the impact or value of this project.

Attach additional documentation here such as required survey results if not attached above, flyers, pamphlets, promotional items, articles/stories, photos, consultant's report or recommendations resulting from your project, etc.

If additional information from your project is hosted online, you can share the URL(s) here. For example: Planning documents, videos, slides, news reports, pictures, etc. Separate by line.

*Certification*

I certify that the information provided is true and correct to the best of my knowledge; and grant and matching funds were used for the purposes for which they were awarded.

Preparer’s signature (does not have to be the Library Director). Use your mouse or touchscreen to create your signature below.

Updated 4/26/22 JH