Planning for your LSTA Final Report

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 | EZ CARES | Project CARES

State Project Code (located at the top of your agreement – NC-20-XX)

Project Title

Abstract - 90-160 words, avoid using names and acronyms. Succinctly describe what you implemented, created, and accomplished during the funding period. Include target audience, and the result. * Leave out dollar amounts, numbers served, or names of people.

Narrative Description of Expenditures: Write for a public audience; avoid using dollar amounts or names of people.

Using the Final Expenditure Spreadsheet, complete summary reports for each corresponding Budget Category by describing **how** funds were spent.

1. Salaries/Wages/Benefits/Cost Share

List the position title and # of FTEs (full time equivalent) for salaries, wages, and benefits paid with grant or matching funds to staff directly contributing to the project.

2. Consultant (typically planning grants)

Provide name of consulting firm and area of expertise.

3. Travel

Travel by library staff working on the project. Describe the number of travelers and types of expenditures such as mileage, lodging, conference registration, meals, etc. Use numerical values.

4. Supplies

Use this category for tangible items with a per item cost under $5,000. Group similar items together with quantities purchased such as print books, ebooks, computers, laptops, tablets, printers, etc. For example: 10 iPads, 164 print books, 201 ebooks, 10 STEM kits, 2 computers, 10 reams of paper, etc.

5. Equipment

List purchases approved by the State Library with a per item cost over $5,000; include quantity.

6. Services

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

7. Other Operational Expenses

Use this category only for Indirect Costs.

Project Purpose/Intent

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.

Project Activities

Every grant project must have **at least one activity**, and some require surveys.Use the

Activity Worksheet to draft this portion of the report.

For more information about which activities require surveys click here.

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.

What type of activities supported your project? Select all that apply.

For each activity type, provide a description and additional information. *

      Instruction Program (active participation)
      Instruction Presentation (passive participation)
      Instruction Consultation (one on one services)
      Planning & Assessment
      Content Acquisition
      Content Creation
      Other

Instruction-Program Activity:

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

Attach Excel document of required Survey Results for Instruction-Program 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)

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

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:

List the names and full addresses of where this activity occurred, with the exception of the awarded library.

Instruction-Presentation Activity:

In 90-160 words each, describe Instruction-Presentation(s) offered. 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 words.

What geographic community was targeted for this Instruction-Presentation 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

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:

List the names and full addresses of where this activity occurred, with the exception of the awarded library.

Instruction-Consultation Activity:

In 90-160 words, describe each Instruction-Consultation activity offered (include number of consultations). *

What geographic community was targeted for this Instruction-Consultation 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-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

List the names and full addresses of where this activity occurred, with the exception of the awarded library.

Planning Activity:

In 90-160 words, describe Planning Activities (include number of evaluations and/or plans funded).

If target audience was library staff*, attach Excel document of required Survey Results for 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 Planning 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

List the names and full addresses of where this activity occurred, with the exception of the awarded library.

Content-Acquisition Activity:
In 90-160 words, describe Content-Acquisition Activities. (Include why those particular items were purchased and how they support your project.) *

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 Content-Acquisition 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

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

List the names and full addresses of where this activity occurred, with the exception of the awarded library.

Content-Creation Activity:

In 90-160 words, describe Content-Creation Activities. *

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 Content-Creation 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

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)

List the names and full addresses of where this activity occurred, with the exception of the awarded library.

Other Activity:

If the activity doesn't fit any of the above categories, then describe it here, in 90-160 words. This category is also for conference attendance.

What geographic community was targeted for this Other 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

List the names and full addresses of where this activity occurred, with the exception of the awarded library.

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, and their role in the project.

Outcomes, Outputs, and Future

List other important outputs or outcomes from your project. *

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

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.

If there is a written evaluation that can be shared publicly on IMLS' website, please attach it here.

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. * (Note: flyers, websites, bookmarks, articles, evaluations, etc. must contain a statement acknowledging IMLS. Such items submitted without an acknowledgement statement will not be shared with IMLS.)

Certification

By clicking submit at the end of this form, 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.