Office of Commonwealth Libraries

PROJECT AND ACTIVITY REPORT
* INSTRUCTION ACTIVITY WORKSHEET *
Part 2

In order to better capture the work of Pennsylvania libraries; IMLS is requiring specific activity reports for each area of intent that you indicated in Question 3 of Part I.

Activities are action(s) through which the intent or objective of a project are accomplished.

Grant Project Activities are categorized under four (4) general areas, each with further defined activity areas.

General Activity Type	Specific Area
Instruction: Involves an interaction for knowledge or skill transfer.	*Program* *Presentation* *Consultation*
Content: Involves the acquisition, development, or transfer of information.	*Acquisition* *Creation* *Description* *Lending* *Preservation*
Planning/Evaluation: Involves design, development, or assessment of operations, services, or resources.	*Retrospective* *Prospective*
Procurement: Involves purchasing facilities, equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure.	

Complete the *Instruction Activity Worksheet* if the project activities include:

Programs: Formal interaction and active user engagement (e.g., a class on computer skills).

***Presentations/Performance*:** Formal interaction and passive user engagement (e.g., an author's talk).

***Consultations*:** Informal interaction with an individual or group of individuals (library staff or other professional) who provide expert advice or reference services to individuals, units, or organizations.

Please identify at least one general Activity Type and complete the appropriate Worksheet

Example:

Library's Project: Resume 101.

IMLS Project Intent is: EMPLOYMENT & BUSINESS DEVELOPMENT- *Improve users' ability to use resources and apply information for employment support (see Figure 1).*

For a successful project, the library will administer a class on creating a professional resume.

- *This activity would fall under the* ***Instruction*** *general activity.*
  - *The library would need to complete the* ***Instruction Activity Worksheet*** *including* ***Programs*** *data on the activity worksheet (see Figure 2).*

Figure 1

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Part I

Project Summary

1. Federal Library Services & Technology Act (LSTA) Purpose
   - Developing library technology, connectivity and services
   - Providing targeted services to diverse populations or persons who have difficulty accessing services
   - Providing services to promote life-long learning
   - Developing public and private partnerships
2. Pennsylvania's LSTA Goals
   - Facilitate statewide expansion of electronic and physical linkages to improve resource delivery
   - Create opportunities for libraries to enhance their capacity to provide 21st Century resources, services and programs to their communities
   - Preserve unique collections and prepare libraries for disaster recovery
3. LSTA Project Intents

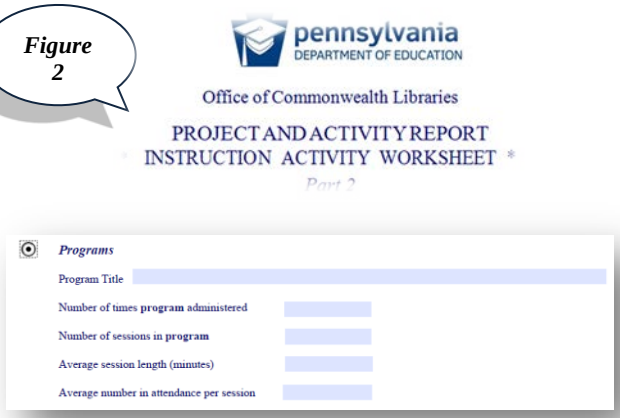
   Select at least one intent that describes the overall purpose of the project and provide at least one Activity Report for each intent. You can select an unlimited number of intents.

   *ACCESS TO INFORMATION *
   - Improve users' ability to discover information

   * EMPLOYMENT & BUSINESS DEVELOPMENT *
   - [x] Improve users' ability to use resources and apply information for employment support
   - [ ] 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
   - Improve users' ability to apply information that furthers their personal or family health and wellness

Figure 2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PROJECT AND ACTIVITY REPORT
INSTRUCTION ACTIVITY WORKSHEET *

Part 2

Programs

Program Title

Number of times program administered

Number of sessions in program

Average session length (minutes)

Average number in attendance per session

✓ Please create a separate Instruction Activity Worksheet for each individual:

Program, ***Presentation*** or ***Consultation/Reference***.

✓ Combine activities that were repeated or those of similar topics on one Activity Worksheet.

✓ Only report on activities paid in full or part with LSTA funds.

Electronically submit the Project and Activity Report(s) as attachments to: ra-LSTA@pa.gov.

<u>Please put LSTA MakerKit Final Report, followed by the Project Number in the subject line</u>.

Report Due

- Final Report due October 31

Project Information

Project Coordinator
Phone Number
E-mail Address
Organization (Grantee)
Project Number (FC or MO#)
Project Title

Instruction Activity Information

Describe the individual **Program, Presentation** or topic of **Consultation**.
Include the title(s) and a brief description of the activity.
If an activity occurred in more than one content area submit a separate **Instruction Activity Worksheet** for each area.

Which instruction-related activity was administered?

*Select one primary area of Instruction and provide the **Format** and **Quantities.***

Format

How did you deliver this activity?

Quantities

○ ***Programs***

Program Title _____

Number of times **program** administered

Number of sessions in **program**

Average session length (minutes)

Average number in attendance per session

Number of libraries/organizations where the Programs took place:

Academic	Public
School	SLAA
Special	Other

○ ***Presentation/Performance***

Presentation **OR** Performance Title _____

Number of **presentations/performances** administered

Average **presentation/performance** length (minutes)

Average number in attendance per session

Number of libraries/organizations where the Presentation/Performance took place:

Academic	Public
School	SLAA
Special	Other

○ ***Consultation/Reference***

Total number of **consultation/reference** transactions

Average number of **consultation/reference** transactions per month

Number of libraries/organizations where reference services or consultation services took place:

Academic	Public
School	SLAA
Special	Other

Beneficiaries Information

Select all that apply.

- ☐ All ages
- ☐ 0-5 years
- ☐ 6-12 years
- ☐ 13-17 years
- ☐ 18-25 years
- ☐ 26-49 years
- ☐ 50-59 years
- ☐ 60-69 years
- ☐ 70+ years

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Hispanic or Latino
- ☐ Native Hawaiian or other Pacific Islander
- ☐ White or Caucasian

- ☐ Families
- ☐ Immigrants/refugees
- ☐ Intergenerational groups (excluding families)
- ☐ Library staff, volunteers and/or trustees
- ☐ Low income
- ☐ People with disabilities
- ☐ People with limited functional literacy or informational skills
- ☐ Unemployed

☐ Rural ☐ Statewide ☐ Suburban ☐ Urban

Identify the area(s) in which your partner(s) operates.
Select all that apply.

- ☐ Not Applicable
- ☐ Adult Education (ESL, GED)
- ☐ Archives
- ☐ Cultural Heritage Organization Multi-type
- ☐ Higher Education
- ☐ Historical Societies or Organizations
- ☐ Human Services Organizations
- ☐ Libraries
- ☐ Museums
- ☐ Preschools
- ☐ Schools (K-12, Vocational)
- ☐ Other

Identify the legal type of your partner(s).
Select all that apply

- ☐ Not Applicable
- ☐ Federal Government
- ☐ State Government
- ☐ Local Government (excluding school districts)
- ☐ School District
- ☐ Non-profit
- ☐ Private Sector
- ☐ Tribe/Native Hawaiian Organization

If you can, please provide a list of other libraries/organizations that provided the ***Program***, ***Presentation*** or ***Consultation***

Organization Type	Organization Name	Organization Address	City	Zip-Code