



Office of Commonwealth Libraries

PROJECT AND ACTIVITY REPORT

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

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

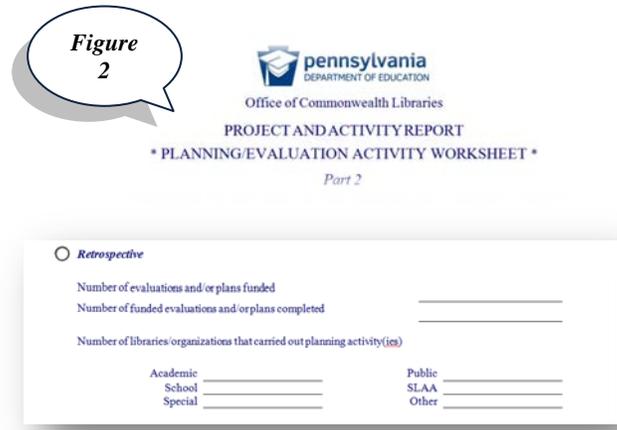
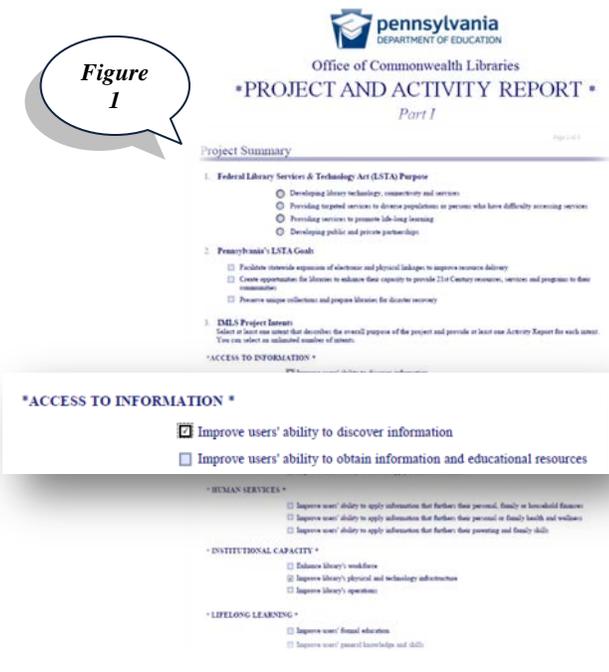
**Example:**

*Library's Outcome: To improve broadband access for 100% of library users.*

*IMLS Project Intent is: ACCESS TO INFORMATION - Improve users' ability to discover information (see Figure 1).*

*To achieve the outcome, the library must first assess operations, services and resources.*

- *This assessment activity would fall under the **Planning/Evaluation** general activity.*
- *The library would need to complete the **Planning/Evaluation Activity Worksheet** including **Retrospective** data on the activity worksheet (see Figure 2).*



Complete the Planning/Evaluation Worksheet if the project activities include:

**Retrospective:** Research effort that involves historical assessments of the condition of a project, program, service, operation, resource and/or user group.

**Prospective:** Research effort that projects or forecasts a future condition of a project, program, service, operation, resource, and/or user group

- ✓ Please create a separate Planning/Evaluation Activity Worksheet for each individual:

*Retrospective or Prospective.*

- ✓ Activities that were repeated or those of similar topics can be combined 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](mailto:ra-LSTA@pa.gov).

**Please put LSTA Quarterly Report OR Final Report respectively, followed by the project number in the subject line.**

# Quarter

---

---

First Quarterly Report due January 15

Second Quarterly Report due April 15

Third Quarterly Report due July 15

## Project Information

---

---

**Project Coordinator**

**Phone Number**

**E-mail Address**

**Organization (Grantee)**

**Project Number (FC or MO#)**

**Project Title**

## Planning/Evaluation Activity Information

---

---

Describe the individual *Retrospective* or *Prospective* activity. Include the title(s) and a brief description of the activity.  
If an activity occurred in more than one content area submit a separate Planning/Evaluation Activity Worksheet for each area.

Which planning/evaluation-related activity was administered?

Select one primary area of Planning/Evaluation and provide the **Format** and **Quantities**.

**Format**

How did you deliver this activity?

**Quantities**

***Retrospective***

Number of evaluations and/or plans funded

Number of funded evaluations and/or plans completed

Number of libraries/organizations that carried out planning activity(ies)

Academic  
School  
Special

Public  
SLAA  
Other

***Prospective***

Number of evaluations and/or plans funded

Number of funded evaluations and/or plans completed

Number of libraries/organizations that carried out evaluation(s)

Academic  
School  
Special

Public  
SLAA  
Other

# Beneficiaries Information

---

*Select all that apply.*

- |                                      |  |  |
|--------------------------------------|--|--|
| <input type="checkbox"/> All ages    | <input type="checkbox"/> American Indian or Alaska Native          | <input type="checkbox"/> Families  |
| <input type="checkbox"/> 0-5 years   | <input type="checkbox"/> Asian                                     | <input type="checkbox"/> Immigrants/refugees   |
| <input type="checkbox"/> 6-12 years  | <input type="checkbox"/> Black or African American                 | <input type="checkbox"/> Intergenerational groups (excluding families)                   |
| <input type="checkbox"/> 13-17 years | <input type="checkbox"/> Hispanic or Latino                        | <input type="checkbox"/> Library staff, volunteers and/or trustees                       |
| <input type="checkbox"/> 18-25 years | <input type="checkbox"/> Native Hawaiian or other Pacific Islander | <input type="checkbox"/> Low income  |
| <input type="checkbox"/> 26-49 years | <input type="checkbox"/> White or Caucasian                        | <input type="checkbox"/> People with disabilities  |
| <input type="checkbox"/> 50-59 years |  | <input type="checkbox"/> People with limited functional literacy or informational skills |
| <input type="checkbox"/> 60-69 years |  | <input type="checkbox"/> Unemployed  |
| <input type="checkbox"/> 70+ years   |  |  |
- Rural     Statewide     Suburban     Urban

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

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

- |  |  |
|--|--|
| <input type="checkbox"/> Not Applicable                            | <input type="checkbox"/> Not Applicable                                |
| <input type="checkbox"/> Adult Education (ESL, GED)                | <input type="checkbox"/> Federal Government                            |
| <input type="checkbox"/> Archives                                  | <input type="checkbox"/> State Government                              |
| <input type="checkbox"/> Cultural Heritage Organization Multi-type | <input type="checkbox"/> Local Government (excluding school districts) |
| <input type="checkbox"/> Higher Education                          | <input type="checkbox"/> School District                               |
| <input type="checkbox"/> Historical Societies or Organizations     | <input type="checkbox"/> Non-profit                                    |
| <input type="checkbox"/> Human Services Organizations              | <input type="checkbox"/> Private Sector                                |
| <input type="checkbox"/> Libraries                                 | <input type="checkbox"/> Tribe/Native Hawaiian Organization            |
| <input type="checkbox"/> Museums                                   |  |
| <input type="checkbox"/> Preschools                                |  |
| <input type="checkbox"/> Schools (K-12, Vocational)                |  |
| <input type="checkbox"/> Other                                     |  |

