



Office of Commonwealth Libraries

PROJECT AND ACTIVITY REPORT

* PLANNING/EVALUATION ACTIVITY WORKSHEET *

Part II

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.	<i>Program Presentation Consultation</i>
Content: Involves the acquisition, development, or transfer of information.	<i>Acquisition Creation Description Lending Preservation</i>
Planning/Evaluation: Involves design, development, or assessment of operations, services, or resources.	<u><i>Retrospective</i></u> <u><i>Prospective</i></u>
Procurement: 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.

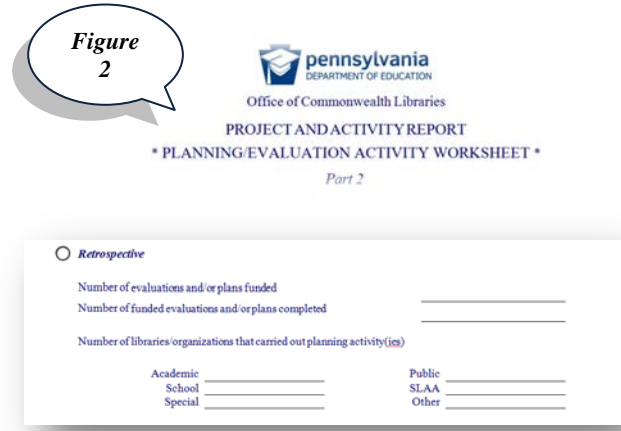
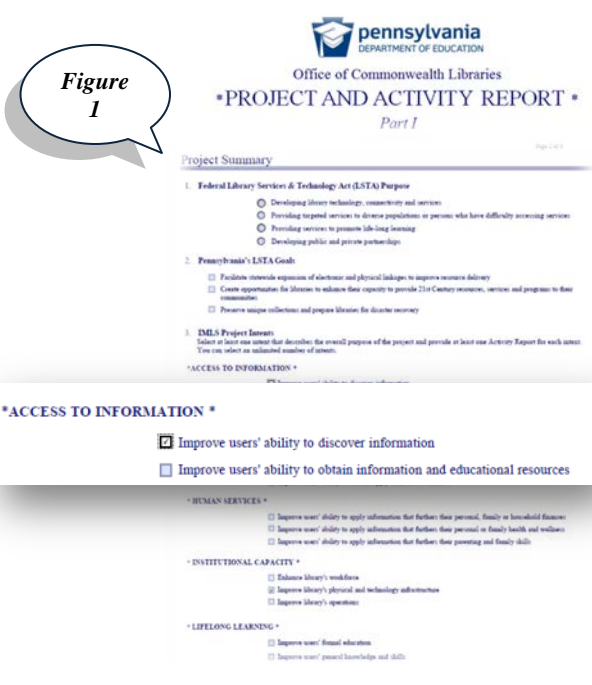
Example:

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.

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

Quarter

First Quarterly Report due October 15

Third Quarterly Report due April 15

Second Quarterly Report due January 15

Fourth Quarterly Report due July 30

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 | |

