

Office of Commonwealth Libraries

PROJECT AND ACTIVITY REPORT
* **INSTRUCTION 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 (Modes), each with further defined activity areas (Formats).

Mode	Format
Instruction: Involves an interaction for knowledge or skill transfer.	<i><u>Program</u></i> <i><u>Presentation</u></i> <i><u>Consultation</u></i>
Content: Involves the acquisition, development, or transfer of information.	<i>Acquisition</i> <i>Creation</i> <i>Description</i> <i>Lending</i> <i>Preservation</i>
Planning/Evaluation: Involves design, development, or assessment of operations, services, or resources.	<i>Retrospective</i> <i>Prospective</i>
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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Office of Commonwealth Libraries
PROJECT AND ACTIVITY REPORT *
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 Intent

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 ***

- 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 use and apply business resources
- 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
- Improve users' ability to apply information that furthers their personal and family life

Figure 2

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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.

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

Third Quarterly Report due July 15

Second Quarterly Report due April 15

Fourth Quarterly Report due October 30

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
School
Special

Public
SLAA
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
School
Special

Public
SLAA
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
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 | |

