



Office of Commonwealth Libraries

PROJECT AND ACTIVITY REPORT

\* PROCUREMENT 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 (Mode), each with further defined activity areas (Format).

Mode	Format
<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.	<i>Retrospective Prospective</i>
<b>Procurement:</b> Involves purchasing facilities, equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure.	

Complete the *Procurement Activity Worksheet* if:

- One of the boxes under “Institutional Capacity” is checked in question 3 of Part 1.
  - The activities include acquiring services and resources to support an Institutional Capacity Intent i.e. Enhance library’s workforce, Improve library’s physical and technological infrastructure, Improve library’s operations.
- ✓ Combine activities that were repeated or those of similar topics on one Procurement Activity Worksheet.
- ✓ Only report on activities paid in full or part with LSTA funds.

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

**Example:**

*Library's Project: To provide more consistent connectivity throughout the facility..  
 IMLS Project Intent is: INSTITUTIONAL CAPACITY - Improve library's physical and technology infrastructure (see Figure 1).*

*For a successful project, the library wants to purchase routers and Wi-Fi signal boosters.  
 This activity would fall under the Procurement general activity.*

➤ *The library would need to complete the **Procurement Activity Worksheet** (see Figure 2).*

Figure 1



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. IMLS 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
- Improve users' ability to obtain information and educational resources

\*CIVIC ENGAGEMENT\*

\*EMPLOYMENT\*

- Enhance library's workforce
- Improve library's physical and technology infrastructure
- Improve library's operations

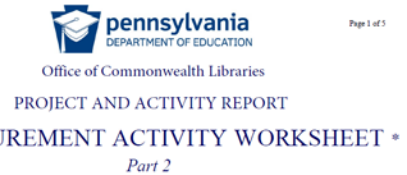
\*HUMAN SERVICES\*

- 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
- Improve users' ability to apply information that furthers their parenting and family skills

\*INSTITUTIONAL CAPACITY\*

- Enhance library's workforce

Figure 2



Quantities

Number of equipment items acquired	<input type="text"/>
Number of acquired equipment used	<input type="text"/>
Number of hardware items acquired	<input type="text"/>
Number of acquired hardware items used	<input type="text"/>
Number of software items acquired	<input type="text"/>
Number of acquired software items used	<input type="text"/>
Number of materials/supplies acquired	<input type="text"/>
Number of acquired materials/supplies used	<input type="text"/>

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

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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

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**Project Coordinator**

**Phone Number**

**E-mail Address**

**Organization (Grantee)**

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

**Project Title**

## Procurement Activity Information

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Describe how the resources acquired will improve the library's capacity and/or infrastructure.  
Include the names of any partners and describe their contributions.

## Quantities

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Number of equipment items acquired  
Number of acquired equipment used  
Number of hardware items acquired  
Number of acquired hardware items used  
Number of software items acquired  
Number of acquired software items used  
Number of materials/supplies acquired  
Number of acquired materials/supplies used

**Number** of libraries/organizations that received and made use of the procured items:

Academic	Public
School	SLAA
Special	Other

## Beneficiaries Information

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*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         | <input type="checkbox"/> Asian                                     | <input type="checkbox"/> Immigrants/refugees   |
| <input type="checkbox"/> 6-12        | <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.*

- 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

