pennsylvania
DEPARTMENT OF EDUCATION

Office of Commonwealth Libraries

PROJECT AND ACTIVITY REPORT

Part I

The LSTA Project and Activity Report is required for all projects awarded federal Library Services and Technology Act (LSTA) funds. There are three parts to this report:

Part I: Overall project information (Data)
Part II: Activity Worksheet(s) – specific activity used to complete project.
Part III: Supporting documents (printed materials, articles, photos or products).

All reports are shared with the Institute of Museum and Library Services (IMLS) and is subsequently posted online for the general public to view.

Electronically submit LSTA Reports to: ra-lsta@pa.gov
*Please put LSTA Quarterly Report **OR** Final Report respectively, followed by the Project Number in the subject line.*

The Project and Activity Report must include at least one Activity Worksheet(Part II)**.**
The Activity Worksheet(s) can be found under the "Manage an LSTA Grant" section of the Library Services and Technology Act (LSTA) page on the State Library of Pennsylvania website.

PLEASE NOTE
A completed LSTA report consists of a Project and Activity Report (Parts I, II & III (if applicable)) and the Financial Report.

Quarter

First Quarter Report due January 15 Second Quarter Report due April 15 Third Quarter Report due July 15

Project Information

Organization (*Grantee*)
Project Title
Project Number (*FC or MO#*)
Project Website (*if applicable*)

Project Tags
List 1 - 3 key words that describe the project.

LSTA Grant Total
Match Total _____
Project Total

Project Coordinator
Title
Phone Number
E-Mail Address

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 **one** intent that describes the overall purpose of the project and provide at least one Activity Report for that intent.

*** INFORMATION ACCESS ***

- ☐ Improve users' ability to discover information resources.
- ☐ Improve users' ability to obtain and/or use information resources

*** CIVIC ENGAGEMENT ***

- ☐ Improve users' ability to participate in their community
- ☐ Improve users' ability to participate in community conversations around topics of concern

*** ECONOMIC & EMPLOYMENT 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 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 the library's workforce
- ☐ Improve the library's physical and technology infrastructure
- ☐ Improve library operations

*** LIFELONG LEARNING ***

- ☐ Improve users' formal education
- ☐ Improve users' general knowledge and skills

4. IMLS Subject(s)

Select at least one subject your project would fall under. You can select up to two subjects.

- ☐ Arts, Culture & Humanities
- ☐ Business & Finance
  - ☐ Employment
  - ☐ Personal Finance
  - ☐ Small Business
- ☐ Civic Affairs
  - ☐ Community Concerns
  - ☐ Government
- ☐ Education
  - ☐ After-school activities
  - ☐ Curriculum support
- ☐ Environment
- ☐ General (select only for electronic databases or other data sources)
- ☐ Health & Wellness
  - ☐ Parenting & Family skills
  - ☐ Personal/Family health & wellness
- ☐ History
- ☐ Languages
- ☐ Literacy
  - ☐ Adult Literacy
  - ☐ Digital Literacy
  - ☐ Early Literacy
  - ☐ Reading Program (Not Summer Reading)
  - ☐ Summer Reading
- ☐ Science, Technology, Engineering, & Math (STEM)
- ☐ Library Infrastructure & Capacity
  - ☐ Broadband Adoption
  - ☐ Buildings & Facilities
  - ☐ Certification
  - ☐ Collection Development & Management
  - ☐ Continuing Education and Staff Development
  - ☐ Disaster Preparedness
  - ☐ Library Skills
  - ☐ Programming & Event Planning
  - ☐ Research & Statistics
  - ☐ Outreach & Partnerships
  - ☐ Systems & Technologies
- ☐ Other:

Project Summary

What have you done, for whom and for what expected benefit.

Project Outputs

5. List what was created or purchased for the project and how much. Summarize the importance of the Outputs and explain any significant lessons learned from these findings. **Please keep entries brief.**

If you haven't obtained any Outputs, please skip to Question 6.

Example:

OUTPUT		***Importance of Output***	***Based on Output; explain any lessons learned***
Item Created/Purchased	***Number of Items created/purchased***		
Brochure	*1*	*Ensure awareness of program*	*Need multi-lingual copies*

OUTPUT		**Importance of Output**	**Based on Output, explain any lessons learned.**
Item Created/Purchased	**Number of Items created/purchased**		

Project Outcomes

6. List your Outcomes; summarize the importance of the Outcomes; provide how the Outcomes were measured; proved any significant lessons learned. *Outcomes are a change in the target audience's* ***skills***, ***knowledge***, ***behavior***, ***attitude***, ***status*** *or* ***life conditions*** *brought about in part by experiencing the project.*

If you don't have Outcomes, please skip to Question 7.

Example:

Outcome	***Importance of Outcome***	***Measure*** *(Check all that apply)*	***Based on Outcome, explain any lessons learned.***
The majority of participants were families with young children.	*The program targeted the general public but the majority of participants were families with young childre. Because of this the program will focus on these participants next year.*	☑ *Interview/Focus group* ☐ *Observation* ☐ *Review of administrative data* ☑ *Survey* ☐ *Other*	*Others in the Library & Information Science field undertaking a similar program aimed at the general public may want to consider targeting it to families with young children.*

Outcome	**Importance of Outcome**	**Measure** (Check all that apply)	**Based on Outcome, explain any lessons learned.**
		☐ *Interview/Focus group* ☐ *Observation* ☐ *Review of administrative data* ☐ *Survey* ☐ *Other*	
		☐ *Interview/Focus group* ☐ *Observation* ☐ *Review of administrative data* ☐ *Survey* ☐ *Other*	
		☐ *Interview/Focus group* ☐ *Observation* ☐ *Review of administrative data* ☐ *Survey* ☐ *Other*	
		☐ *Interview/Focus group* ☐ *Observation* ☐ *Review of administrative data* ☐ *Survey* ☐ *Other*	
		☐ *Interview/Focus group* ☐ *Observation* ☐ *Review of administrative data* ☐ *Survey* ☐ *Other*	

Issues or Changes

7. What issues or concerns have you encountered so far?

7a. Do you anticipate any change in the scope of the project? ☐ No ☐ Yes

Please describe the scope anticipated.

7b. Do you anticipate any change in the level of effort? ☐ No ☐ Yes

Please describe the level of effort expected.

7c. Do you anticipate any other changes in the project? ☐ No ☐ Yes

Please describe why.

End of Project

Do you anticipate continuing this project? ☐ No ☐ Yes

Please explain why.