



Information Required For LSTA Final Program Narrative Report

The Grant Application has already identified the following information:

- **California LSTA goals**
 - Literate California
 - 21st Century Skills
 - 22nd Century Tools
 - Content Creation/Preservation
 - Bridging the Digital Divide
 - Information Connections
 - Community Connections
 - Ensuring Library Access for All

- **Primary Audience for project**
 - Adults
 - Families
 - Immigrants/Refugees
 - Intergenerational Groups (Excluding Families)
 - Library Staff , Volunteers and/or Trustees
 - Low Income
 - Non/Limited English Speaking Persons
 - People with Disabilities
 - People with Limited Functional Literacy
 - Pre-School Children
 - Rural Populations
 - School Age Children
 - Senior Citizens
 - Statewide Public
 - Suburban Populations
 - Unemployed
 - Urban Populations
 - Young Adults and Teens

- **Project Intent and Focal Area**

Focal Area	Intent
Institutional Capacity <i>Add, improve or update a library function or operation in order to further its effectiveness</i>	<ul style="list-style-type: none"> • Improve the library workforce • Improve the library's physical and technological infrastructure • Improve library operations
Information Access <i>Improve access to information</i>	<ul style="list-style-type: none"> • Improve users' ability to discover information • Improve users' ability to obtain information resources
Lifelong Learning <i>Improve users' knowledge or abilities beyond basic access to information</i>	<ul style="list-style-type: none"> • Improve users' formal education • Improve users' general knowledge and skills
Human Services <i>Improve users' ability to apply information that furthers their personal, family or household circumstances</i>	<ul style="list-style-type: none"> • 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 & wellness • Improve users' ability to apply information that furthers their parenting and family skills

Focal Area	Intent
Employment & Economic Development <i>Improve users' ability to apply information that furthers the status of their jobs and/or business</i>	<ul style="list-style-type: none"> • Improve users' ability to use resources and apply information for employment support • Improve users' ability to use and apply business resources
Civic engagement <i>Improve user engagement through their library that furthers the common or community good</i> OR <i>Improve users' ability to engage in their community.</i>	<ul style="list-style-type: none"> • Improve users' ability to participate in their community • Improve users' ability to participate in community conversations around topics of concern

ADDITIONAL INFORMATION REQUIRED TO COMPLETE THE FINAL NARRATIVE REPORT

Project Abstract

A brief narrative description of the project. (What you did, for whom, and for what benefit?) 90-160 words

Additional Materials

You will have the ability to upload additional materials (reports, publicity, etc.), as well as link to websites.

Subject of Intent (can choose only two)

Subject	Sub-Subject
Arts, Culture & Humanities	
Business & Finance	<ul style="list-style-type: none"> • Employment • Personal Finance • Small Business
Civic Affairs	<ul style="list-style-type: none"> • Government • Community Concerns
Education	<ul style="list-style-type: none"> • Afterschool activities • Curriculum support
Environment	
General (only for electronic databases or other data sources)	
Health & Wellness	<ul style="list-style-type: none"> • Personal/family health and wellness • Parenting and family skills
History	

Languages	
Literacy	<ul style="list-style-type: none"> • Adult literacy • Early literacy • Reading Program (not summer reading) • Summer Reading
Science, Technology, Engineering & Math (STEM)	
Library Infrastructure & Capacity	<ul style="list-style-type: none"> • Broadband adoption • Buildings and facilities • Certification • Collection development & management • Disaster preparedness • Library skills • Programming & event planning • Research & statistics • Outreach & partnerships • System & Technologies
Other (please describe)	

ACTIVITIES

Each project can have multiple activities in four different types – Instruction, Content, Planning and Evaluation, and Procurement. For each Activity, the following information must be provided.

Title

Abstract

Brief abstract (90 – 160 words)

Intent

Dropdown menu only offers intent previously chosen. See chart above.

Activity Information (Activity, Mode, Format, Quantity Information)

See chart below.

Activity	Mode	Format	Quantity Information
Instruction	Program	<ul style="list-style-type: none"> • In-person • Virtual • Combined in-person & virtual • Other (describe) 	<ul style="list-style-type: none"> • Session length (minutes) • Number of sessions in program • Average number in attendance per session • Number of times program administered
	Presentation/ Performance	<ul style="list-style-type: none"> • In-person • Virtual • Combined in-person & virtual • Other (describe) 	<ul style="list-style-type: none"> • Presentation/performance length (minutes) • Number of presentations/performances administered • Average number in attendance per session
	Consultation / Drop-in/ Referral	<ul style="list-style-type: none"> • In-person • Virtual • Combined in-person & virtual • Other (describe) 	<ul style="list-style-type: none"> • Total number of consultation/reference transactions • Average number of consultation/reference transactions per month
	Other	<ul style="list-style-type: none"> • In-person • Virtual • Combined in-person & virtual • Other (describe) 	<ul style="list-style-type: none"> • Describe the mode
Activity	Mode	Format	Quantity Information
Content	Acquisition	<ul style="list-style-type: none"> • Digital • Physical • Combined digital and physical 	<ul style="list-style-type: none"> • Number of hardware acquired • Number of software acquired • Number of licensed databases acquired • Number of print materials (books & government documents) acquired • Number of electronic materials acquired • Number of audio/visual units (audio discs, talking books, other recordings) acquired
	Creation	<ul style="list-style-type: none"> • Digital • Physical • Combined digital and physical 	<ul style="list-style-type: none"> • Number of items digitized • Number of items digitized and available to the public • Number of physical items • Number of open-source applications/software/systems • Number of proprietary applications/software/systems • Number of learning resources (e.g. toolkits, guides) • Number of plans/frameworks

Activity	Mode	Format	Quantity Information
	Preservation	<ul style="list-style-type: none"> • Digital • Physical • Combined digital and physical 	<ul style="list-style-type: none"> • Number of items conserved, relocated to protective storage, rehoused, or for which other preservation-appropriate physical action was taken • Number of items reformatted, migrated, or for which other digital preservation-appropriate action was taken • Number of preservation plans/frameworks produced/updated (i.e. preservation readiness plans, data management plans)
	Description	<ul style="list-style-type: none"> • Digital • Physical • Combined digital and physical 	<ul style="list-style-type: none"> • Number of items made discoverable to the public • Number of collections made discoverable to the public • Number of metadata plans/frameworks produced/updated
	Lending	<ul style="list-style-type: none"> • Digital • Physical • Combined digital and physical 	<ul style="list-style-type: none"> • Total number of items circulated • Average number of items circulated / month • Total number of ILL transactions • Average number of ILL transactions / month
	Other	<ul style="list-style-type: none"> • Digital • Physical • Combined digital and physical 	Describe the mode.
Activity	Mode	Format	Quantity Information
Planning & Evaluation	Prospective	<ul style="list-style-type: none"> • In-house • Third party 	<ul style="list-style-type: none"> • Number of evaluations and/or plans funded • Number of funded evaluation/plans completed
	Retrospective	<ul style="list-style-type: none"> • In-house • Third party 	<ul style="list-style-type: none"> • Number of evaluations and/or plans funded • Number of funded evaluation/plans completed
Activity	Mode	Format	Quantity Information
Procurement	N/A	N/A	<ul style="list-style-type: none"> • Number of equipment 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

Partner Organizations – Areas of Operation

- Libraries
- Historical Societies or Organizations
- Museums
- Archives
- Cultural Heritage Organizations (multi-type)
- Preschools
- Schools
- Adult Education
- Human Services Organizations
- Other

Partner Organizations – Legal Types

- Federal Government
- State Government
- Local Government (excluding school districts)
- School District
- Non-Profit
- Private Sector
- Tribe/Native Hawaiian Organization

Beneficiaries/Locale

For Activities directed at the **library workforce** (includes volunteers and trustees)

Statewide activity	Institution Types (enter #s) Public Libraries Academic Libraries State Libraries Consortia Special Libraries School Libraries Other	
Non statewide activity	Able to identify specific institutions	Institution info (for each institution) Name Address City State Zip
	Not able to identify specific institutions	Institution Types (enter #s) Public Libraries Academic Libraries State Libraries Consortia Special Libraries School Libraries Other

For Activities directed at general or targeted populations

General population

- Geographic community of the targeted group (all that apply)
 - Urban
 - Suburban
 - Rural

Statewide activity	Institution Types (enter #s) Public Libraries Academic Libraries State Libraries Consortia Special Libraries School Libraries Other	
Non statewide activity	Able to identify specific institutions	Institution info (for each institution) Name Address City State Zip
	Not able to identify specific institutions	Institution Types (enter #s) Public Libraries Academic Libraries State Libraries Consortia Special Libraries School Libraries Other

Targeted populations

- Geographic community of the targeted group (all that apply)
 - Urban
 - Suburban
 - Rural

- Target age groups (all that apply)

○ All ages	○ 13-17 years	○ 50-59 years
○ 0-5 years	○ 18-25 years	○ 60-69 years
○ 6-12 years	○ 26-49 years	○ 70+ years

- Activity directed at those in one or more of the following economic situations (all that apply)
 - People who are living below the poverty line
 - Unemployed

- Activity directed at ethnic or minority populations (all that apply)
 - American Indian or Alaska Native
 - Asian
 - Black or African American
 - Hispanic or Latino
 - Native Hawaiian or other Pacific Islander

- Activity directed at families Y/N

- Activity directed at intergenerational groups (does not include families) Y/N

- Activity directed at immigrants/refugees Y/N

- Activity directed at those with disabilities Y/N

- Activity directed at those with limited functional literacy or informational skills Y/N

- Activity directed at groups that fall into a category not already captured Y/N (If Yes, describe)

Statewide activity	Institution Types (enter #s) Public Libraries Academic Libraries State Libraries Consortia Special Libraries School Libraries Other	
Non statewide activity	Able to identify specific institutions	Institution info (for each institution) Name Address City State Zip
	Not able to identify specific institutions	Institution Types (enter #s) Public Libraries Academic Libraries State Libraries Consortia Special Libraries School Libraries Other

Project Outcomes

- List any important findings or outcomes
- Describe importance of findings.
- Methods used to determine findings (all that apply)
 - Survey
 - Review of Administrative Data
 - Interview/Focus Group
 - Participant Observation
 - Other
- Significant lessons learned for either the State Library or other libraries.
- Continuation of project Y/N
 - Yes:
 - Change in level of effort Y/N
 - If Yes - Describe any changes in the level of effort. Include information about whether you intend to use LSTA or Match funds.
 - Change in the project's scope Y/N
 - If Yes: Describe changes
 - Any other changes Y/N
 - If Yes: Describe
 - No
 - Describe why

Project Tags: (up to three)

- 1.
- 2.
- 3.