

**California State Library
Library Services and Technology Act
Public Library Staff Education Program (PLSEP)**

**Final Program Narrative Report (LSTA Form 9 PLSEP)
Instructions**

A final narrative report is required on the use of federal Library Services and Technology Act (LSTA) funds following the completion of a project during each project year. This report is due thirty (30) days after the project end date. Please read these instructions carefully. Some sections ask for objective reporting; others call for opinion or subjective evaluation.

Excerpts of this report may be submitted to the Federal government for their evaluation, or may be published by the State Library or shared with other institutions. Reproduction copies of photographs of project activities would be appreciated.

For assistance contact Kathy Low at (916) 653-6822 or klow@library.ca.gov, the State Library consultant assigned to this project.

Submit ORIGINAL (please sign in blue ink) and TWO copies of this report to:

California State Library
P.O. Box 942837
Sacramento, CA 94237-0001
Attention: Fiscal Office - LSTA

When sending via FEDEX, UPS, or other delivery service, send to:

California State Library
900 N Street
Sacramento, CA 95814.
Attention: Fiscal Office - LSTA

Packages can be received Monday - Friday, 8 a.m. – 4 p.m. Packages cannot be received after hours or on weekends and holidays.