



LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)  
**Mid-Project Narrative Report Questions and Instructions**  
**Goal Three Projects**

## REPORT INSTRUCTIONS

This document is provided for reference purposes only. All reports must be completed and submitted in the State Library's online grants management system, Zengine. Please visit the [Manage Your Current Grant webpage](#) to locate the Zengine portal link for your grant opportunity. Once you have completed your report in Zengine, please click the blue "mark complete" button. Once you have completed the accompanying financial report, click the green "submit" button.

This report is due on the date listed in the LSTA Award Agreement and Certification of Compliance provided with the award packet for this project, along with in your Grant Guide.

In consultation with your project support team, complete all applicable fields in the report.

### General Reporting Guidance

- Write for a general audience by avoiding jargon, acronyms, and abbreviations.
- Avoid highly technical project details, numerical lists of project goals, and bullets.
- Provide sufficient detail while keeping content as concise and clear as possible.
- Ensure responses are complete and provide the information requested in each question.
- Proofread your report prior to submission. Check for typos, grammatical errors, or misspellings. Spell out all acronyms the first time you use them.
- Make sure any content refers to the project directly and focuses on activities related to the current, funded project year.
- Ensure all linked/attached materials include the required IMLS acknowledgement which can be found at the bottom of the [State Library's Manage Your Current Grant page](#).



### Submitting the Mid-Project Narrative Report

You will log in to Zengine to complete all project reports. Once submitted, the Grant Monitor assigned to your project will review the report. If revisions are needed, your grant monitor will notify you, providing revision details and instructions.

Upon approval, an email notification from DocuSign will be sent requesting the Authorized Representative's signature on the report forms. Please follow the DocuSign instructions to complete the electronic signature process. **The report is not considered complete until the DocuSign signature process is complete.**

### Further Assistance

Consult your project support team while you complete your reports.

If you need additional assistance completing this report or for questions regarding Zengine, please contact your Grant Monitor.

If you are not sure who your Grant Monitor is, please refer to your project's award letter included in your award packet or contact [LSTAGrants@library.ca.gov](mailto:LSTAGrants@library.ca.gov).



## REPORT QUESTIONS

### Expenditures

Are you on track to fully expend your grant funds by the project end date?

- Yes or no
- If no, please explain why.

It is important to make your project support team aware of any program or budgetary challenges the project may be facing so they can provide support in addressing these challenges.

### Project Abstract

Briefly describe your project. What are you doing, with whom, and what is the intended result? (90-160 words)

### Progress on Activities

For each activity in your project, report whether it is complete, in progress, or has not been started.

If you have concerns that an activity will not be completed, or if any activities differ from those included in your application, please explain.

If progress on any of your activities is different from your application, please explain.

Examples:

Activity	Status	Notes
Training series for seniors about how to use social media	We have planned and promoted this program, and it will take place in March	We scheduled this a month later than planned, but it will be completed before the end of the grant period.
Staff training: "Building digital literacy of library users."	Workshop occurred in October. 23 staff members attended. Outcomes surveys issued.	Surveys revealed increase in knowledge of digital literacy.



### Progress on Project Outputs

Do you have any outputs to report?

- Yes/No
- If no, please explain

*If yes, please list the outputs completed.*

*If no, are you on track to generate the outputs listed in your application*

Example:

- 1 Digital literacy workshop for staff
- 1 Curriculum created for upcoming training for seniors
- 2 presentations at senior centers to publicize the upcoming training

### Progress on Project Outcomes

Does your project include activities requiring a [survey with IMLS questions](#)?

Your project support team is available to help you determine whether or not your project requires you to issue IMLS outcomes survey. Reach out to them right away if you have not discussed this with them.

- Yes/no
  - If yes, have you started issuing surveys?
  - If no, when do you plan to issue the required surveys?

### Successes

*Are there any success stories about your project that we can share with stakeholders?*

### Challenges

*State any problems or concerns that you have encountered so far. What are you doing to address these problems or concerns?*

Your assigned LPC or Equity Advisor is available throughout the grant period for support. Please contact them to discuss any challenges you face.

### SELF-ASSESSMENT: PROGRESS TOWARD GOAL

Your project aligns Goal 3 of the State Library's Five-Year Plan for Grantmaking, which is to broaden data-driven planning and decision-making centered on



community impact. Your project team will use the following self-assessment tool throughout the grant period to measure your progress.

Your project support team is available to provide support to you throughout the grant period. You will complete this self-assessment three times: (1) after your first community of practice meeting, (2) as part of your mid-year report, and (3) as part of your final reporting. It is designed to help you and the State Library measure your progress.

### Reflect on Your Progress

On a scale of 1 to 7, how would you rate your progress in meeting the standard of each indicator? A lower rating is not assessed negatively. With that in mind, an honest response allows you and the State Library to truly understand your challenges and successes and most accurately chart your progress. If you have previous experience and/or knowledge relating to the current project and progress toward meeting the standard of each indicator, this should be reflected in your self-assessment.

**Indicator A:** Library workers apply data-related knowledge and skills, using them to reflect, strategize, and make equity-based data-driven decisions that impact their communities.

Skill areas include: equity-based decision making, data gathering, and reporting

1 We have not started work on these areas

2 We have started planning on these areas

3 Library workers have taken first steps in building skills

4 Library workers are continuing to build skills

5 Library workers are beginning to demonstrate skills and behaviors

6 Library workers consistently demonstrate skills and behaviors across multiple areas of the project

7 Library workers' skills and behaviors are expanding beyond the project to other projects and other parts of the library

Please reflect on your rating. While reflecting, consider the following:

- What do you see as barriers?
- What do you see as successes?
- What would you like to do differently?
- What do you want to learn?
- What help do you need?



<ul style="list-style-type: none"> <li>• Other comments</li> </ul>
<p><b>Indicator B:</b> Library workers explore new forms of data and data collection, specifically related to marginalized groups.</p>
<p>Skills areas include: Skill areas include: equity-based decision making, data gathering, and reporting</p>
<p>1 We have not started offering professional development in these areas</p>
<p>2 We have started planning professional development in these areas</p>
<p>3 Library workers have started professional development in these areas</p>
<p>4 Library workers are continuing professional development in these areas</p>
<p>5 Library workers are beginning to demonstrate skills and behaviors learned in professional development in these areas</p>
<p>6 Library workers consistently demonstrate skills and behaviors learned in professional development across multiple areas of the project</p>
<p>7 Library workers' skills and behaviors learned are expanding beyond the project to other projects and other parts of the library</p>
<p>Please reflect on your rating. While reflecting, consider the following:</p> <ul style="list-style-type: none"> <li>• What do you see as barriers?</li> <li>• What do you see as successes?</li> <li>• What would you like to do differently?</li> <li>• What do you want to learn?</li> <li>• What help do you need?</li> <li>• Other comments</li> </ul>
<p><b>Indicator C:</b> Grantees provide evidence of data-driven decision-making in their applications, implementation of projects, and final reporting.</p>
<p>Skills areas include: cross departmental and staff level mentoring (micro and full), leadership, and equity-centered creation and implementation of services.</p>
<p>1 We have not started work on these areas</p>
<p>2 We have started planning on these areas</p>
<p>3 Library workers have taken first steps in building skills</p>
<p>4 Library workers are continuing to build skills</p>
<p>5 Library workers are beginning to demonstrate skills and behaviors</p>
<p>6 Library workers consistently demonstrate skills and behaviors across multiple areas of the project</p>
<p>7 Library workers' skills and behaviors are expanding beyond the project to other projects and other parts of the library</p>



Please reflect on your rating. While reflecting, consider the following:

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- What do you see as successes?
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- What do you want to learn?
- What help do you need?
- Other comments