



## **Library Services and Technology Act (LSTA) Project Activities Reporting**

Activity reports provide specific information about what actions you took to implement your program. Your project support team will work with you to ensure you select the correct activity types and modes for your project.

In your final report, you must complete one activity report for each project activity that used 10 percent or more of the project's budget. This may include activities supported by LSTA grant funding and/or matching funds and in-kind contributions. If a project activity used less than 10 percent of the project's budget, but involved great effort to implement, was fundamental to the success of the project, and/or had a significant impact, please also report on that activity.

You will complete a report for each of your project's activities. Activity reports are completed and submitted in the State Library's online grants management system, Zengine. All activity reports will be submitted along with the final narrative and financial reports.

Similar activities with the same mode and target audience may often be combined into one activity report. For example, a series of workshops may be grouped and reported together as one Instruction-Program activity described as a workshop series.

### **General Reporting Guidelines**

- Consult with your project support team as you prepare your activity reports; build in time for them to provide guidance and review your draft before submission.
- 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 reports prior to submission. Check for typos, grammatical errors, or misspellings. Spell out all acronyms the first time you use them.
- Ensure 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](#).

## Activity Report Questions

### Activity Title

The title should describe and be specific to the activity. It should not be the same as the title of the overall project.

### Activity Abstract

*Briefly describe the activity. What you did, with whom, and what was the intended result? (90-160 words)*

### Partner Information

If you do not have a memorandum of understanding (MOU) or other formal, signed agreement with a project partner, skip this section.

### Area(s) of Operation

*Identify the area(s) in which your partner organization(s) operates.*

- Libraries
- Historical societies or organizations
- Museums
- Archives
- Cultural heritage organization
- Multi-type
- Preschools
- Schools
- Adult education
- Human service organizations
- Other

### Legal Type

*Identify the legal type of the partner organization(s) for this project.*

- Federal government
- State government
- Local Government (excluding school districts)
- School district
- Non-profit
- Private sector
- Tribe/Native Hawaiian organization



## Beneficiaries

Is the activity directed at the library workforce (includes volunteers and trustees)?

- Yes (if you select Yes, you will move on to the Locale section of the report)
- No

Is the activity for a targeted group or for the general population?

- Targeted Group *(If you select Targeted Group, you will answer the remaining questions in the Beneficiaries section)*
- General Population *(if you select General Population, you will answer the next question and then move on to the Locale section)*

Which best describes the geographic community of the targeted group?

- Urban
- Suburban
- Rural

Select one or more of the following activity target age groups.

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

If the activity is directed at those in one or more of the following economic situations, select one or more.

- People who are living below the poverty line
- Unemployed
- Not applicable

If the activity is directed at any of the following populations, select one or more.

- American Indian or Alaska Native
- Asian
- Black or African American
- Hispanic or Latino
- Native Hawaiian/Pacific Islander
- Not applicable

Is the activity directed at families?

- Yes
- No

Is the activity directed at intergenerational groups (does not include families)?

- Yes



- No

Is the activity directed at immigrants/refugees?

- Yes
- No

Is the activity directed at those with disabilities?

- Yes
- No

Is the activity directed at those with limited functional literacy or information skills?

- Yes
- No

Is the activity directed at groups that fall into a category not already captured?

- Yes
  - If yes, please describe.
- No

### Locale

Is the activity statewide?

- Yes (*if you select Yes, you will move on to the Institution Types section*)
- No

Can you identify specific institutions?

- Yes (*if you select Yes, you will move on to the Institutions section*)
- No

### Institutions

*Enter specific library branches/buildings and other community sites where programming activities took place.*

### Institution Types

*For each type of institution enter the number of locations.*

- Public libraries (enter number of library jurisdictions, not branches)
- Academic libraries
- State library
- Consortia
- Special libraries
- School libraries
- Other



## Questions Specific to Different Activity Types

The activity reports you complete will vary depending on the actions you took to complete your project. Work with your project support team to select the appropriate report for each of your project's activities.

- **Instruction:** an interaction to transfer or increase knowledge or skills. For example, a digital literacy class for seniors.
- **Content:** an action to create, acquire, or transfer information. For example, the purchase of subscription for an on-line learning platform, or a selection of books.
- **Planning & Evaluation:** an action to design, develop, or assess a project/program/library service. For example, a year-long assessment of the library's early literacy storytimes, including surveys and focus groups of participants.
- **Procurement:** purchasing of equipment, hardware, software to support general library infrastructure. For example, purchase of a bookmobile.

## Questions Specific to Instruction Activities

Complete the following questions if your activity involved the transfer or increase of knowledge or skills. For example, a digital literacy class for seniors.

### *Delivery Formats*

- In-person
- Virtual
- Combined In-person and Virtual
- Other (will require description)

### *Activity Mode*

This is how the learning is delivered or experienced. The mode you select will determine which metrics (data) you will be asked to provide. Once you select the mode, you will only see and complete the items that pertain to that mode.

### *Program: formal interaction and active participant engagement*

- Session length (minutes)
- Number of sessions in program
- Average number in attendance per session
- Number of times program administered

### *Presentation/Performance: formal interaction, passive participant engagement*

- Presentation/performance length (minutes)
- Number of presentations/performances administered
- Average number in attendance per session



Consultation: Informal interaction, provision of advice or reference services

- Total number of consultation/reference transactions
- Average number of consultation/reference transactions per month

Other: Describe other instruction activities, such as a storywalk or display wall, that do not meet the above definitions.

### Survey Responses

If your instruction activity was directed at the library workforce, you issued IMLS-required surveys. Enter number of responses and total responses for each question.

SD = Number of respondents that reported "Strongly Disagree"

D = Number of respondents that reported "Disagree"

NA/ND = Number of respondents that reported "Neither Agree nor Disagree"

A = Number of respondents that reported "Agree"

SA = Number of respondents that reported "Strongly Agree"

NR = Number of respondents that did not answer the question

1. Total number of survey Responses: 0					
2. I learned something by participating in this library activity:					
SD 0	D 0	NA/ND 0	A 0	SA 0	NR 0
3. I feel more confident about what I just learned.					
SD 0	D 0	NA/ND 0	A 0	SA 0	NR 0
4. I intend to apply what I just learned:					
SD 0	D 0	NA/ND 0	A 0	SA 0	NR 0
5. Applying what I learned will help improve library services to the public.					
SD 0	D 0	NA/ND 0	A 0	SA 0	NR 0

If your instruction activity was directed to the general public/library users/community members, you issued IMLS-required surveys. Enter number of responses and total responses for each question.

SD = Number of respondents that reported "Strongly Disagree"



D = Number of respondents that reported “Disagree”  
 NA/ND = Number of respondents that reported “Neither Agree nor Disagree”  
 A = Number of respondents that reported “Agree”  
 SA = Number of respondents that reported “Strongly Agree”  
 NR = Number of respondents that did not answer the question

1. Total number of survey Responses: 0					
2. I learned something by participating in this library activity.					
SD 0	D 0	NA/ND 0	A 0	SA 0	NR 0
3. I feel more confident about what I just learned.					
SD 0	D 0	NA/ND 0	A 0	SA 0	NR 0
4. I intend to apply what I just learned.					
SD 0	D 0	NA/ND 0	A 0	SA 0	NR 0
5. I am more aware of resources and services provided by the library.					
SD 0	D 0	NA/ND 0	A 0	SA 0	NR 0
6. I am more likely to use other library resources and services.					
SD 0	D 0	NA/ND 0	A 0	SA 0	NR 0

### Questions Specific to Content Activities

Complete the following section if your activity involved creating, acquiring, or transferring information. For example, the purchase of a subscription for an online learning platform, or the selection of a collection of picture books.

#### Activity Mode

You will also be asked to identify the mode of the activity, which is how information was made available. The mode you select will determine which metrics (data) you will be asked to provide.

#### Acquisition: purchasing or contracting for materials, software, or hardware

- 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: designing/developing/producing information resources, for example toolkits or curricula

- 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/timeframes

Preservation: extending the life of items or collections by reducing the chance or speed of deterioration

- Number of items conserved, relocated to protective storage, re-housed, 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: adding descriptive information to materials so they may be organized and accessed

- Number of items made discoverable to the public
- Number of collections made discoverable to the public
- Number of metadata plans/frameworks produced/updated

Lending: loaning physical or electronic materials to library users

- Total number of circulations
- Average number of circulations per month
- Total number of ILL transactions
- Average number of ILL transactions / month

Other (examples include building a website or hosting a web forum)

*If you chose Other as the content activity mode, please describe the mode.*

### Survey Responses

If your content acquisition or creation as the content activity mode and the activity was directed at the library workforce, you issued IMLS-required surveys.

Enter number of responses and total responses for each question.





SD = Number of respondents that reported “Strongly Disagree”

D = Number of respondents that reported “Disagree”

NA/ND = Number of respondents that reported “Neither Agree nor Disagree”

A = Number of respondents that reported “Agree”

SA = Number of respondents that reported “Strongly Agree”

NR = Number of respondents that did not answer the question

1. Total number of survey Responses: 0					
2. I am satisfied that the resource is meeting library needs.					
SD 0	D 0	NA/ND 0	A 0	SA 0	NR 0
3. Applying the resource will help improve library services to the public.					
SD 0	D 0	NA/ND 0	A 0	SA 0	NR 0

### Questions Specific to Planning & Evaluation Activities

Complete the following section if your activity involved planning & evaluation. This means an action to design, develop, or assess a project, program, or library service. For example, a year-long assessment of the library’s early literacy program.

#### Who performed the activity?

- In-house, for example, library staff
- Third-party, for example, an outside consultant or contractor

Number of evaluations and/or plans funded

Number of funded evaluations and/or plans completed

#### Survey Responses

If your planning & evaluation activity was directed at the library workforce, you issued IMLS-required surveys. Enter number of responses and total responses for each question.

Enter number of responses and total responses for each question.

SD = Number of respondents that reported “Strongly Disagree”

D = Number of respondents that reported “Disagree”

NA/ND = Number of respondents that reported “Neither Agree nor Disagree”

A = Number of respondents that reported “Agree”

SA = Number of respondents that reported “Strongly Agree”

NR = Number of respondents that did not answer the question



1. Total number of survey Responses: 0					
2. I believe the planning and evaluation addresses library needs.					
SD 0	D 0	NA/ND 0	A 0	SA 0	NR 0
3. I am satisfied with the extent to which the plan or evaluation addresses library needs.					
SD 0	D 0	NA/ND 0	A 0	SA 0	NR 0
4. I believe the information from the plan or evaluation will be applied to address library needs.					
SD 0	D 0	NA/ND 0	A 0	SA 0	NR 0

### Questions Specific to Procurement Activities

Complete the following section if your activity involved procurement, which involves the purchasing of equipment, hardware, or software that are not related to programming, but support general library infrastructure. Examples include the purchase of a bookmobile or new servers for the entire library jurisdiction.

NOTE: it is rare for LSTA-funded projects to involve procurement. As with all activities, complete this section only with the guidance of your LPC or Equity Advisor.

- 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