



**JESSE WHITE • Secretary of State & State Librarian**

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**Illinois State Library  
LIBRARY SERVICES & TECHNOLOGY ACT  
POST-PROJECT REPORT**

(Due 60 days after the end of the grant period)

The LSTA Post-Project Report and Activities Report(s) are required for all projects awarded federal Library Services and Technology Act (LSTA) funds. These reports provide an overview of the whole project, statistical totals and details about project activities. The reports are shared with the Institute of Museum and Library Services and are subsequently posted online for the general public to view.

**Electronically submit the Post-Project Report and Activity Report(s) as attachments to:** ISL\_grants@ilsos.net. Please put LSTA Post-Project Report followed by the project number in the subject line.

If applicable, also submit supporting documentation such as:

- Significant printed materials developed specifically for the project.
- Articles or stories that appeared online or in-print copy.
- Photos.
- Products or reports produced as a result of project activities.

For questions, contact the Illinois State Library Development Group at 800-665-5576, ext. 2 or ISL\_grants@ilsos.net.

**Part I – Project Report**

1. Project Title: \_\_\_\_\_
2. Project Number: \_\_\_\_\_
3. Project Summary: *(Ideally 100-120 words)*

4. State Goal: (Select one)
- Access to information and ideas
  - Lifelong learning and information fluency
  - Reading
  - Research, discovery, innovation and best practices
5. Project Director: \_\_\_\_\_
6. Project Director's Telephone Number: \_\_\_\_\_
7. Project Director's Email: \_\_\_\_\_
8. Agency Name: \_\_\_\_\_
9. Project URL, if any: \_\_\_\_\_
10. Report actual expenditures:  
LSTA grant funds disbursed should total the grant award. Local funds must be allocable to the project.

	LSTA Grant Funds Disbursed	Local Funds
<b>Salaries/Wages/Benefits</b>	\$	\$
Description: (e.g., 3 FTE — Full-Time Equivalent)		
<b>Consultant Fees</b>	\$	\$
Description:		
<b>Travel</b>	\$	\$
Description:		
<b>Supplies/Materials</b>	\$	\$
Description:		
<b>Equipment</b> (\$5,000 or more per unit)	\$	\$
Description:		
<b>Services</b>	\$	\$
Description:		
<b>Operating and Administrative Costs</b>	\$	\$
Description:		
<b>TOTAL</b>	\$	\$

11. Select **one** intent that describes the primary purpose of the project.

Lifelong learning

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

Information access

- Improve users' ability to discover information.
- Improve users' ability to obtain information and educational resources.

Institutional capacity

- Enhance library's workforce.
- Improve library's physical and technology infrastructure.
- Improve library's operations.

Economic and 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.

Civic engagement

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

12. Select up to two subjects that were the focus of grant funded activities:

- Arts, culture and humanities
- Business and finance
  - Employment
  - Personal finance
  - Small business
- Civic affairs
  - Government
  - Community concerns
- General (select only for electronic databases or other data sources)
- Education
  - After school activities
  - Curriculum support
- Environment
- Health and wellness
  - Personal/family health and wellness
  - Parenting and family skills
- History
- Languages

- Literacy
  - Adult literacy
  - Early literacy
  - Digital literacy
  - Reading program (Not summer reading)
  - Summer reading
- Science, technology, engineering and math (STEM)
- Library infrastructure and capacity
  - Broadband adoption
  - Buildings and facilities
  - Certification
  - Collection development and management
  - Continuing education and staff development
  - Disaster preparedness
  - Library skills
  - Programming and event planning
  - Research and statistics
  - Outreach and partnerships
  - Systems and Technologies
  - Other (please specify) \_\_\_\_\_

13. List findings or outcomes achieved (e.g., 150 new families joined the “abc” program, 30 percent of participants increased time spent reading, improved online access to 200 “xyz” digital images).

14. Briefly describe the importance of these findings and outcomes for future program planning.

15. Explain one or two significant lessons learned for others wanting to adopt any facets of this project.

16. Do you anticipate continuing this project?

- Yes
- No. (skip to question 19)

17. Do you anticipate any change in the level of effort in managing this project?

- No
- Yes. If yes, explain.

18. Do you anticipate changing the types of activities and objectives addressed by the project?

- No
- Yes. If yes, explain.

19. Provide 1 to 3 project tags for key word searching.

## Evaluation

20. Was an evaluation conducted for this project?

- Yes
- No. If no, skip remaining questions.

21. Was a final written evaluation report produced?

- Yes
- No. If no, skip remaining questions.

22. Can the final written evaluation report be shared publicly on the IMLS website?

- Yes.
- No. If no, skip remaining questions.

23. Was the evaluation conducted by project staff or by a third-party evaluator? Select the primary individual responsible for conducting the evaluation.

- Project Staff
- Third-Party

24. What data collection tools were used for any report outcomes and outputs?

- Administrative Records Review
- Surveys
- Interviews
- Focus Groups
- Participant Observation
- Other

25. Did you collect any media for the data?

- Photos
- Videos
- Audio

26. What types of methods were used to analyze collected data?
- Statistical Methods
  - Qualitative Methods
27. How were participants (or items) selected?
- Randomly – We selected people (or items) arbitrarily.
  - Systematic Sample – We selected every nth person (or item).
  - Targeted Sample – We selected based on a desired characteristic, e.g. age.
  - Census – We selected everyone (or every item).
  - Word of mouth – We asked participants to tell their community/friends/family and encourage them to participate.
  - Other. Explain:
28. What type of research design did you use to compare the value for any reported output or outcome? (Select all that apply; for those that are selected, include a brief narrative description that summarizes reporting approach.)
- No comparison for any reported output or outcome. Explain:
  
  - Comparison of a reported output or outcome to an assigned target value. Explain:
  
  - Pre-post comparison for a reported output or outcome. Explain:
  
  - Comparison for a reported output or outcome to another, non-randomly selected group not participating in the project. Explain:
  
  - Comparison for a reported output or outcome to another randomly selected group not participating in the project. Explain:

## Part II - Activity Report(s)

Each Project Report must be accompanied by **1 to 5** activity reports.

- Each activity report must represent the investment of at least \$1,000 in LSTA funds.
- Combine activities with a similar focus and target audience into one activity report.

**Activities are categorized under four general areas:**

**A. Instruction. Use Appendix A if the activities include:**

- Programs (active participation of the audience).
- Presentations (passive participation of the audience).
- Consultations.

**B. Content. Use Appendix B if the activities include:**

- Acquisition or collection development (i.e., hardware, software, databases, print materials and electric materials such as e-books and audio visual).
- Creation (i.e., digitization, websites developed and learning resources produced).
- Preservation (includes physical and digital).
- Description (i.e., enhanced accessibility).
- Lending (i.e., items loaned and circulated).

**C. Planning & Evaluation. Use Appendix C**

**D. Procurement. Only report activities as Procurement if one of the boxes under “Institutional capacity” is checked in question 21. Use Appendix D if the activities include:**

- Resources acquired to improve the library’s capacity and/or infrastructure.