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Illinois State Library
LIBRARY SERVICES & TECHNOLOGY ACT GRANTS
Final Report

A Final Report sharing the results of your grant project is required, and must be e-mailed to kegan@ilsos.net prior to September 3.

The Illinois State Library shares reports on all LSTA funded grant projects with the Institute of Museum and Library Services (IMLS). The reports from Illinois will be added, along with reports from other states, to a web accessible, keyword searchable database on grants awarded in the United States using federal LSTA funds. Therefore, please use wording that describes your project, rather than jargon, to facilitate keyword searching. This is your chance to brag about the success of your project.

If you have any questions, call your grant monitor the Illinois State Library, Library Development Group at 1-800-665-5576, ext 1.

INSTRUCTIONS:

In the body of your e-mail, please list the answers to each question. Please number each answer. A simple list of the answers is the preferred format. Please do not use any special formatting, tables or bullets.

Questions 1-16 are short-phrase or multiple-choice answers. Questions 17-22 are narrative answers. Question 23 is optional.

In the subject line of your e-mail, put **Final Report** followed by your grant number, or the name of your library.

If you are not the project director, please include your contact information in the body of your e-mail.

E-mail your report to kegan@ilsos.net, soon after your project ends, and prior to September 3.

FINAL REPORT

- 1. Project Title**
- 2. Grant Number**
- 3. Library Name** – Name of the library or agency that received the grant. This is not the branch or attendance center, but is the agency that received the contract.
- 4. Project Director's Name**
- 5. Phone Number** – Include your area code and use the format: XXX-XXX-XXXX
- 6. E-mail Address of Project Director**
- 7. Library Building** – Name of the primary library location, building or attendance center, (only one) where grant activities were based.
- 8. LSTA Funds Expended** – This **must** be equal to your grant award. It should be less only if you are returning grant funds. List whole dollars only.
- 9. Cash Match** – Show the amount of any cash match or contributions from local library funds spent directly on this project and include monetary contributions from outside agencies. List whole dollars only. If \$0, please indicate this.
- 10. In Kind Contributions** – Provide a dollar amount estimating the library's support and outside agencies' support, other than monetary that supported this project. List whole dollars only. If \$0, please indicate this.

Illinois State Library
LIBRARY SERVICES & TECHNOLOGY ACT GRANTS
Grant Management Manual

11. Number of Persons Served – This is the number of people who directly benefited from grant activities during the time-frame of the project. It may be the number of people attending programs, hits to your Web site or may be equal to the number of people served by your library.

12. LSTA Purpose – Select only one that best fits your project. While a project can involve more than one of the purposes, please select the one purpose that **best** characterizes the project. For example, if a homework helper project involved technology, it would be classified under services for lifelong learning, since technology was a tool used to support the project. There are three choices:

LSTA Purpose	Examples of Activities
1. Library technology, connectivity and services	<ul style="list-style-type: none">• Digitizing• Database licenses/commercial databases• GIS (geographic information systems)• Computer equipment, software, labs• Internet and other networking• Technical training for library staff• Interlibrary loan systems• Community information centers• Retrospective conversion and automation• Videoconferencing equipment and connections
2. Services for lifelong learning This includes all ages.	<ul style="list-style-type: none">• Homework Center/Helper• After school programs• Literacy for children, adults, families• English as a second language (ESOL)• Babies and books• Summer reading programs and reading clubs• Information and computer literacy training• Online and distance education• 24-7 online reference services• Staff development and training• Library development initiatives
3. Services to persons having difficulty using libraries This includes people with limited literacy or information skills; underserved rural and urban areas; families with incomes below the poverty line and diverse backgrounds.	<ul style="list-style-type: none">• Services to persons with physical or learning disabilities• Assistive technologies and devices• Prison and jail services• Services to nursing homes and other institutions• Talking books• Outreach services• Bookmobiles• Computer vans• Services for migrant workers and non-English speakers

Illinois State Library
LIBRARY SERVICES & TECHNOLOGY ACT GRANTS
Grant Management Manual

13. State Goal – Select only one that best fits your project. There are four choices:

- Goal 1: Libraries as educational anchor of the community.
- Goal 2: Provide access to abundant resources and information, both virtual and tangible, to collaborate for resource sharing, develop ideas that embrace technology and extend library services for all Illinois citizens.
- Goal 3: Further a literate Illinois by creating a reading culture that encourages reading fluency for recreation or education.
- Goal 4: Provide tools for the future to facilitate the ability of libraries to lead their communities through planning, research, innovation, partnerships, best practices, and discovery to improve the quality of life for Illinoisans.

14. Primary Performance Category – Select one or two performance categories that are most appropriate to your project. There are six choices:

Primary Performance Category	Examples of what it includes
<p>1. Enhance a lifetime of learning opportunities</p> <p>Focus on impacting educational outcomes for library patrons or the library’s community, including but not limited to school-related educational activities for children.</p>	<ul style="list-style-type: none"> • Homework centers/homework help • Training (but not staff technology training) • Workshops • Certification • Literacy for children and adults • English as a second language (ESL) • Online and distance education • Cooperation between school and public libraries • School libraries • Home schooling support
<p>2. Provide access to information, resources and ideas</p> <p>Focus on promoting access to information and resources, as well as focusing on equity/parity issues, such as improving access for targeted populations.</p>	<ul style="list-style-type: none"> • Reference services • Database licenses • Geographic information systems (GIS/GLS) • Government information systems (GIS) • Bookmobiles and computer vans • Talking books • Services to visually and hearing impaired • Outreach • Resource sharing, including interlibrary loan • Cataloging • Digital libraries • Information and referral (I&R) • Training of library staff on appropriate skills for this category
<p>3. Provide tools for the future</p> <p>Focus on the development of infrastructure, Web sites, and technology training for library staff.</p>	<ul style="list-style-type: none"> • Routers, servers and other network equipment • Telecommunication lines • Computer labs • Computer equipment and software • Internet connections • Technology training for library staff

Illinois State Library
LIBRARY SERVICES & TECHNOLOGY ACT GRANTS
Grant Management Manual

Primary Performance Category	Examples of what it includes
<p>4. Strengthen families and children</p> <p>Focus on intergenerational, family-focused and children's programs, including extra-curricular enrichment programs for children.</p>	<ul style="list-style-type: none"> • Parent/child programming • Children's story hours • Babies and books, Born to Read • Grandparent reading programs • Summer reading • Pre-school, early childhood, Head Start, daycare programming • Parent resource centers • After school learning activities • Cooperative programs with community agencies and organizations to meet the needs of children and families • Training children's librarians
<p>5. Strengthen communities</p> <p>Focus on building links among different entities, providing community based, regional or statewide collaboration.</p>	<ul style="list-style-type: none"> • Community information centers • Community technology centers • Regional and statewide programs • Multi-type library cooperative programs • Economic development programs • Job/employment programs • Strategic planning • Literacy advocacy
<p>6. Sustain our cultural heritage</p> <p>Focus on the preservation or digitization of historical or cultural artifacts of importance.</p>	<ul style="list-style-type: none"> • Digitization • Archives and special collections

15. Primary Users – Select at least one appropriate primary user, but not more than three. Secondary descriptors for each primary user also may be selected, if appropriate. Not all primary users have secondary descriptors. There are 13 choices:

Primary Users	Secondary Descriptors
1. Adults	
2. Children	<ul style="list-style-type: none"> • Disadvantaged children
3. Institutionalized persons (includes people in correctional facilities and hospitals)	
4. Library staff and volunteers	
5. Non/limited English-speaking persons	
6. People with special needs (includes children)	<ul style="list-style-type: none"> • Blind and visually-impaired persons • Deaf and hearing-impaired persons • Developmentally disabled persons • Homebound persons
7. Preschool children	
8. Public library trustees	

Illinois State Library
LIBRARY SERVICES & TECHNOLOGY ACT GRANTS
Grant Management Manual

Primary Users	Secondary Descriptors
9. Rural populations	
10. Senior citizens	
11. Statewide public	
12. Urban populations	
13. Young adults and teens	

16. Primary Service – Select at least one appropriate primary service, but not more than three. Secondary descriptors for each primary descriptor also may be selected. Some primary service descriptors do not have secondary descriptors. There are 18 choices:

Primary Users	Secondary Descriptors
1. Continuing education for the public	<ul style="list-style-type: none"> • Distance education (includes web-based training) • Lifelong learning
2. Cultural heritage programs	<ul style="list-style-type: none"> • Local history • Preservation
3. Digitization and digital library projects	<ul style="list-style-type: none"> • Digitization • Digital library projects
4. Economic development	<ul style="list-style-type: none"> • Job and career services • Small business services
5. Education-related services for children and teens	<ul style="list-style-type: none"> • After school programs • Home schooling • Homework centers • Pre-school programs • Reading development • Reading readiness • Summer reading programs
6. Information access and services	<ul style="list-style-type: none"> • Business information services • Collection development • Community information services • Database access • E-books • Government information services and archives • Health information services • Information & referral (I&R) • Local information • Reference services • Statewide database licensing
7. Institutional library services	<ul style="list-style-type: none"> • Correctional library services (e.g., jails and detention centers) • Hospital library services (includes long term care facilities, mental health hospitals, VA hospitals) • Prison library services

Illinois State Library
LIBRARY SERVICES & TECHNOLOGY ACT GRANTS
Grant Management Manual

Primary Users	Secondary Descriptors
8. Interlibrary loan	<ul style="list-style-type: none"> • Document and materials delivery • Resource sharing
9. Intergenerational programs	
10. Library development	<ul style="list-style-type: none"> • Community and user studies • Marketing and promotion of library services • Strategic planning
11. Literacy programs	<ul style="list-style-type: none"> • Adult literacy • ESL programs • Family literacy
12. Mobile services	<ul style="list-style-type: none"> • Bookmobile services • Cybermobiles • Daycare vans
13. Outreach services	<ul style="list-style-type: none"> • Books-by-mail • Homebound services • Services to ethnic and cultural groups • Special needs services
14. Software and equipment	<ul style="list-style-type: none"> • Adaptive technology • Computers & peripherals
15. Staff development, education and training	<ul style="list-style-type: none"> • Customer service skills • Library science education and skills • Management skills • Technical skills
16. Technology infrastructure	<ul style="list-style-type: none"> • Computer hardware and software • Integrated library systems • Intranets and extranets • LAN/WAN projects • Telecommunications and networking hardware and software
17. Training for the public	<ul style="list-style-type: none"> • Computer training • Database training • Information literacy • Internet training • Technology training
18. Virtual library services	<ul style="list-style-type: none"> • Portals and related Web projects • Virtual reference service • Virtual union catalogue

PROJECT DESCRIPTION:

Answer the following in sentence format using no more than 4,000 characters per answer. Please do **not** use any special formatting like tables, bullet points or indentations. Lines between paragraphs are fine. Number each answer and use short headings like Project Purpose prior to each answer. Please spell check this section prior to submitting your final report. This report is shared nationally so please give thoughtful answers to reflect the energy, passion and success of your project.

Illinois State Library
LIBRARY SERVICES & TECHNOLOGY ACT GRANTS
Grant Management Manual

- 17. Project Purpose** – Write an interesting description about your project as if you were writing an article for the newspaper including the details such as who, what, where, and why, as appropriate. This should be an information rich overview of the project including some background information about your library to give context to the project, the target audience with demographics defining their need and the expected benefit. If a Web site was created for this project, please include the link. Please include how the project connects to at least one purpose of LSTA listed below:
- Expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages.
 - Develop library services that provide all users access to information through local, state, regional, national and international electronic networks.
 - Provide electronic and other linkages among and between all types of libraries.
 - Develop public and private partnerships with other agencies and community-based organizations.
 - Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills.
 - Target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line as defined by the Office of Management and Budget and revised annually in accordance with 42 USC Sec.9902 (2) applicable to a family of the size involved.
- 18. Project Activities/Methods** – What key activities were implemented? Consider what key activities and methods would be necessary for the project to be successful if it were to be replicated. This should emphasize events, milestones and the programming components of the project. Include details of the behind the scenes work and strategies necessary to implement activities where appropriate.
- 19. Project Outputs** – Provide statistics. Show appropriate measurements of services and/or activities such as: hours of programming offered, how many participants took advantage of grant related services, hits to a Web site, number of images digitized, circulation increases, etc. Compare pre-project statistics to those collected after the project.
- 20. Project Outcomes** – What changes in behavior, attitude, knowledge or skills occurred in the target audience because of this project? How has this project made a difference for the target audience?
- 21. Other Results** – Provide any other information that you want the Illinois State Library and IMLS to know about this project.
- 22. Anecdotal Information** – Tell the story of how an individual (or their family) benefited from the activities of the grant.
- 23. Exemplary** (Optional) – Was this project exemplary with statewide or nationwide implications? If yes, explain tell why.

Please send your report by e-mail to kegan@ilsos.net prior to September 3.