Illinois State Library
LSTA Post-Project Report - Appendix A
Instruction Activity Report

Instruction activities involve an interaction with learners for knowledge or skill transfer. Combine similar activities on one activity report.

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.

1. Project Number:_____

2. Activity Title:_____

3. Select <u>one</u> primary area of instruction (program, presentation or consultation/drop-in referral) and provide the format and quantities.

    ☐ Program (formal interaction and active learner engagement)
        a.   Select one format:
            ○ In-Person
            ○ Virtual
            ○ Both (in-person and virtual)

        b.   Average session length (minutes): _____

        c.   Number of sessions in the program: _____

        d.   Average number in attendance per session: _____

        e.   Number of times program administered: _____

    ☐ Presentation (formal interaction and passive learner engagement)
        a.   Select one format:
            ○ In-Person
            ○ Virtual
            ○ Both (in-person and virtual)

        b.   Average presentation length (minutes): _____

        c.   Average number in attendance per session: _____

        d.   Number of times presentation/performance administered: _____

    ☐ Consultation/drop-in referral (informal interaction with the provision of expert advice or reference service)
        a.   Select one format:
            ○ In-Person
            ○ Virtual
            ○ Both (in-person and virtual)

        b.   Provide quantity information:
            1) Total number of consultation/reference transactions: _____
            2) Average number of consultation/reference transactions per month: _____

4. Describe the activity. Include title and a description of the program, presentation or topic of consultation.

Partner Information:

5. Identify partner organization(s) for this activity:
    - ☐ Not applicable
    - ☐ Libraries
    - ☐ Historical societies or historical organizations
    - ☐ Museums
    - ☐ Archives
    - ☐ Cultural heritage organizations multitype
    - ☐ Preschools
    - ☐ Schools
    - ☐ Adult education
    - ☐ Human service organizations
    - ☐ Other

6. Identify the legal type(s) of the partner organization(s):
    - ☐ Not applicable
    - ☐ Federal government
    - ☐ State government
    - ☐ Local government (excludes school districts)
    - ☐ School district
    - ☐ Non-profit
    - ☐ Private sector
    - ☐ Tribe
    - ☐ Other: _____

Target Audience:

7. Was the activity directed toward the library workforce (includes volunteers and trustees)?
    - ☐ Yes (skip to question 19)
    - ☐ No

8. Was the activity directed toward a targeted group or the general population?
    - ☐ Targeted group (provide more details in questions 9-18)
    - ☐ General population (answer question 9, then skip to 19)

9. Which best describes the geographic community of the participants?
   - ☐ Urban
   - ☐ Suburban
   - ☐ Rural

If the activity benefited a targeted group (not library staff) provide more details about the participants.

10. Select one or more of the following activity targeted 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

11. Was the activity directed at those in one or more of the following economic situations?
    - ☐ Unemployed
    - ☐ People who are living below the poverty line
    - ☐ No

12. Was the activity directed toward ethnic or racial minority populations? Select one or more.
    - ☐ American Indian or Alaska Native
    - ☐ Asian
    - ☐ Black or African American
    - ☐ Hispanic or Latino
    - ☐ Native Hawaiian or other Pacific Islander
    - ☐ Not Applicable

13. Was the activity directed toward families?
    - ☐ Yes
    - ☐ No

14. Was the activity directed toward intergenerational groups (does not include families)?
    - ☐ Yes
    - ☐ No

15. Was the activity directed toward immigrants/refugees?
    - ☐ Yes
    - ☐ No

16. Was the activity directed toward individuals with disabilities?
    - ☐ Yes
    - ☐ No

17. Was the activity directed toward individuals with limited functional literacy or informational skills?
    ☐　Yes
    ☐　No

18. Was the activity directed toward groups that fall into a category not mentioned above?
    ☐　Yes. Explain:_____
    ☐　No

Location:

19. Is the activity statewide?
    ☐　Yes
    ☐　No

    If yes, provide the number of libraries by type where this activity was held.
    _____ Academic libraries
    _____ Consortia (includes library systems)
    _____ Public libraries
    _____ School libraries
    _____ Special libraries
    _____ State libraries

    If no, identify the specific institutions/agencies where this activity took place.

    Name: _____
    Address: _____
    City: _____ State: _____ ZIP: _____

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    Name: _____
    Address: _____
    City: _____ State: _____ ZIP: _____

Survey of Learners:

20.   Total number of surveys returned _____

Indicate the total responses:

21.   I learned something by participating in this library activity.
_____Strongly Disagree
_____Disagree
_____Neither Agree Nor Disagree
_____Agree
_____Strongly Agree
_____No Response

22.   I am confident about what I just learned.
_____Strongly Disagree
_____Disagree
_____Neither Agree Nor Disagree
_____Agree
_____Strongly Agree
_____No Response

23.   I intend to apply what I just learned.
_____Strongly Disagree
_____Disagree
_____Neither Agree Nor Disagree
_____Agree
_____Strongly Agree
_____No Response

24.   I am more aware of resources and services provided by the library.
_____Strongly Disagree
_____Disagree
_____Neither Agree Nor Disagree
_____Agree
_____Strongly Agree
_____No Response

25.   I am more likely to use other library services and resources.
_____Strongly Disagree
_____Disagree
_____Neither Agree Nor Disagree
_____Agree
_____Strongly Agree
_____No Response