



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 one 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 session 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 toward individuals who are economically disadvantaged?

- Yes. If yes, select one or more:
 - 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. Was this activity deployed statewide?

- Yes
- No

If yes, provide the number of libraries where this activity was administered:

- _____ Academic libraries
- _____ Consortia (includes library systems)
- _____ Public libraries
- _____ School libraries
- _____ Special libraries
- _____ State libraries

If no, identify the specific location(s) where this activity took place.

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

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 using what I have learned.

- _____ Strongly Disagree
- _____ Disagree
- _____ Neither Agree Nor Disagree
- _____ Agree
- _____ Strongly Agree
- _____ No Response

23. I am likely to apply what I have learned.

- _____ Strongly Disagree
- _____ Disagree
- _____ Neither Agree Nor Disagree
- _____ Agree
- _____ Strongly Agree
- _____ No Response

24. I am more likely to participate in a similar library activity.

- _____ 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