

COMMONWEALTH OF KENTUCKY  
**KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**  
Institute of Museum and Library Services  
Library Services and Technology Act

**Quarterly Status Report for 2011 Projects**

\_\_\_\_\_  
Signature of Project Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of KDLA Monitor (*indicates approval of report*)

\_\_\_\_\_  
Date

**This form must be printed, signed, dated, and attached to the corresponding Financial Expenditure Report.**  
*Please contact your KDLA project monitor if you have any questions.*

Enter Agreement Number: FY11043F

Enter Library Name: \_\_\_\_\_

Enter County Name: \_\_\_\_\_

Enter Project Number: 3F

Enter Project Title: LSTA Library Programming Grant

Enter Term of Project: From 10/01/2010 To 09/30/2011

What report is this? (check only one) 1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup> (Final)

What is the time period covered by this report? From \_\_\_\_\_ To \_\_\_\_\_

Enter the name of the Project Director: \_\_\_\_\_

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*Please respond thoroughly to each of the following items. Use additional paper, if needed.*

(1) Describe your program activities during this period only.

\_\_\_\_\_

If this narrative is continued on an attached page, please check:  Be sure to reference the item number.

(2) Were the activities included completed as scheduled? Yes  No

If no, please list the activities that have not been completed as scheduled, explain the delay, and indicate a revised target date to complete the activities.

\_\_\_\_\_

If this narrative is continued on an attached page, please check:  Be sure to reference the item number.

(3) List each projected outcome of this project and indicate the progress that has been made toward reaching it. Include any methods that you are using to determine the success of your project, for example, are you conducting surveys, collecting anecdotal information, compiling statistics, etc.

\_\_\_\_\_

If this narrative is continued on an attached page, please check:  Be sure to reference the item number.

**Respond to the following item ONLY if this is the final report for this project.**

(4) Please provide a brief summary of the project as a whole. Include any information that was not previously reported. In particular, state whether the project was successful and if it could, or should, be replicated by other libraries. Note any beneficial impact on your library or your customers.

If this narrative is continued on an attached page, please check:  Be sure to reference the item number.

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**ADDITIONAL INFORMATION TO ASSIST YOU IN COMPLETING AND SUBMITTING THE REQUIRED REPORTS**

You must submit a report for each quarter during the project year. Items 1 through 3 must be completed to reflect the activities that occurred during the period being reported. The 4<sup>th</sup> and final report combines reporting on the activities of the final quarter, and a final summation of the project.

The project director may electronically submit the report to the KDLA project monitor in order to meet the required deadline, however, a hardcopy of the report with original signature and date must be mailed to KDLA.

**For item 1** – Report all project activities that have taken place during the quarter. This will be different depending on the type of project and may include:

- Receipt of funds from KDLA
- Equipment purchased or installed
- Supplies purchased
- Project staff hired or existing staff designated to work on the project
- Workshops or training sessions held and number of attendees
- Site visits or conferences attended
- Vendors selected and contracts finalized
- Promotional activities for the project

*Be sure to include copies of receipts for purchases and copies of any promotional materials distributed.*

**For item 2** – Report only those activities that were not completed as expected. Explain why and detail how you plan to resolve the issue.

**For item 3** – Report progress toward the achievement of the project outcomes. Describe how you collected the information and detail the results. This information should explain the benefits of this project with regard to the library's customers, the library's community or partners, or any other group directly or indirectly affected through the project. Outcomes should reflect a change in attitudes, skills, knowledge, behaviors, status, or life condition.

**For item 4** – This should be a summary of the project and the ending results. Do not restate specific details that were included in previous reports, but do include any information not previously reported that you believe is essential to understanding the project and its impact on the intended audience.

Mail completed reports to: Carrie Taylor  
Kentucky Department for Libraries and Archives  
PO Box 537, 300 Coffee Tree Road  
Frankfort, KY 40602-0537

The Quarterly Status Report is available in electronic form for completion, but must be submitted in hardcopy with original signatures. Please contact Nicole Bryan: [nicole.bryan@ky.gov](mailto:nicole.bryan@ky.gov) or 502-564-8300, ext 304.