

Project Evaluation Worksheet

This worksheet is designed for LSTA projects which will be evaluated by the stakeholder approach described in **LSTA—Stakeholder Evaluation Handbook**. The worksheet may be filled out completely and submitted as the evaluation component of the LSTA subgrant proposal.

Stakeholder Group Meeting Information:

Place of Meeting Scarecrow Township Library

Date of Meeting May 16, 2000

Names of Attendees	Stakeholder Groups Represented
Carol Roberts	Senior library users
Ralph Katz	Library staff
Maureen McDonald	Retirement facility residents
Wilma Jones	County Services for Senior Citizens
George Fountain	School district-adult education services

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Provide complete answers to the following questions. Answers should reflect the input of the stakeholder group meeting participants:

I. What questions will the evaluation answer?	II. What sources of data will be used to answer the questions?	III. What methods will be used to collect the data?
1. Was the collection used?	Circulation records Staff observations	Record the circulation statistics on monthly basis Maintain a journal of staff comments
2. Did the collection meet the needs of the senior library patrons?	User satisfaction survey Comments of senior patrons	Place satisfaction surveys in each book of the collection Have staff ask senior patrons
3. In what ways did the collection impact on library services?	Staff observations Registration statistics	Periodic reports from staff Record registration statistics
4.		
5.		

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IV. In what forms and to whom will the evaluation be reported?

Project final narrative report - to the Library of Michigan

Presentation by the Library Director - to the Scarecrow Township Library Board of Trustees

Library newsletter article - to the library users

Newspaper article - to the township community

V. How will the evaluation results be used?

To assist in decision on expansion of the collection with local funds after the project period has ended.

To strengthen the image of the library

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