

Library of Michigan Federal Grant Programs LSTA Grant Project Evaluation Questions

As part of the evaluation for the project, grantees need to include the following questions for program participants both during the project and at the end of the project, as is appropriate based on the evaluation plan submitted in the grant application.

Does your project include instruction for library staff, volunteers, or trustees? If yes, you must do an evaluation survey that includes the following questions. The preferred time to collect the information is at the end of the instruction program.

1. I learned something by participating in this library activity.
2. I feel more confident about what I just learned.
3. I intend to apply what I just learned.
4. Applying what I learned will help improve library services to the public.

Does your project include purchasing or creating content for libraries? If yes, you must do an evaluation survey that includes the following questions. The preferred time to collect the information is six months after the materials have been in use.

1. I am satisfied that the resource is meeting library needs.
2. Applying the resource will help improve library services to the public.

Does your project include instruction for the public? If yes, you must do an evaluation survey that includes the following questions. The preferred time to collect the information is at the end of the program or activity. For children's programs, please give the evaluation to the parent or caregiver, not the children.

1. I learned something by participating in this library activity.
2. I feel more confident about what I just learned.
3. I intend to apply what I just learned.
4. I am more aware of resources and services provided by the library.
5. I am more likely to use other library services and resources.

For all questions, use the following scale:

1. Strongly Agree
2. Agree
3. Neutral
4. Disagree
5. Strongly Disagree

As part of your final report, you are required to report the survey results for each training that took place or each content resource. The following information must be tallied and listed in your report for each evaluation done:

1. Number of attendees.
2. Total number of evaluations distributed (if online, list the number of attendees the evaluation is sent to)
3. Total number of surveys completed.
4. Total number of survey responses for each option on the question scale (SA, A, N, D, SD, NR – No response)

Example:

Grant included five financial literacy workshops.

1. 80 attendees (total across all five workshops)
2. 80 evaluations distributed.
3. 40 evaluations completed.
4. Evaluation Responses
 - a. I learned something by participating in this library activity.
SA – 10, A – 20, N - 5, D-3, SD – 2
 - b. I feel more confident about what I just learned.
SA – 10, A – 20, N - 5, D-3, SD - 2
 - c. I intend to apply what I just learned.
SA – 10, A – 20, N - 5, D-3, SD - 2
 - d. I am more aware of resources and services provided by the library.
SA – 10, A – 20, N - 5, D-3, SD - 2
 - e. I am more likely to use other library services and resources.
SA – 10, A – 20, N - 5, D-3, SD - 2