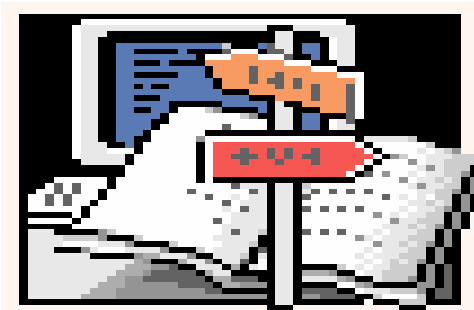


# LSTA LIBRARY GRANT PROGRAMS

A Report to the Libraries of  
New Jersey

July 1, 2002 - June 30, 2003



New Jersey State Library

July 2003

**LSTA LIBRARY GRANT PROGRAMS:**  
**a Report to the Libraries of New Jersey**  
**July 1, 2002 - June 30, 2003**

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July 2003

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# LIBRARY SERVICES AND TECHNOLOGY ACT

Appropriation for FY 2003: \$4,193,496

*The Library Services and Technology Act* (LSTA), authorized in PL. 104-208, as amended, provides federal funding for library programs. These funds are awarded to the State Library by the Institute for Museum and Library Services (IMLS). LSTA replaced the *Library Services and Construction Act* (LSCA) when the new *Act* was signed into law on September 30, 1996.

LSTA funds are generally used as "demonstration funds" or "seed money" to enable libraries to initiate programs which would not be possible without outside funding. LSTA is not intended to supplant local responsibility or provide support for basic services.

The focus of the *Act* is on two key priorities for library programs: 1) information access through technology; and 2) targeting library and information services to persons, of all ages, who are having difficulty using a library and/or who are unserved or underserved in urban and rural communities. Funds support grant programs for libraries and statewide services. The *LSTA Five Year Plan* states that depending on the focus of the grant program, public and academic libraries, library computer consortia and Regional Library Cooperatives will be eligible to apply for federally funded grants. When applicable, libraries of all types will be eligible to receive services resulting from the implementation of the project specified in the grant program.

LSTA regulations allow the State Library two years to expend an annual allocation. Under these circumstances, it is common for grants awarded in a particular fiscal year to be paid for out of both current and previous year LSTA allocations. Therefore, the total of grants awarded in a particular fiscal year may not be the same as the allocation for that fiscal year.

In FY 2003, LSTA funds were used to fund library grants programs and services for:

- information access through technology
- services to targeted populations with special needs
- statewide services

## INFORMATION ACCESS THROUGH TECHNOLOGY

Total expended for FY 2003: \$1,045,000

The LSTA Information Access Through Technology priority supports grant programs and statewide services which have the following objectives: establishing or enhancing electronic linkages among or between libraries; assisting libraries in accessing information through electronic networks; paying the costs for libraries to acquire or share computer systems and telecommunications technologies; electronically linking libraries with educational, social or information services; and encouraging libraries in different areas and/or different types of libraries to establish consortia and share resources.

In FY 2003, LSTA funds were expended for the following grant programs and services:

- JerseyCat: Statewide Interlibrary Loan System
- New Jersey Union List of Serials (NJULS)
- Online New Jersey Union List of Serials (NJULS)
- Q and A NJ: Interactive Real-Time Reference Service
- Statewide Database Licenses
- Tutor.com Pilot Project
- Vale: Database Access for Academic Libraries

JerseyCat: Statewide Interlibrary Loan System \$100,000

Total expended for Grant Program: \$361,000  
Program partially funded by  
New Jersey Library Network Aid for \$261,000

The State Library replaced the RSS statewide interlibrary loan system with Auto-Graphics' interlibrary loan system software in May 2002. The new system, *JerseyCat*, has the potential of including all libraries in the state as both borrowing and lending sites. The number of libraries participating in statewide ILL activities has been increased because *JerseyCat* has the capability to access: 1) the holdings of public and academic libraries contained in forty Z39.50 web catalogs representing 250 library collections; 2) four million library holdings of public and school libraries contained in union catalogs; and 3) the holdings of 110 public libraries contained in three major library computer consortia databases which were not previously available. Over 500 libraries are now participating in the system. Nearly 160 new participant libraries have contributed their records to the union catalog. Over 1,200 interlibrary loan staff members have attended hands-on training sessions. Seventy thousand items have been requested since July 1, 2002; and 72% of these items were available from other *JerseyCat* members.

New Jersey Union List of Serials (NJULS) \$ 40,000

The *New Jersey Union List of Serials* contains information on 65,000 periodical and serial titles owned by 625 New Jersey libraries. Through the NJULS, library patrons and staff have access to 382,000 local holdings records for direct forwarding of ILL photocopy requests, allowing requests to be filled rapidly and accurately. *The New Jersey Union List of Serials* database is maintained as part of the OCLC online union catalog database. Funds were used for: record conversion activities; updating the NJULS database; and OCLC online database maintenance fees.

Online New Jersey Union List of Serials (NJULS) \$ 15,000

*The New Jersey Union List of Serials* database is maintained as part of the OCLC online union catalog database. Libraries who are not members of OCLC do not have online access to the *List*. In FY 2003, the State Library gave the Atlantic County Library a copy of the current *NJULS* file which the library mounted on its DYNIX web-based online catalog. Any user with Internet access and a browser can now access the *NJULS* database.

Q and A NJ: Interactive Real-Time Reference Service \$200,000

The South Jersey Regional Library Cooperative (SJRLC) administers a statewide 24/7 live, online reference service that has been funded for a second year. The project *Q&A NJ* offers ready reference service combining Internet chat with the ability of trained librarians to select and send websites and other electronic information directly to the customer's computer. In its second year, 250 librarians at 33 public, academic and special libraries are responding to 2,500 questions a month. Reference service from 9:00 p.m. to 9:00 a.m., 7 days a week, is provided by LSSI's Web Reference Center librarians.

Statewide Database Licenses \$545,000

Total expended for Grant Program: \$1,485,000  
Program partially funded by  
New Jersey Library Network Aid for \$500,000  
Virtual Library Aid for 440,000

The State Library has allocated \$1.4 million dollars of state and federal funding to provide annual licenses to databases that can be accessed on-site at libraries and remotely by patrons from their homes, schools and businesses. The following databases are partially supported by LSTA: EBSCO; *Gale Custom Newspapers*; and *Facts on File*. The contract for the nine EBSCO databases allows free access for public, school and not-for-profit libraries and their remote customers. The other database contracts only provide free access to public libraries and their remote customers.

Tutor.com Pilot Project \$ 45,000

*Q and A NJ* reference librarians are able to send students to Tutor.com's Live Homework Help where tutors are available online between the hours of 2:00 P.M. and 10:00 P.M., seven days a week, to offer 20 minute sessions in math, English, science or social studies for grades 4-12. Students and tutors can review specific homework questions using features such as chat, interactive white board and Web co-browsing. When the session is over students can print their session for future reference.

VALE: Database Access for Academic Libraries \$100,000

VALE (Virtual Academic Library Environment), a consortium of 50 New Jersey public and private academic libraries, provides access to 38 databases in electronic formats to its members. VALE provides an organizational structure, leveraged purchasing power and technical support for this statewide acquisition of electronic resources. In FY 2003, the consortium was awarded a grant to: license EBSCO's *Academic Search Premier* and Pro Quest's *ABI/Inform* databases; support a half-time VALE Coordinator position; and provide technical support.

## SERVICES TO TARGETED POPULATIONS WITH SPECIAL NEEDS

Total expended for FY 2003: \$1,773,630

The LSTA Services to Targeted Populations with Special Needs priority supports grant programs to libraries and statewide services for library and information services to persons, of all ages, who are having difficulty using a library and/or who are unserved or underserved in urban and rural communities. The *LSTA Five Year Plan* targets these services for persons, of all ages, who are having difficulty using a library; with priority given to persons with disabilities (visual, physical, hearing, learning, etc.); persons for whom English is not their native language; persons lacking literacy skills; persons who are unemployed; and persons who are economically disadvantaged.

In FY 2003, LSTA funds were expended for the following grant programs and services:

- *Guidelines for Children's Services in Public Libraries of New Jersey*
- Library for the Blind and Handicapped
  - Deaf and Hard of Hearing Awareness Project
- Library's Contribution to Your Community Workshop
- Multilingual Materials Acquisitions Center (MultiMAC)
- Public Library Literacy Programs
- Statewide Recruitment of Professional Librarians

### *Guidelines for Children's Services in Public Libraries of New Jersey*      \$      5,000

A Guidelines Committee composed of eight children's librarians and a State Library facilitator prepared these guidelines whose primary objective is to advocate for the provision of equitable and quality library service for all the children in the state. Sections in the *Guidelines* address administration, facilities, collections, technology, information services, programming, outreach, community partnerships, marketing, public relations and intellectual freedom.

### Library for the Blind and Handicapped (LBH)      \$1,293,000

LBH offers direct library services to any New Jersey resident who for any physical reason can not read regular printed books with ease. More than 12,000 individuals are registered users of the Library. Braille, talking books, large print books, audio descriptive videos and video tapes are available on-site or by postage-free mail. The Library has: more than 60,000 book titles and 90 periodicals; machines to be loaned free-of-charge for playing recorded materials; resource materials on blindness and deafness; an outreach program to promote the use of Spanish language materials; an active children's program; and a hard of hearing and deaf awareness program.

In FY 2003, LBH circulated 426,000 items. Staff taking requests for talking books spoke to approximately 40,500 callers a year. **Audiovision**, a radio reading service, broadcasting 24 hours a day, 7 days a week is available to registered residents throughout the state. An AT&T language line service is available to assist persons for whom English is not their first language to access LBH library materials. LBH's web pages are presented in English and Spanish versions ([www2.njstatelib.org/njlilb/lbh/index.htm](http://www2.njstatelib.org/njlilb/lbh/index.htm)). In addition to its direct services,

LBH has contracted with 9 public libraries throughout the state to make available, to registered patrons, a small collection of recorded books and cassette players to replace machines that need repairs. Federal funds support 25 FTE and 3 part-time staff positions in administration, readers' services, volunteer services, data processing, technical services, shipping and the Deaf Awareness Project. More than 90 volunteers assist LBH in all facets of its operation.

### Deaf and Hard of Hearing Awareness Project

The goal of the Deaf Awareness Project is to make all services of every public library accessible to the deaf and hard of hearing residents of its community. Funds support the salary of the Deaf Awareness Coordinator who promotes sign language interpreting services and the use of assistive devices to public libraries as a means of making library materials and programming accessible to patrons with hearing loss. To support this work, LBH has a collection of assistive devices and over 500 videotapes and books on hearing loss and deafness. Working with the deaf community, the Coordinator promotes public library services through their meetings and publications. Fourteen resource centers, located in public libraries, provide equipment (TTY's, close caption decoders, etc.) and a small collection of resource materials.

In FY 2003, LBH activities included:

- Audiovision Internet streaming service allows registered users to listen to broadcast programs from the Audiovision Radio Reading Service at any time that they wish rather than only listening at the time the program is scheduled for broadcast.
- LBH's online public access catalog was made available to remote users via the Internet.
- The number of Regional Resource Centers in public libraries for the deaf and hard of hearing was expanded from eleven to fourteen centers.
- LBH became the nation's first State Library to house a special collection of videos and information on deaf culture.
- LBH continued its marketing campaign entitled *Take A Talking Book Campaign*.

### Library's Contribution to Your Community Workshop

\$ 18,000

This State Library sponsored workshop taught librarians how to demonstrate the social and economic contribution of their libraries to library decision makers and to use performance measures to more effectively plan and manage the delivery of library services. Participants received a resource manual which describes twenty-one performance, benefit and customer satisfaction measures which can be collected to demonstrate the library's contribution. One hundred and four librarians from 90 public libraries, library computer consortia and RLCs attended the one-day workshop which was held in three locations in the state in November 2002.

### Multilingual Materials Acquisitions Center (MultiMAC)

\$160,000

The Multilingual Language Materials Acquisitions Center (MultiMAC) offers information, materials and assistance to New Jersey librarians interested in advancing the full spectrum

of library services to patrons who speak languages other than English. The Center purchases a wide variety of popular reading materials in Arabic, Chinese, French, Gujarati, Haitian Creole, Russian, Spanish and Vietnamese for all age groups and reading levels. A quarterly annotated booklist of new recommended acquisitions, including cataloging information, is published on the website. MultiMAC provides: on-site facilities for librarians to examine materials; consultation on the acquisition and cataloging of materials; and translation services. Staff present workshops on library services to multi-cultural and multi-ethnic communities at state and regional conferences and on-site at public libraries. The Center, administered by the Newark Public Library, was established in 1991 with Library Services and Construction Act (LSCA) funds.

In FY 2003 MultiMAC provided the following services:

- The Center made 496 bulk loans, 784 individual loans, lent a total of 13,184 items; answered 330 questions from public, school, academic and special libraries; and presented 6 workshops. Over 3,200 items were added to the collection.
- MultiMAC staff provided translation services to produce brochures, flyers, policy statements and library forms in Arabic, Chinese, Hindi, Gujarati, Russian and Spanish.
- MultiMAC web page ([www.multimac.npl.org](http://www.multimac.npl.org)) contains: an overview of services; information, arranged by language, with listings of vendors, periodicals, associations and websites; links to sites of interest for librarians working with speakers of diverse languages; and booklists of recently purchased materials.

Public Library Literacy Programs

\$259,630

The literacy program was recommended for funding in FY 2002 but was actually funded in FY 2003. This program description also appears in the FY 2002 *Library Grant Programs* document.

The goal of this grant program is to strengthen local public library services, resources and programs to meet the literacy needs of adults and families. Projects funded under this program assist public libraries to strengthen or expand their existing program components in literacy instruction, family literacy and/or English for Speakers of Other Languages (ESOL). The following 13 libraries were awarded contracts which provided services for 46 libraries:

Belleville Public Library	\$19,630
Camden County Library	\$20,000
East Orange Public Library	\$20,000
Elizabeth Free Public Library	\$20,000
Gloucester County Library	\$20,000
Hillside Free Pubic Library	\$20,000
Jersey City Free Public Library	\$20,000
Libraries of Middlesex (South River Library)	\$20,000
Newark Public Library	\$20,000
Passaic Public Library	\$20,000
Plainfield Free Public Library	\$20,000
Vineland Public Library	\$20,000
Westwood Free Public Library	\$20,000

## Statewide Recruitment of Professional Librarians

\$38,000

The Central Jersey Regional Library Cooperative (CJRLC) developed and administers an on-going statewide recruitment program for professional librarians to meet the pressing need for librarians in the state. The program provides the following products and services: a recruitment website ([www.becomealibrarian.org](http://www.becomealibrarian.org)); recruitment brochures; an "ask me why I love what I do – become a librarian" pin; and guidelines, PowerPoint presentation and press releases that can be used by public libraries who wish to host recruitment open houses or by academic libraries hosting career fairs. Nine recruitment open houses have been hosted by six public libraries at which over 500 people attended. In FY 2003 CJRLC, Rutgers SCILS, the State Library and Thomas Edison State College collaborated on the development of a application for an Institute of Museums and Library Services (IMLS) grant to recruit and educate staff to work in urban libraries, with emphasis on providing funding for BAs and MLS degrees for staff currently employed in these libraries.

## STATEWIDE SERVICES

Total expended for FY 2003: \$752,807

Statewide services, supported by LSTA funding, are administered by State Library staff or provided directly to libraries and the public. The State Library's objectives in providing these statewide services are as follows:

- to develop and coordinate a statewide system of all types of libraries; provide consulting, technical assistance and continuing education to those libraries; administer state and federal programs for the improvement of library services; and promote and develop library services throughout the state;
- to provide information and materials directly to libraries and users to meet their information needs;
- to improve access to materials and information by introducing, utilizing and maintaining appropriate technology; and
- to develop an infrastructure to: provide for cost-effective electronic transfer of information; provide a gateway to information databases; ensure that all New Jersey citizens have access to this information at home, school, place of business and at their local library; and train local library staff in the use of these new information systems.

## New Jersey State Library Staff

\$585,000

LSTA funding supports positions at the State Library which provide statewide reference, interlibrary loan, web resources, computer technical support and public library development services to the library community and to the citizens of New Jersey.

**Reference and interlibrary loan service** is provided statewide for libraries and the public. The State Library has extensive collections of law, New Jersey government, Jerseyana, local history and genealogy materials. Any member of the public can apply for a State Library card to borrow materials.

Online access to information is provided through the *CyberDesk* website which contains authoritative links to information resources for law, genealogy, health, medical resources, criminal justice, small business, NJ government information and to full-text NJ documents and legislative histories for 1998-2002 at [www.njstatelib.org/cyberdesk](http://www.njstatelib.org/cyberdesk). The site also provides access to Net Library e-books, online journals indexes and the full-text of electronic journals; and the capability for patrons to electronically transmit reference requests to the staff. The State Library's web-based catalog can be searched from on-site and remotely from home, school or office. Patrons may download full-text journal articles or electronically enter loan requests for articles not available in the database. *CyberDesk* also provides access to a growing number of digitized historical New Jersey publications including: *Civil War Roster*, *1947 Constitutional Convention*, *Corporations of NJ: List of Certificates to 1911*, *History of the New Jersey AME Church* and *Revolutionary War Rooster*. The State Library's reference staff participate in *Q&A NJ*, with 33 other libraries, providing Internet chat-based reference service directly to the public.

The **Library Development Bureau** provides consultant services and technical assistance to create, improve and strengthen library, information and literacy services. Administrative and direct support for programs funded by LSTA includes: award of federal grants to libraries; provision of online information via its website [www2.njstatelib.org/njlib/index.htm](http://www2.njstatelib.org/njlib/index.htm); provision and/or sponsorship of continuing education opportunities; provision of E-Rate and Technology Plan preparation assistance; and maintenance of the *New Jersey Union List of Serials* database. LDB Staff manage the statewide interlibrary loan system and provide training. Information Technology staff manage the Hub Library Network and provide Hub Library services to libraries in Mercer and Hunterdon counties.

In FY 2003 Library Development Bureau staff provided the following services and continuing education opportunities:

- Jersey Cat: Statewide Interlibrary Loan System
- New Jersey Digital Highway
- Children and Young Adult Consulting Services
- Bill & Melinda Gates Foundation NJ State Partnership Grant
- E-Rate and Technology Planning Technical Assistance
- Train the Trainer Workshop
- Library Development Bureau Web Site
- LSTA State Plan Administration

### JerseyCat: Statewide Interlibrary Loan System

When *JerseyCat* went live, July 1, 2002, 500 libraries were trained, profiled and were able to both borrow and lend materials. A LDB Program Manager is the primary liaison with the ILL vendor. She provides training and technical assistance to participating libraries, facilitates user group and advisory committee meetings, performs system administration tasks, moderates the ILL discussion group listserv and supervises two staff who profile libraries and provide training and technical assistance.

### New Jersey Digital Highway

The New Jersey Digital Highway is a collaborative portal to digitized collections, resources and information services provided by New Jersey libraries, museums, archives, historical societies, public broadcasting and schools. In FY 2003 the State Library formed a task force with representatives from the Library Development Bureau, public and academic libraries, the New Jersey State Archives and the New Jersey Historical Society. The task force's goals were to: develop and implement a project web site hosted by the State Library; establish a portal to statewide digitized cultural heritage collections; and provide support for digitization projects via the web site, a listserv and training. An LDB staff member with members of a task force subcommittee developed an application for the Library/Museum Leadership Program which was submitted to the Institute for Museum and Library Services (IMLS) in April 2003. If awarded, the grant will support the building of portal infrastructure and the development of general and educational portals to support the proposed initial collaborative virtual collection, *The Changing Faces of New Jersey: the Immigration Experience from Earliest Times to the Present*.

### Children and Young Adult Consulting Services

In FY 2003 a Children and Young Adult Consultant joined the Library Development Bureau staff. She has been involved in developing the statewide summer reading program on the state and national level; speaking at state and regional conferences and workshops; providing consultant services via the Youth Services Listserv; assisting in "Make a Difference Day NJ", a partnership with the Department of State, which distributed 70,000 children's books to public libraries; and participating in the new partnership with America's Promise.

### Bill & Melinda Gates Foundation New Jersey State Partnership Program

A Library Development staff member coordinated the grant program by consulting with the Bill & Melinda Gates Foundation staff and eligible libraries, selecting ten libraries to receive computer training labs; and preparing a statewide application for those labs. The Foundation directly awarded \$1.8 million in grants to 48 libraries (88 buildings) for PCs and content servers. In addition, 10 computer training labs were awarded to the following libraries: Atlantic City Public Library, Atlantic County Library (Pleasantville Branch), Cumberland County Library, East Orange Public Library (Ampere Branch), Gloucester County Library (Greenwich Branch), Irvington Public Library, Long Branch Public Library, Paterson Public Library (Totowa Branch), Trenton Public Library and West New York Public Library. Equipment was installed in libraries from December 2002 to April 2003. An additional training program was offered in several locations in the state from March to April 2003.

### E-Rate and Technology Planning Assistance

A Library Development staff member attended a two-day training session in Washington, DC for state E-Rate coordinators. She updated the E-Rate information on the website ([www2.njstatelib.org/njlib/erate/uservice.htm](http://www2.njstatelib.org/njlib/erate/uservice.htm)). Since there were no major changes for the fifth round of the program, update sessions were not held. The State Library's E-rate web pages present: updated information on the approval process; instructions for completing forms; and information on filtering legislation tied to the E-Rate process.

Another Library Development staff member updated the State Library's instructions for developing a new three-year Technology Plan (2004-2006) and provided information on the technology planning process and samples of approved plans for small, medium and large size libraries on the E-Rate web page ([www2.njstatelib.org/njlib/erate/utechpln.htm](http://www2.njstatelib.org/njlib/erate/utechpln.htm)). She has reviewed and approved technology plans for 76 libraries and library consortia.

### Train the Trainer Workshop

In FY 2003 the State Library sponsored a four-day Train the Trainer Workshop whose goal is to develop a core group of library staff who will be skilled in training techniques and will serve as a training resource for libraries in New Jersey. Three Library Development Bureau staff organized the workshop and participated as trainers. The State Library purchased the site license to the Train-the-Trainers *Instructor's Manual* and the *Student Book* which allowed a core group of senior trainers to add new materials on "using technology while training" and "training on technology topics" to virtually every lesson. Twenty librarians from public, academic, special and school libraries attended this year's workshop. Since the inception of this program, in FY 1995, 187 librarians have been trained.

### Library Development Bureau Web Site

Four Library Development staff developed content for the Bureau's web pages; with one of these staff members having the primary responsibility for maintaining the site. The site provides information on Bureau functions; the latest library development news; information on LSTA and state grants: announcement of grant awards; descriptions of grant projects; comprehensive links to New Jersey public and academic library websites and online catalogs; and the full-text of a number of LDB publications. In FY 2003 web pages have been added for the following topics: New Jersey Digital Highway, Jersey Cat, statewide Summer Reading Program, the Open Public Records Act and an online version of the *New Jersey Public Libraries: Manual for Trustee*.

### LSTA State Plan Administration

\$167,807

As authorized in LSTA, up to four percent of the federal funds may be expended for administrative costs in connection with programs and activities carried out in the *Act*. The State Library uses these funds to: manage the projects and activities that fall under the purpose of the *Act*; provide financial and program accountability for the administration of federal funds; provide reimbursement for members of grant Reader Evaluation Panels; conduct meetings with librarians to solicit input, feedback and suggestions about the programs being conducted; and evaluate the results and impact of the LSTA program.