



JESSE WHITE • Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

WWW.CYBERDRIVEILLINOIS.COM

Illinois State Library

LIBRARY SERVICES & TECHNOLOGY ACT FUNDED GRANTS

Reporting Manual

LSTA GRANT OVERVIEW

The federal Library Services and Technology Act (LSTA) is authorized by P.L. 101-81. LSTA funding is awarded by the Illinois State Library, a Division of the Office of Secretary of State, using funds provided by the U.S. Institute of Museum and Library Services (IMLS). The IMLS is an independent federal grant-making agency dedicated to creating and sustaining a nation of learners by helping libraries and museums serve their communities. Funds are awarded to the State Library for the purpose of meeting the goals as set forth in the *Illinois Long Range Plan for the Use of Library Services and Technology Act Funds*.

LSTA GRANT TIMELINE/DUE DATES

July 1 or Start Date of Contract: Project begins.

October 30: First Quarter Reports due (July 1-September 30)

- First Quarter Progress Report
- First Quarter Financial Report

November-April: Monitoring Visit

January 30: Second Quarter Reports due (October 1-December 31)

- Second Quarter Progress Report
- Second Quarter Financial Report

April 30: Third Quarter Reports due (January 1-March 31)

- Third Quarter Progress Report
- Third Quarter Financial Report

May 1: Budget Amendment Request due.

June 30: All grant funds must be obligated.

July 30: Fourth Quarter Report due (April 1-June 30).

- Fourth Quarter Progress Report
- Fourth Quarter Financial Report
- If applicable, include copies of significant publications.
- If applicable, postmarked deadline to submit Equipment Reports.

August 15: All obligated grant funds expended and all project activities end.

August 30: Final Report due by e-mail.

Due dates for reports are generally postmarked dates. Timely reports demonstrate accountability and good stewardship of the grant funds. It is expected that you will plan ahead and submit your reports on time. Please contact your State Library Grant Monitor if for any reason a report will be late.

PRE-CONTRACT ACTIVITIES

Although LSTA grant funds may not be expended or obligated, and project activities may not legally start until the start date listed in the contract, there are several pre-contract activities that may begin once the grant award letter is received.

- Contracts will be mailed to your agency. All copies must be signed with the original signature of an authorized person (library director, principal, superintendent, fiscal officer, etc.) and returned to the State Library. Once the contract has been executed, a copy will be returned to you. Execution of the contract is required before any grant funds will be released.
- Begin reviewing professional selection tools, making initial choices, and having non-binding conversations with vendors, so that on the start date of your project or soon thereafter, contractual agreements and purchase orders are ready to submit. If you are working with outside agencies, call them to reconfirm their role in the project and set meeting dates

after the contract is executed.

- Gather baseline statistics to use for comparison purposes later when you will be asked to evaluate whether your project is meeting its objectives. Refer to objectives in your application and set up the mechanism early for gathering the statistics needed.
- Talk with your bookkeeping, fiscal staff or the grants and contracts department so everyone understands what work will be required on the project. Responsibilities may include depositing funds in a non-interest bearing account, record keeping, tracking staff paid with LSTA funds, paying bills, posting job positions, bidding, timely reporting and audit requirements.
- Provide your accounting staff and auditors with the *Catalog of Federal Domestic Assistance* (CFDA) number (45.310) for LSTA funded projects.

GUIDELINES FOR PROGRAM INTEGRITY

- LSTA funds are awarded for a specific purpose. The parameters of what may be paid for with grant funds are outlined in your contract. LSTA funds may **NOT** be used for any other purpose.
- Grant-funded **activities** may begin on the starting date of the contract and must end on or before August 15.
- All grant **funds** must be obligated by June 30. Other funding sources must cover any costs incurred July 1 and thereafter.
- All obligated LSTA funds must be paid out by August 15. Therefore, all project agreements (professional contracts, contractual services, purchase orders, etc.) should be written with LSTA funds obligated by June 30, and work ending so the final payment is made on or before August 15.
- An amendment to the budget or program must be submitted in writing by May 1.
- The library agency may not charge patrons for grant-funded project activities during the grant time frame. Cost recovery is okay, e.g., charging cost recovery for lunch during an event or program.
- LSTA funds issued upon execution of the contract should be deposited into a non-interest bearing account. **LSTA funds may not earn interest.**
- The grantee must agree to comply with all federal and state laws, rules and regulations that govern federal LSTA funds administered by the State of Illinois, including compliance with the Children's Internet Protection Act (CIPA) if LSTA funds are used to purchase computers or connect to the Internet.
- Reports demonstrate accountability and good stewardship of federal grant funds. Failure of the library to file required reports or to expend all grant funds may result in the suspension of future grant awards.

RELEASE OF GRANT FUNDS

Unless determined otherwise by the Illinois State Library, grants awarded for \$25,001 or more must first obligate or spend local funds on the project, and then request reimbursement on the quarterly reports. Submission of a timely Quarterly Financial Report (October, January, April and July) will generate reimbursement. **Late reports will delay reimbursement.** The State Library will authorize the release of funds for grants of \$25,000 or less upon execution of the contract, with the grant check generally issued six to eight weeks later.

Please visit the Illinois Comptroller's Web site to determine if a check has been issued at www.ioc.state.il.us.

1. In the left column, click Vendor Payments then Entry Form.
2. Enter your agency's FEIN without the dash.
3. Click Payments.
4. Use the drop-down box to change the Select an Agency field to 350 Secretary of State.
5. Click Find Warrants.

When a check has been issued, details are displayed on this screen. The "issue date" is when the Comptroller's office processed the payment. The "paid date" is when the State Treasurer cleared the check. If a payment does not display on this screen, it has not been processed yet.

ALLOWABLE COSTS

There are two sources of federal regulations for the LSTA program: Code of Federal Regulations (CFR) and Office of Management and Budget (OMB) Circulars. (The Circulars are being systematically integrated into the CFR.) There are three CFRs that cover allowable costs:

- 2 CFR 225 – Cost principles for state, local, and Indian tribal government
- 2 CFR 220 – Cost principles for educational institutions
- 2 CFR 230 – Cost principles for non-profit organizations

Following are examples of what you **cannot** do with LSTA funds:

- Advocacy, lobbying (not even for your local budget), and “influencing” related to a yes/no vote.
- Activities or purchases outside the scope and intent of the contract.
- “Entertainment” programs that are not educational based.
- Food, refreshments and beverages, or food service supplies such as paper plates.
- Gifts, personal items or general library promotional products:
 - Generally **not allowed**: gift certificates to area restaurants, T-shirts, water bottles, key chains, refrigerator magnets.
 - Generally **allowed**: supplies that support and are integral to project activities, especially if they are approved in your application and are educational.
- Buying computer hardware unless you comply with the Children’s Internet Protection Act.
- Public relations or advertising for general library services, although you may and are encouraged to do public relations and advertising for specific services or programs you are providing using LSTA funds.
 - **Not allowed**: “Come to the library, it’s a great place to learn.”
 - **Allowed**: “Come to the library’s information literacy program and learn how to search the databases provided with LSTA funds.”
- Literacy Programs may not use grant funds to purchase equipment per IL ADC 3035.270 3(b).

PAYING STAFF WITH LSTA FUNDS

Compensation of employees for the time devoted to and identified specifically for the performance of project-related tasks is allowed. Use other funding sources to pay for time devoted to tasks **outside** the scope of the grant-funded project.

Part-time Staff — Hours may be added to a part-time staff member’s schedule to work on the LSTA project. For example, Sue works part time at the library, and extra hours have been added to her schedule to work on grant activities.

Sue works:

55 percent of her time on general library responsibilities
45 percent of her time on LSTA Grant A

Sue’s salary and benefits can be allocated:

55 percent to local budget or other funding sources
45 percent to LSTA Grant A

These guidelines apply to staff whether: 1) budgeted as Personnel or Professional Contracts; 2) working full time or part time on the LSTA project; and/or 3) paid entirely or partially with LSTA funds.

Full-time Staff — LSTA funds may only be used for compensation of grant-related tasks performed **above and beyond hours normally worked**. LSTA funds and salary may never be paid for the same hours worked or tasks completed. LSTA funds are not intended to be used as an “overtime” windfall.

To maintain the integrity of the program, if 100 percent of an employee’s wages are paid with LSTA funds, that employee must dedicate 100 percent of their time to LSTA project related tasks and activities. Consider the relationship of the task/activity to the grant-funded project:

- Does the task/activity result in a direct benefit to the grant program?
- Can the task/activity be easily and accurately traced back to the grant program?

If the answer to both questions is yes, the time is allowable and compensation with grant funds is appropriate.

Timesheets — Employees paid with LSTA funds must keep a timesheet for written documentation of time spent performing project-related tasks. The employee or supervisor with firsthand knowledge of the employee’s work should sign the timesheet and keep a copy in the grant file for auditors. It is not necessary to submit timesheets to the State Library unless asked.

Quarterly Reports — For the employee being paid with LSTA funds, on the quarterly progress reports you will be asked to:

- State the staff person’s name and title.
- Briefly summarize grant-related activities for the quarter, and confirm that payments made to staff with LSTA funds were for activities directly related to this LSTA project.
- Provide the total number of hours spent working on the project.
- Provide the total amount paid with LSTA funds for this quarter.
- Confirm that LSTA funds and salary were not earned at the same time.

When reporting staff paid with LSTA funds, be specific but brief. For example:

Ian Jones, Technology Librarian and Project Director

- Contacted vendor to order computers, scheduled training dates, contacted the Boy Scouts to set up volunteer orientation and general grant management.
- 25 hours for \$375. LSTA funds and salary were not earned at the same time.

Colin Smith, Administrative Assistant

- Processed orders, wrote articles for area newspapers and provided phone support directly related to this LSTA project.
- 10 hours for \$100. LSTA funds and salary were not earned at the same time.

On the corresponding quarterly financial report, the Personnel budget line would equal \$475 (Ian's \$375 + Colin's \$100).

PUBLIC RELATIONS

Publicity should happen before, during and after your project. You are encouraged to promote grant-related services and programs you are providing. Include the following statement in publications (flyers, websites, posters, manuals, articles, etc.) to recognize the IMLS and the State Library:

Funding for this grant project was awarded from the U.S. Institute of Museum and Library Services to the Secretary of State/Illinois State Library under the provisions of the Library Services and Technology Act (LSTA).

- At programs or public events specifically related to your grant, acknowledge IMLS verbally.
- At press events, acknowledge IMLS orally. Include an acknowledgement of IMLS in press releases.
- For posters, make sure that "Institute for Museum and Library Services" is legible from a distance.
- Acknowledge IMLS on your web page(s) where grant information is publicized.

Submit two copies of all significant publications (posters, manual, articles, etc) along with your quarterly report by July 30. One copy will be forwarded to IMLS.

MINOR PROJECT CHANGES

No matter how carefully a project is planned, sometimes things don't go as expected. Revisions may be necessary. Common reasons to modify an LSTA project are **weather, changes in project personnel or changes in the cost of materials to be purchased**. The Illinois State Library allows the project director to make non-significant changes to the project as long as the modification does not change the essence of the goals or objectives of the project. For example, rescheduling the date of an approved activity is considered minor.

- **Blizzard Hits Illinois: Library Program Rescheduled** — Report any challenges and how they were dealt with in the next quarterly progress report.
- **The project director and/or contact information has changed** — Send a letter to the LSTA Grant Program with the updated contact information for the project director, including any changes in name, telephone number, e-mail address, fax number and mailing address.
- **Actual costs are slightly different than the budget (less than 10 percent)**
 - Slight differences between actual costs and what was budgeted are not an issue. Calculate 10 percent of your total LSTA budget. You may manipulate 9.99 percent or less of your total LSTA budget between approved budget lines (10 percent is considered substantial and requires a formal budget amendment.) The State Library expects your agency to use 100 percent of the awarded funds, and this allows for a slight departure from the approved budget to ensure all grant funds are obligated.
 - Provide an accurate accounting of "*LSTA Obligations & Expenditures*" on the Quarterly Financial Reports and explain the reason for any variation from the approved budget in question 2 on the Quarterly Progress Reports.

SUBSTANTIAL CHANGES REQUIRE CONTRACT AMENDMENT

Requests to amend the contract must be submitted by May 1 to allow sufficient time for the contract amendment to be executed before the end of the fiscal year. Amendment requests must be made in writing and submitted to:

LSTA Grant Program
Illinois State Library, Rm. 410
Gwendolyn Brook Building
300 S. Second St.
Springfield, IL 62701-1796

The State Library will notify the project director of the decision to approve the amendment or will ask for clarification. When an amendment is approved, the State Library will mail a contract amendment to the subgrantee for signature. It takes approximately six weeks to process a contract amendment, whether budget or programmatic.

Budget Amendment — Calculate 10 percent of your total LSTA budget. A contract amendment is required for the following situations:

- Carefully track the Grant Amount Remaining. If any budget line will be overspent by 10 percent or more of the total grant, you must submit a budget amendment.
- To move money into a budget line originally approved at \$0, a formal contract amendment is always required.
 - Call your grant monitor if a budget amendment is imminent.
 - Submit the Budget Amendment Request Form. Include the current budget (showing all budget lines and amounts) as well as the requested budget changes.
 - An explanation justifying the change must accompany the Budget Amendment Request form.

Until the contract amendment is executed (signed by a representative of the Office of the Secretary of State) and returned to the subgrantee, the previous contract and its budget continue to be in effect. Therefore, requests for reimbursement must not use the new budget amounts until the contract amendment has been executed.

Programmatic Amendment — The contract is a legally binding document including legal responsibilities, approved project activities and expenditures. Occasionally, a major challenge will occur and the only viable solution is to rework the project. Any major deviation from the contract, such as a change in the focus of the project plan, target audience or project objectives, requires an amendment to the contract.

- Call your grant monitor if a change in the program is imminent.
- Send a letter to the LSTA Grant Program requesting an amendment of the program. State what aspect of the program is being changed, why the change is necessary and what new activities are being proposed.

Usually, an amendment to the program results in a corresponding budget amendment, so please **submit both** at the same time.

RETURNING UNSPENT GRANT FUNDS

The project director should submit a budget amendment to avoid dealing with unspent grant funds, but sometimes the funds cannot always be spent as planned. Legally, all grant funds must be obligated by June 30. If total obligations are less than the grant award, **the agency will be expected to return any LSTA funds that were not obligated by June 30.**

- If possible, by May 1, submit a budget amendment decreasing the total grant amount.
- If grant funds were issued by reimbursement, on the July 30 report indicate the amount of grant funds that will not be requested and why.
- If grant funds were issued upon execution of the contract, all LSTA grant funds not obligated by June 30 must be immediately returned to the State Library.

Make the check payable to Secretary of State, include the grant number on the check or enclose an identifying cover letter and **mail before August 30** to:

LSTA Grant Program
Illinois State Library, Rm. 410
Gwendolyn Brooks Building
300 S. Second St.
Springfield, IL 62701-1796

MONITORING VISITS

As the agency awarding LSTA funds, the Illinois State Library has a vested interest in how funds are expended and in the services provided using LSTA funds. The State Library grant monitor will schedule or initiate a monitoring visit ideally between November and April to discuss matters such as the overall progress of the project, challenges, successes and fiscal responsibilities. Conversations may be in person, by e-mail or via telephone.

This monitoring will be noted in grant files maintained by the State Library and should also be noted in grant files maintained by the agency awarded the grant.

Please do not wait for the monitoring visit if you have questions or concerns about your grant project. Call or send an e-mail to your grant monitor.

COPYRIGHT OWNERSHIP

Contact the State Library prior to printing or re-printing any documents, booklets, curriculum or materials that were created using LSTA grant funds. The IMLS “reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use for Federal Government purposes: (a) the copyright in any work developed under a grant, subgrant, or contract under a grant or subgrant (45 CFR 1183.34) and any subsequent permission must incorporate the Federal interest.” In addition, the State Library reserves this right for Illinois.

The following statement must appear in publications printed after the grant ends:

“This publication is made possible by a grant from U.S. Institute of Museum and Library Services to the Illinois State Library under the provisions of the Library Services and Technology Act.”

EQUIPMENT PURCHASED WITH LSTA FUNDS

Equipment purchased with federal LSTA funds for \$5,000 or more must be labeled as follows:

Purchased with LSTA Funds Contract # _____ Administered by the Illinois State Library Date of Purchase _____ Subgrantee _____

In addition, a report on each individual piece of equipment costing \$5,000 or more must be filed with the State Library.

Submit the Equipment Report(s) by July 30.

- Maintain equipment purchased with grant funds in the library for five years.
- Contact the State Library before taking out of service any capital outlay purchase costing \$5,000 or more purchased with LSTA funds.

CHILDREN’S INTERNET PROTECTION ACT

Grant recipients must comply with the Children’s Internet Protection Act (CIPA) if LSTA funds are used to purchase computers or pay an Internet service provider. Congress passed the Act in 2000 to protect minors (under 17) from visual depictions that are obscene, are child pornography or material considered harmful to minors. CIPA requires public schools and public libraries and consortia that include public schools and public libraries to filter all computers that access the Internet if they accept certain federal funds, including LSTA funds.

Libraries must make a good faith effort to block visual depictions that are obscene, that are child pornography or that are harmful to minors. CIPA also requires the library to implement an Internet Safety Policy that addresses: access by minors to inappropriate matter on the Internet as defined by local library board; safety of minors when using e-mail; unauthorized access; unlawful activities by minors; unauthorized disclosure of personal information about minors; and measures to restrict minors’ access to harmful materials.

AUDITS

Per 23 Ill. Adm. Code 3035.140; all Secretary of State/Illinois State Library grantees that receive a combined cumulative total of \$175,000 or more from any Illinois State Library administered grant programs are required to file their annual agency-wide audit upon completion of grant activity and completion of their annual agency audit. This includes all grant programs: LSTA, Per Capita, Disaster, Literacy, Construction, Educate & Automate, Project Next Generation, Live & Learn, and Technology grants.

The agency-wide audit will be for the corresponding state fiscal year(s) in which grant activities/expenditures occurred. Accordingly, agencies that are not on a July 1-June 30 fiscal year may be required to file more than one audit that corresponds with all grant activity and expenditures.

Upon completion of your annual agency audit, please mail a copy to:
Illinois State Library, Gwendolyn Brooks Bldg.
Accounting Department
300 S. Second St.
Springfield, IL 62701-1796

Noncompliance with this request will jeopardize future funding considerations. Please retain records for LSTA-funded projects for five years after the project ends.

QUARTERLY FINANCIAL REPORTS — Due (postmarked) October 30, January 30, April 30, July 30

Budget Lines — Following are the approved categories/line items of your budget for categorizing expenditures. Not all budget lines are appropriate depending on the project.

- **Personnel:** Compensation and fringe benefits of employees for time devoted specifically to project related tasks.
- **Professional Contracts:** Hiring an individual on contract.
- **Contractual Services:** Hiring an agency on contract.
- **Travel for Staff and Board:** Travel costs and registration fees for employees and board members, including meeting or program costs, per diem or vehicle expenses.
- **Travel for Participants:** Travel costs and fees to educational sites, meetings or programs for participants or non-staff.
- **Library & Instructional Materials:** Books, non-print, and/or software cataloged and added to the library's collection; instructional materials.
- **Supplies, Postage and Printing:** Equipment valued at \$4,999 or less, supplies, postage, shipping and printing.
- **Capital Outlay:** Equipment valued at \$5000 or more.
- **Public Relations:** Publicity done by an outside firm.
- **Telephones and Telecommunications:** Telecommunications equipment purchase or rental and/or telephone line charges
- **Equipment Rental, Repair, and Maintenance:** Rental, repair, insurance and maintenance of equipment.

Approved LSTA Budget — This column mirrors your budget per the contract. The total equals your grant award. The amounts in this column never change unless a contract amendment is initiated and executed.

Quarterly LSTA Obligations & Expenditures — Report on LSTA grant dollars actually spent and/or obligated during the appropriate quarter. Obligated funds include money encumbered and disbursements during the given quarter such as purchase orders submitted, contracts with speakers, employee compensation, and checks written. **For grants of \$25,001 or more**, the total of Obligations & Expenditures for the given quarter is the amount you are requesting for reimbursement.

Grant Amount Remaining — This column is a running total of LSTA funds not yet obligated. On the July report, Grant Funds Remaining will total \$0 unless the agency is returning money to the ISL or not requesting the entire grant award.

Do the Math: Provide contact information and **sign** the financial report. Be sure to add each column and fill in the total.

QUARTERLY PROGRESS REPORTS — Due (postmarked) October 30, January 30, April 30, July 30

- Submit one copy (due 30 days after the end of the quarter).
- There is no form. There is no font or margin requirement for the progress report. A maximum of four pages is recommended.
- Identify the library and grant number.
- Indicate which quarter is covered in the report being submitted.
- Report on activities and obligations/expenditures that occurred during the corresponding quarter.
- Staple the pages together.
- The quarterly report due in July is an expanded report.

EQUIPMENT REPORT — Due July 30

If applicable, a report on each individual piece of equipment costing \$5,000 or more must be filed with the Illinois State Library no later than July 30. For example:

- If the library purchases one microfilm/reader/printer costing \$12,000, the equipment report is required.
- If the library purchases six computers at \$2,000 each, while the total is \$12,000, this form is not required because the cost of each individual computer is less than \$5,000.

FINAL REPORT — Due August 30

The Illinois State Library shares all LSTA Final Reports with the Institute of Museum and Library Services (IMLS). Please use wording that actually describes your project, rather than jargon, and avoid abbreviations. This is your chance to brag about the success of your project.

The Final Report is submitted by e-mail. A simple list of the answers is the preferred format. Please number each answer, but do not use any special formatting like tables or bullets.

- Questions 1-16 are short-phrase or multiple-choice answers.
- Questions 17-21 are narrative answers, with a maximum of 4,000 characters per answer.
- In the subject line of your e-mail, put **Final Report** followed by your **grant number**.
- If you are not the project director, please include your contact information.
- E-mail your report to: kegan@ilsos.net prior to August 30, or soon after the project ends.

Mail Quarterly Financial, Quarterly Progress and Equipment Reports to:

LSTA Program
Illinois State Library
Gwendolyn Brooks Bldg.
300 S. Second St., Rm. 410
Springfield, IL 62701-1796

For questions, please contact your grant monitor or the Illinois State Library at 1-800-665-5576, ext. 1, or e-mail kegan@ilsos.net.

**Illinois State Library
Library Services & Technology Act Funded Grants
QUARTERLY FINANCIAL REPORT**

Library Agency: _____

Grant Number: _____ Grant Title: _____

Name of person submitting Financial Report (type or print): _____

Telephone Number: _____ E-mail: _____

Signature: _____

Report on LSTA funds obligated and disbursed. Provide a corresponding explanation per Section III, Questions 2 and 3 on the Progress Report.

Budget Categories	Approved LSTA Budget	July 1-Sept. 30 LSTA Obligations and Expenditures	Oct. 1-Dec. 31 LSTA Obligations and Expenditures	Jan. 1-Mar. 31 LSTA Obligations and Expenditures	Apr. 1-June 30 LSTA Obligations and Expenditures	Grant Amount Remaining
Personnel						
Professional Contracts						
Contractual Services						
Travel for Staff and Board						
Travel for Participants						
Library and Instructional Materials						
Supplies, Postage, and Printing						
Capital Outlay						
Public Relations						
Telephones and Telecom.						
Equipment Rental, Repair and Maintenance						
Total		*	*	*	*	

*Amount being requested for reimbursement for projects is \$25,001 or more.

Submit one copy along with Progress Report. Mail postmarked no later than 30 days after the end of the quarter to:

LSTA Program
Illinois State Library
Gwendolyn Brooks Bldg.
300 S. Second St., Rm. 410
Springfield, IL 62701-1703

ISL Use: ISL Grant Monitor _____ Date: _____
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Illinois State Library
Library Services & Technology Act Funded Grants
QUARTERLY PROGRESS REPORT

Include the following information in the Progress Report:

I. Identifying Information:

- Grant number
- Name of library agency
- Grant title
- Person submitting the report; telephone number, and e-mail address

II. Indicate which report is being submitted:

- **First Quarter Report:** Covering activities July 1 to September 30. Postmark by October 30.
- **Second Quarter Report:** Covering activities October 1 to December 31. Postmark by January 30.
- **Third Quarter Report:** Covering activities January 1 to March 31. Postmark by April 30.
- **Fourth Quarter Report:** Covering activities April 1 to June 30 and, if appropriate, projected through August 15. Postmark by July 30.

III. Report on activities and obligations that occurred during the quarter:

- Share progress made toward meeting project goals, outcomes and/or objectives. Include significant activities, successes, challenges and quarterly statistics.

- Per each appropriate budget line, provide details on how LSTA funds were obligated as documented on the financial report. Briefly explain how these expenditures and obligations support the project activities. Explain any deviations from the original budget amount. Do not attach invoices.

- If agency staff were paid with LSTA grant funds, for each employee:
 - State the employee's name and title.
 - Briefly summarize grant-related duties this quarter. Confirm that payments made with LSTA funds were for activities directly related to this LSTA project.
 - Provide the total number of hours spent working on the project.
 - Provide the total amount paid with LSTA funds (do not include local funds).
 - Confirm that LSTA funds and salary were not earned at the same time and that timesheets are being kept at your agency as documentation of hours worked.

If no LSTA funds were used to pay staff during this quarter, please state this.

IV. With the Progress Report due in July, also include:

- How this project has made a difference for the target audience.
- Outline plans for sustaining programs and, if appropriate, maintaining equipment after the grant ends.
- Provide a total dollar amount of local cash contributions, and the total monetary value of in-kind contributions. Briefly explain what was contributed by the library and donations from outside agencies to support the success of the project.
- If appropriate, attach two separate copies of all printed publicity and significant grant related products.
- If appropriate, attach an Equipment Report for each individual piece of equipment over \$5,000.

Illinois State Library
Library Services & Technology Act Funded Grants
BUDGET AMENDMENT REQUEST
 (Submit prior to May 1)

Library Agency: _____

Grant Number: _____

1. Complete the amendment chart to reflect proposed changes to the budget.

- The total Approved Budget column and New Budget Requested column must equal the grant award, unless the library is deobligating grant funds.
- The "Amount + or -" column must equal \$0, unless the grant award is being decreased.

Budget Categories	Approved Budget	Amount + or -	New Budget Requested
Personnel			
Professional Contracts			
Contractual Services			
Travel for Staff and Board			
Travel for Participants			
Library and Instructional Materials			
Supplies, Postage and Printing			
Capital Outlay			
CE and Meetings for Others			
Public Relations			
Telephones and Telecommunication			
Equipment Rental, Repair and Maintenance			
TOTAL			

2. Attach an explanation to justify the proposed changes to the budget.

Signature of person submitting budget amendment: _____

Name typed or printed: _____ Date: _____

Telephone: _____ E-mail: _____

Submit one copy. Mail postmarked no later than May 1.

LSTA Program
 Illinois State Library
 Gwendolyn Brooks Bldg.
 300 S. Second St., Rm. 410
 Springfield, IL 62701-1796
 Fax: 217-782-1877

ISL Use: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
ISL Grant Monitor _____
Date: _____

**Illinois State Library
Library Services & Technology Act Funded Grants
EQUIPMENT REPORT**

A report on each individual piece of equipment costing \$5,000 or more must be filed with the Illinois State Library by **July 30**.

Grant Number: _____

Grant Title: _____

Library Agency: _____

Address where the equipment is located: _____

Date item was acquired: _____

Paid with LSTA Funds \$ _____

Paid from other funding sources \$ _____

Total cost of item \$ _____

Description of equipment or item, including model and serial number:

Use of the equipment and the primary users:

All equipment purchased with federal funds costing \$5,000 or more must be labeled as follows.

Has the equipment been appropriately labeled? Yes No

Purchased with LSTA Funds Contract # _____ Administered by the Illinois State Library Date of Purchase _____ Subgrantee _____

Submit one copy for each individual piece of equipment costing \$5,000 or more by July 30 to:

LSTA Program
Illinois State Library
Gwendolyn Brooks Bldg.
300 S. Second St., Rm. 410
Springfield, IL 62701-1796

**Illinois State Library
Library Services & Technology Act Funded Grants
FINAL REPORT**

A Final Report sharing the results of your LSTA grant project is required and must be submitted by e-mail to kegan@ilsos.net by August 30.

The Illinois State Library shares reports on all LSTA-funded projects with the Institute of Museum and Library Services. Please avoid using jargon or abbreviations unless defined. If you have questions, please contact your grant monitor or the Illinois State Library, Library Development Group at 1-800-665-5576, ext 1.

INSTRUCTIONS

- In the body of your e-mail, list the answers to each question and number each answer. A simple list of the answers is the preferred format. Please do not use any special formatting, tables or bullets.
- In the subject line of your e-mail, put **Final Report** followed by your grant number and/or the name of your library.
- If you are not the project director, please include your contact information in the body of your e-mail.
- E-mail your report to kegan@ilsos.net soon after your project ends, and by August 30.

FINAL REPORT QUESTIONS

- 1. Project Title**
- 2. Grant Number**
- 3. Library Name** – Name of the library or agency that received the grant. This is not the branch or attendance center, but is the agency that received the contract.
- 4. Project Director's Name**
- 5. Phone Number** – Include your area code and use the format: XXX-XXX-XXXX
- 6. E-mail Address of Project Director**
- 7. Library Building** – Name of the primary library location, building or attendance center, (only one) where grant activities were based.
- 8. LSTA Funds Expended** – This **must** be equal to your grant award. It should be less only if you are returning grant funds. List whole dollars only.
- 9. Cash Match** – Show the amount of any cash match or contributions from local library funds spent directly on this project and include monetary contributions from outside agencies. List whole dollars only. If \$0, please indicate this.
- 10. In Kind Contributions** – Provide a dollar amount estimating the library's support and outside agencies' support, other than monetary that supported this project. List whole dollars only. If \$0, please indicate this.
- 11. Number of Persons Served** – This is the number of people who directly benefited from grant activities during the time-frame of the project. It may be the number of people attending programs, hits to your Web site or may be equal to the number of people served by your library.

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12. LSTA Purpose – Select only one that best fits your project. While a project can involve more than one of the purposes, please select the one purpose that **best** characterizes the project. For example, if a homework helper project involved technology, it would be classified under services for lifelong learning, since technology was a tool used to support the project. There are three choices:

LSTA Purpose	Examples of Activities
<p>1) Library technology, connectivity and services</p>	<ul style="list-style-type: none">• Digitizing• Database licenses/commercial databases• GIS (geographic information systems)• Computer equipment, software, labs• Internet and other networking• Technical training for library staff• Interlibrary loan systems• Community information centers• Retrospective conversion and automation• Videoconferencing equipment and connections
<p>2) Services for lifelong learning</p> <p>This includes all ages.</p>	<ul style="list-style-type: none">• Homework Center/Helper• After school programs• Literacy for children, adults, families• English as a second language (ESOL)• Babies and books• Summer reading programs and reading clubs• Information and computer literacy training• Online and distance education• 24-7 online reference services• Staff development and training• Library development initiatives
<p>3) Services to persons having difficulty using libraries</p> <p>This includes people with limited literacy or information skills; underserved rural and urban areas; families with incomes below the poverty line and diverse backgrounds.</p>	<ul style="list-style-type: none">• Services to persons with physical or learning disabilities• Assistive technologies and devices• Prison and jail services• Services to nursing homes and other institutions• Talking books• Outreach services• Bookmobiles• Computer vans• Services for migrant workers and non-English speakers

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13. State Goal – Select only one that best fits your project. There are four choices:

- Goal 1: Libraries as educational anchor of the community.
- Goal 2: Provide access to abundant resources and information, both virtual and tangible, to collaborate for resource sharing, develop ideas that embrace technology and extend library services for all Illinois citizens.
- Goal 3: Further a literate Illinois by creating a reading culture that encourages reading fluency for recreation or education.
- Goal 4: Provide tools for the future to facilitate the ability of libraries to lead their communities through planning, research, innovation, partnerships, best practices, and discovery to improve the quality of life for Illinoisans.

14. Primary Performance Category – Select one or two performance categories that are most appropriate to your project. There are six choices:

Primary Performance Category	Examples of what it includes
<p>1) Enhance a lifetime of learning opportunities</p> <p>Focus on impacting educational outcomes for library patrons or the library’s community, including but not limited to school-related educational activities for children.</p>	<ul style="list-style-type: none"> • Homework centers/homework help • Training (but not staff technology training) • Workshops • Certification • Literacy for children and adults • English as a second language (ESL) • Online and distance education • Cooperation between school and public libraries • School libraries • Home schooling support
<p>2) Provide access to information, resources and ideas</p> <p>Focus on promoting access to information and resources, as well as focusing on equity/parity issues, such as improving access for targeted populations.</p>	<ul style="list-style-type: none"> • Reference services • Database licenses • Geographic information systems (GIS/GLS) • Government information systems (GIS) • Bookmobiles and computer vans • Talking books • Services to visually and hearing impaired • Outreach • Resource sharing, including interlibrary loan • Cataloging • Digital libraries • Information and referral (I&R) • Training of library staff on appropriate skills for this category
<p>3) Provide tools for the future</p> <p>Focus on the development of infrastructure, Web sites, and technology training for library staff.</p>	<ul style="list-style-type: none"> • Routers, servers and other network equipment • Telecommunication lines • Computer labs • Computer equipment and software • Internet connections • Technology training for library staff

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Primary Performance Category	Examples of what it includes
<p>4) Strengthen families and children</p> <p>Focus on intergenerational, family-focused and children's programs, including extra-curricular enrichment programs for children.</p>	<ul style="list-style-type: none"> • Parent/child programming • Children's story hours • Babies and books, Born to Read • Grandparent reading programs • Summer reading • Pre-school, early childhood, Head Start, daycare programming • Parent resource centers • After school learning activities • Cooperative programs with community agencies and organizations to meet the needs of children and families • Training children's librarians
<p>5) Strengthen communities</p> <p>Focus on building links among different entities, providing community based, regional or statewide collaboration.</p>	<ul style="list-style-type: none"> • Community information centers • Community technology centers • Regional and statewide programs • Multi-type library cooperative programs • Economic development programs • Job/employment programs • Strategic planning • Literacy advocacy
<p>6) Sustain our cultural heritage</p> <p>Focus on the preservation or digitization of historical or cultural artifacts of importance.</p>	<ul style="list-style-type: none"> • Digitization • Archives and special collections

15. Primary Users – Select at least one appropriate primary user, but not more than three. Secondary descriptors for each primary user also may be selected, if appropriate. Not all primary users have secondary descriptors. There are 13 choices:

Primary Users	Secondary Descriptors
1) Adults	
2) Children	<ul style="list-style-type: none"> • Disadvantaged children
3) Institutionalized persons (includes people in correctional facilities and hospitals)	
4) Library staff and volunteers	
5) Non/limited English-speaking persons	
6) People with special needs (includes children)	<ul style="list-style-type: none"> • Blind and visually-impaired persons • Deaf and hearing-impaired persons • Developmentally disabled persons • Homebound persons
7) Preschool children	
8) Public library trustees	

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Primary Users	Secondary Descriptors
9) Rural populations	
10) Senior citizens	
11) Statewide public	
12) Urban populations	
13) Young adults and teens	

16. Primary Service – Select at least one appropriate primary service, but not more than three. Secondary descriptors for each primary descriptor also may be selected. Some primary service descriptors do not have secondary descriptors. There are 18 choices:

Primary Users	Secondary Descriptors
1) Continuing education for the public	<ul style="list-style-type: none"> • Distance education (includes web-based training) • Lifelong learning
2) Cultural heritage programs	<ul style="list-style-type: none"> • Local history • Preservation
3) Digitization and digital library projects	<ul style="list-style-type: none"> • Digitization • Digital library projects
4) Economic development	<ul style="list-style-type: none"> • Job and career services • Small business services
5) Education-related services for children and teens	<ul style="list-style-type: none"> • After school programs • Home schooling • Homework centers • Pre-school programs • Reading development • Reading readiness • Summer reading programs
6) Information access and services	<ul style="list-style-type: none"> • Business information services • Collection development • Community information services • Database access • E-books • Government information services and archives • Health information services • Information & referral (I&R) • Local information • Reference services • Statewide database licensing
7) Institutional library services	<ul style="list-style-type: none"> • Correctional library services (e.g., jails and detention centers) • Hospital library services (includes long term care facilities, mental health hospitals, VA hospitals) • Prison library services

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Primary Users	Secondary Descriptors
8) Interlibrary loan	<ul style="list-style-type: none">• Document and materials delivery• Resource sharing
9) Intergenerational programs	
10) Library development	<ul style="list-style-type: none">• Community and user studies• Marketing and promotion of library services• Strategic planning
11) Literacy programs	<ul style="list-style-type: none">• Adult literacy• ESL programs• Family literacy
12) Mobile services	<ul style="list-style-type: none">• Bookmobile services• Cybermobiles• Daycare vans
13) Outreach services	<ul style="list-style-type: none">• Books-by-mail• Homebound services• Services to ethnic and cultural groups• Special needs services
14) Software and equipment	<ul style="list-style-type: none">• Adaptive technology• Computers & peripherals
15) Staff development, education and training	<ul style="list-style-type: none">• Customer service skills• Library science education and skills• Management skills• Technical skills
16) Technology infrastructure	<ul style="list-style-type: none">• Computer hardware and software• Integrated library systems• Intranets and extranets• LAN/WAN projects• Telecommunications and networking hardware and software
17) Training for the public	<ul style="list-style-type: none">• Computer training• Database training• Information literacy• Internet training• Technology training
18) Virtual library services	<ul style="list-style-type: none">• Portals and related Web projects• Virtual reference service• Virtual union catalogue

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PROJECT DESCRIPTION

Answer the following in sentence format using no more than 4,000 characters per answer. Please do **not** use any special formatting like tables, bullet points or indentations. Lines between paragraphs are fine. Number each answer and use short headings like Project Purpose prior to each answer. Please spell check this section prior to submitting your final report. This report is shared nationally so please give thoughtful answers to reflect the energy, passion and success of your project.

17. Project Purpose – Write an interesting description about your project as if you were writing an article for the newspaper including the details such as who, what, where, and why, as appropriate. This should be an information rich overview of the project including some background information about your library to give context to the project, the target audience with demographics defining their need and the expected benefit. If a Web site was created for this project, please include the link. Please include how the project connects to at least one purpose of LSTA listed below:

- Expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages.
- Develop library services that provide all users access to information through local, state, regional, national and international electronic networks.
- Provide electronic and other linkages among and between all types of libraries.
- Develop public and private partnerships with other agencies and community-based organizations.
- Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills.
- Target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line as defined by the Office of Management and Budget and revised annually in accordance with 42 USC Sec.9902 (2) applicable to a family of the size involved.

18. Project Activities/Methods – What key activities were implemented? Consider what key activities and methods would be necessary for the project to be successful if it were to be replicated. This should emphasize events, milestones and the programming components of the project. Include details of the behind the scenes work and strategies necessary to implement activities where appropriate.

19. Project Outputs – Provide statistics. Show appropriate measurements of services and/or activities such as: hours of programming offered, how many participants took advantage of grant related services, hits to a Web site, number of images digitized, circulation increases, etc. Compare pre-project statistics to those collected after the project.

20. Project Outcomes – Describe changes in behavior, attitude, knowledge or skills that occurred in the target audience because of this project. Describe how this project made a difference for the target audience.

21. Anecdotal Information – Tell the story of how an individual (or their family) benefited from the activities of the grant.

CONTACT INFORMATION

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