

**FY2009 Library Services & Technology Act
Grant Management Manual**

**Digital Imaging
In Sync With Technology
Research & Development
Value of Resource Sharing
General Grants**

**ILLINOIS STATE LIBRARY
Jesse White, Secretary of State & State Librarian
Anne Craig, Director**

"I'VE GOTTEN GRANTS BEFORE, WHY DO I NEED THIS MANUAL?"

We know that some of you have received grants before. This manual should help streamline the process of managing your project. Please read it!

We recommend that the Project Director, the Grants Manager, the Fiscal Officer, the Library Director and anyone involved in managing the project or grant funds become familiar with this manual and refer to it any time that questions arise.

Grant requirements change, and this manual is key to communicating these changes to you. This manual provides an easily accessible guide to what happens once you have been awarded a Library Services and Technology Act (LSTA) grant. It will provide you with one location in which all forms, deadlines, required financial, programmatic reporting, and contractual responsibilities can be referenced.

You should keep your manual in a handy location and refer to it throughout the life of your grant. Once the project is completed, the manual and your reports represent a complete record of the project and can be kept for the library's files. The library must maintain the grant project files for three years after all financial reports have been submitted and the project is completed.

This manual is primarily written for Project Directors and will guide you through the preparation of reports, especially the financial reporting which most people find the hardest, and remind you of the *do's* and *don'ts* along the way.

Above all, anytime you have questions, please don't hesitate to contact the Illinois State Library or your Grant Monitor.

Best wishes for a successful project!

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GRANT MANAGEMENT MANUAL

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TIMELINE



“When exactly is this past due, and how late can it be?”

The simple answer is that it's always due yesterday and no, it can't be late. Actually, due dates for reports are quite specific and they are generally postmarked dates. Since they are known well ahead of time, it is expected that you will plan ahead and submit your reports on time. There are times, however, when a library is waiting to receive necessary information from its business office to complete a report. In these instances, the programmatic part of the report should be sent in on time and the financial part as soon as the information is complete. In any event, you should contact your ISL Grant Monitor if any part of the report will be late.

PLEASE MARK THESE DATES ON YOUR CALENDAR

Deadline	To Do!
October 1, 2008	Project begins!
October 3 or 6, 2008	Attend grant management workshop
October - April	Site Visit with ISL Project Monitor
January 9, 2009	Postmarked deadline - first Programmatic Report (covers Oct 1 – Dec 31) Postmarked deadline - first Financial Report (covers Oct 1 – Dec 31)
April 10, 2009	Postmarked deadline - second Programmatic Report (covers January 1 – March 30) Postmarked deadline - second Financial Report (covers January 1 – March 30)
April – June	Post project information on WJIL
May 1, 2009	Postmarked deadline to submit a Budget Amendment Request
June 30, 2009	All grant funds must be obligated
July 10, 2009	Postmarked deadline - third Programmatic Report (covers April 1 – June 30/Aug 15) Postmarked deadline - third Financial Report (covers April 1 – June 30/Aug 15) Postmarked deadline - copies of PR and communications Postmarked deadline - Equipment Reports if applicable
August 15, 2009	All grant funds expended and all project activities end
September 4, 2009	Deadline to submit the final report by e-mail

TIP: Combine these dates with your project's timeline. (You prepared one as part of your application.) Then use it to relieve that overwhelming, *“What do I do next?”* feeling!

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CONTACT THE ILLINOIS STATE LIBRARY

Mail reports and written correspondence to:

LSTA Program
Illinois State Library, Room 410
300 South Second Street
Springfield, Illinois 62701-1796



All Grant Monitors can be reached at 1-800-665-5576 x 1

Library Development Fax: 217-782-1877

Grant Monitor	Direct Telephone Number	E-mail
Vandella Brown	(217) 785-9075	vbrown@ilsos.net
Andrew Bullen	(312) 814-4386	abullen@ilsos.net
Mary Downing	(217) 782-5506	mdowning@ilsos.net
Karen Egan	(217) 782-7749	kegan@ilsos.net
Connie Frankenfeld	(217) 782-5432	cfrankenfeld@ilsos.net
Gwen Harrison	(217) 785-7334	gharrison@ilsos.net
Neil Kelley	(217) 782-1891	nkelley@ilsos.net
Patricia Norris	(217) 524-5867	pnorris@ilsos.net
Alyce Scott	(217) 558-2064	ascott@ilsos.net
Mark Shaffer	(217) 524-4901	mshaffer@ilsos.net
Jeanne Urbanek	(217) 524-0050	jurbanek@ilsos.net
Ron Winner	(217) 785-1168	rwinner@ilsos.net

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GENERAL OVERVIEW

The Library Services and Technology Act is a federally funded grant program administered by the Institute of Museum and Library Services (IMLS). The Institute of Museum and Library Services, an independent federal grant-making agency dedicated to creating and sustaining a nation of learners by helping libraries and museums serve their communities, supports library services for the citizens of Illinois by providing LSTA funds to the Illinois State Library.

The Illinois State Library applies each year to IMLS for the LSTA grant funds. Funds are awarded to ISL 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 2008 - 2012*. This plan is available at: http://www.cyberdriveillinois.com/departments/library/what_we_do/pdfs/Istalongrange2003.pdf

The Illinois State Library submits a detailed report to IMLS to demonstrate that LSTA funds were used to meet the goals outlined in the long-range plan. This report includes the final reports submitted on every project as well as public relations materials that your library submits to ISL.

For some accounting officials, it is important to know the Catalog of Federal Domestic Assistance, or CFDA, number for your project. The CFDA number for your project is 45.310.

PRE-CONTRACT ACTIVITIES

Although LSTA grant funds may not be expended or obligated, and project activities may not legally start until October 1, 2008, there are several pre-contract activities that may begin once the grant award letter is received.

Four copies of a contract will be mailed to your agency. All four copies need to be signed with the original signature of an authorized person (Library Director, Principal, Superintendent, Fiscal Officer, etc.) and all four copies returned to the Illinois 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.

Because daily crises will inevitably arise in your library, the project timeframe of October 1, 2008 through June 30, 2009, will quickly shrink to nothing before your very eyes. Much of the preliminary planning and pre-project work that does not require LSTA funds to be obligated can be done between the time the grant is awarded and October 1.

If you are buying equipment or materials, begin reviewing professional selection tools, making decisions, and talking to vendors, so that on October 1 or soon thereafter, your orders are ready to submit to the vendor.

If you are working with outside agencies, call them to reconfirm their role in the project and set meeting dates after October 1.

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Gather baseline statistics to use for comparison purposes later when you will be asked to evaluate whether or not your project is meeting its objectives. Go back to objectives as written 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 that they, and you, understand what work will be required on the project (handling funds, record keeping, tracking staff paid with LSTA funds, paying bills, advertising for part-time positions, bidding, timely reporting) and exactly who will do it.

While you may not obligate any grant funds or start project activities until October 1, take the weeks prior to position your library and be ready to start your LSTA grant project.

GENERAL GRANT GUIDELINES

- ★ Grant funded activities may begin October 1, 2008, or the starting date per the contract, and must end on or before August 15, 2009.
- ★ All grant funds must be expended or obligated only between the starting date of the contract (usually October 1) and June 30, 2009. Local contributions must cover any costs incurred before September 30, 2008, and/or new obligations made after July 1, 2009.
- ★ All obligated LSTA funds must be paid out by August 15, 2009. Therefore, all project agreements (professional contracts, contractual services, purchase orders, etc.) should be written with LSTA funds obligated by June 30, 2009, and the final payment made on or before August 15, 2009.
- ★ Formal amendments to the budget must be submitted in writing no later than May 1, 2009.
- ★ The library agency may not charge patrons for grant funded project activities during the grant time frame. Cost recovery for lunch during a program is okay.
- ★ Grant funds should be deposited into a non-interest bearing account.
- ★ Equipment purchased with grant funds will be maintained and located in the library as specified in the grant for a period of five years. Contact ISL before taking out of service, an individual piece of equipment costing \$5,000 or more that was purchased with LSTA funds.
- ★ The agency awarded the funds must agree to all federal and state laws, rules, and regulations that govern federal LSTA funds administered by the State of Illinois. This includes compliance with the Children's Internet Protection Act if LSTA funds are used to purchase computers or connect to the Internet.
- ★ Reports demonstrate accountability for federal grant funds. Failure of the library to file required reports or to expend all grant funds may result in suspension of future grant awards.

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RELEASE OF GRANT FUNDS

Spend all of the LSTA grant money! The Illinois State Library expects your agency to use 100% of the awarded funds as outlined in the contract and to file all reports by the deadlines.

Unless otherwise determined by the Illinois State Library, grants awarded at \$25,001 or more must ask for grant funds by requesting reimbursement on the periodic reports. The library must first obligate or spend local funds on the project, and then request reimbursement. Submission of a timely Periodic Financial Report, in January, April and July generates reimbursement. Late reports could delay payments.

The Illinois State Library will authorize the release of grant funds for grants awarded at \$25,000 or less upon execution of the contract with the check generally issued six weeks later.

Use the Comptroller's web site to determine if a check has been issued. Go to:
<http://www.ioc.state.il.us/>

1. In the left column, click on "Vendor Payments."
2. Enter your agency's FEIN without the dash. (Hint: It's on your application cover sheet.)
3. Click on "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 will display on this screen. The "issue date" is when the Comptroller's office processed the payment, and the "paid date" lists when the State Treasurer cleared the check. If you are expecting a check that does not display on this screen, it probably has not been processed yet.

ALLOWABLE COSTS

"You mean I can't take the staff out to lunch?"

Unfortunately, no. There are guidelines for what can be purchased with federal money (*you can still buy the Twinkies if your Friends group or PTO foots the bill!*), and the long version can be found in *OMB Circular #A102 - Grants and Cooperative Agreements with State and Local Governments*. Should any of you be insomniac enough to read this, it may be found at <http://www.whitehouse.gov/omb/circulars/a102/a102.html>

For everyone else, here is a quick rundown of what you cannot do with LSTA funds:

- Buy food, refreshments and beverages, or food service supplies like paper plates.
- Lobby (not even for your local budget) or advocate for a "yes" or "no" vote.
- Hire "entertainment" for a program that is not educational in nature or tied in with your program.
- Give away gifts or promotional items – key chains, refrigerator magnets, T-shirts, mugs.

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- Give away books.
 - Do public relations or advertising for library services in general, although you may, and indeed 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.” (A double winner—both the classes and the databases are paid for with LSTA funds!)
 - Buy computer hardware unless you comply with the Children’s Internet Protection Act
-

PAYING STAFF WITH LSTA FUNDS

This applies to staff whether budgeted as Personnel or Professional Contracts; if staff works full time on the LSTA project and is paid entirely with LSTA funds; or works part time on the LSTA project and is partially paid with LSTA funds.

For all staff paid any LSTA funds, the employee must keep a timesheet or have written documentation to record time spent working on the grant project. The employee or supervisor, having first hand knowledge of the employee’s work, should sign this; with a copy of the timesheet(s) kept in the grant file.

For the employee being paid with LSTA funds, on the three periodic programmatic reports, you will be asked to:

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

Please do not submit timesheets to the Illinois State Library.

When reporting staff paid with LSTA funds, please 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.

Please note on the corresponding Periodic Financial Report, the Personnel budget line would equal \$475. (Ian’s \$375 + Colin’s \$100)

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SITE VISITS

As the agency awarding the LSTA funds, the Illinois State Library, has a vested interest in how funds are expended and in the services provided using LSTA funds. The Illinois State Library grant monitor will schedule or initiate a site visit ideally between January 1, 2009 and April 28, 2009, to discuss matters such as the overall progress of the project, challenges, successes and fiscal responsibilities. Grant monitors will meet in person with the project director and any other appropriate project personnel for all grants funded for \$25,001 or greater. Site visits for grants \$25,000 or less may be in person, by email or via telephone.

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

To facilitate communication and accountability, please don't wait for the site visit if you have questions or concerns about your grant project. Call or send e-mail to your grant monitor.

THE BEST LAID PLANS ...

"I can't seem to find anyone to do the Underwater Story Hour after all. So, what do I do now?"

Unfortunately, no matter how carefully a project is planned, sometimes things do not go as expected. Revisions to the project may be necessary for several reasons. Common modifications to an LSTA project might include:

- ★ **The Project Director and/or contact information has changed!**
 - ✓ Send a letter to the LSTA Grant Program with any updated contact information for the Project Director. Include any changes in name, telephone number, email address, fax number and mailing address.

- ★ **Actual costs are slightly different than the budget (less than 10%)**

Slight differences between actual costs and the budget are not an issue. Calculate 10% of your total LSTA budget. You have permission to manipulate 9.99% or less of your total LSTA budget between approved budget lines. (10% is considered substantial and will require a budget amendment.)

 - ✓ Carefully track the *"Year-to-Date Obligations"* that are greater than the corresponding *"Approved Budget"* to ensure that the total variance is less than 10% of the total grant.
 - ✓ Report the *"Actual Obligations This Period,"* and explain the reason for any variation from the approved budget in the first question on the Programmatic Report. Keep the total deviation less than 10%. This is considered a non-substantial budget change and you have automatic permission to do so.

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★ **News Flash Blizzard Hits Illinois: Library Program Rescheduled!**

The Illinois State Library will allow the project director to make non-significant changes to the project plan 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 a minor change.

- ✓ Report any challenges and how they were dealt with in the next periodic programmatic report.

Substantial Changes to the Budget or Program Require a Contract Amendment:

Requests to amend the contract must be submitted no later than May 1, 2009. All requests to amend the project must be in writing and submitted to:

LSTA Grant Program
Illinois State Library, Room 410
300 S. Second Street
Springfield, IL 62701-1796

The Illinois 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 Illinois 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% of your total LSTA budget. A formal budget amendment is required:

1. Carefully track the *"Year-to-Date Obligations"* that are greater than the corresponding *"Approved Budget"* and if the total variance equals 10% or more of the total grant, submit a budget amendment.
 2. To move money into a budget line originally approved at \$0, a formal budget 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 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.

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★ **Programmatic Amendment:**

The contract is a legally binding document including approved project activities and purchases. Any major programmatic departures from the contract, including a change in the project plan, target audience; the goals or project objectives require a programmatic amendment.

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

“What if I can’t spend all of the LSTA grant funds?”

The Project Director should have submitted a budget amendment to avoid this, but sometimes grant funds cannot always be spent as planned. Your objective is to obligate all of the LSTA grant funds by June 30, 2009.

The total “*Year-to-Date Obligations*” must equal the total LSTA “*Approved Budget*” on the third periodic financial report, submitted in July. Legally, all grant funds must be obligated by June 30, 2009. If total obligations are less than the grant award, the agency will be expected to return any LSTA funds that were not obligated or not spent by June 30, 2009.

- ★ If grant funds were issued upon request for reimbursement, the July 10th report should indicate the amount of grant funds that will not be requested and why.
- ★ If grant funds were issued upon execution of the contract, any grant funds not obligated by June 30, 2009 should be returned to the Illinois State Library.

Make the check payable to “Secretary of State,” and mail it to:

LSTA Grant Program
Illinois State Library, Room 410
300 S. Second Street
Springfield, IL 62701-1796

Please write your grant number on the check or enclose an identifying cover letter.

WEBJUNCTION ILLINOIS (WJIL) <http://il.webjunction.org/lsta>

Share the results of your LSTA project, and let’s talk about grant related issues, challenges, successes and anything you would like to discuss on WJIL. You must “log in” to post your project, add comments or ask questions about other projects.

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If you are not already a registered user of WJIL, please register by going to <http://il.webjunction.org>. After you "log in," you may post to the blogs, add comments and/or navigate through the many WJIL resources.

The ideal window for posting is April – July, to include the impact and results of your project, but please post no later than August 1st.

The process is simple. Imagine that you have just gotten a job as a reporter and your assignment is to write an article about your LSTA grant project. 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. Your project will have global exposure through WJIL; so please wait until you have solid details and results of your project, rather than speculating on what will happen.



Write one to two pages of description. Include activities, target audience and outcomes. Please format your document and spell check prior to submitting it. Include photos or graphics to make the information more visually interesting.

When you are ready to post, go to <http://il.webjunction.org/lsta>. Click on the "Discussion" tab then click on "Post New Thread." Enter the project title in the subject line; then cut and paste your project description into the WJIL text box.

After posting your results, please pursue sharing additional resources, documents and final products of your grant project through WJIL. Manuals, curriculum, and downloadable documents: the more LSTA grant products and projects that can be shared; the more others can benefit from your experiences by not having to duplicate efforts.

PUBLIC RELATIONS & PRODUCTS

Printed publicity, all products produced, and an individual piece of equipment costing \$5,000 or more must include the following statement. This does not need to be included in books or on supplies.

"Funding for this grant was awarded by the Illinois State Library (ISL), a Department of the Office of Secretary of State, using funds provided by the U.S. Institute of Museum and Library Services (IMLS), under the federal Library Services and Technology Act (LSTA)."

Save two separate copies of all significant products produced, newspaper articles and public relations materials to include with your third periodic reports submitted no later than July 10th.

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Please say “Thanks!”

Please send emails or letters to the library’s U.S. Representative and U.S. Senators to let them know that your library was awarded a grant using federal grant dollars authorized by the Library Services and Technology Act. Be sure to tell them about your project and the benefits for your target audience.

Because of mail issues in Washington DC, communicate using email or mail a letter to their local office address. For legislative emails and addresses, go to the Illinois State Board of Elections web site at:

<http://www.elections.il.gov/DistrictLocator/SelectSearchType.aspx>

Products

If the Illinois State Library determines that the grant activities will result in a product that should be shared with the Illinois library community, the Subgrantee will be contacted regarding duplication, cost, distribution and number of products.

COPYRIGHT OWNERSHIP

Contact the Illinois State Library prior to printing or re-printing any documents, booklets, curriculum or materials that were created using LSTA grant funds. 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 Illinois State Library reserves this right for Illinois.

This statement must appear in publications printed after the grant period:

“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

If the library uses LSTA funds to purchase hardware or software that enables access to the Internet, the library must be CIPA compliant.

Computers and hardware must be maintained for five years. At that time, if replaced with computers or hardware purchased with non-LSTA funds, the library would no longer need to be CIPA compliant.

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Contact the Illinois State Library before taking out of service an individual piece of equipment costing \$5,000 or more that was purchased with LSTA funds.

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

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

A report on each individual piece of equipment costing \$5,000 or more must be filed with the Illinois State Library. Submit the Equipment Report(s) no later than July 10, 2009.

AUDITS

Per 23 Ill. Adm. Code 3035.140, and effective July 1, 2008; all Secretary of State/Illinois State Library grantees that receive a combined cumulative total of \$175,000 or more from any of our 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 grants, Per Capita grants, Disaster grants, Literacy grants, Construction grants, Educate & Automate grants, Live & Learn grants and Technology grants.

The agency-wide audit shall be for the corresponding fiscal year(s) in which grant activities/expenditures occurred. Hence, agencies 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 expenditure.

Upon completion of your annual agency audit, please mail a copy to:

Accounting Department
Illinois State Library
300 S. Second Street
Springfield, IL 62701-1796

Noncompliance with this request shall jeopardize future funding considerations.

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INSTRUCTIONS FOR COMPLETING THE PERIODIC REPORTS

The periodic financial reports and programmatic reports are due postmarked:

- ★ January 9th
- ★ April 10th
- ★ July 10th

The final report is submitted by email and is due:

- ★ September 4th

Mail all periodic reports to:

LSTA Program
Illinois State Library, Room 410
300 S. Second Street
Springfield, IL 62701-1796

On the PERIODIC FINANCIAL REPORT:

- ★ **Sign** the financial report and fill in the contact information at the bottom of the page.
- ★ **Budget Line** - The rows are the approved categories/line items of your budget for categorizing expenditures.
- ★ **Approved LSTA Budget** - This column is your budget per the contract. The total equals your grant award. The amounts in this column never change unless a formal budget amendment has been approved.
- ★ **LSTA Funds: Actual Obligations This Period** - In this column, report what was actually spent or obligated using your LSTA grant dollars, during the reporting period. Obligations are defined as expenditures and/or encumbrances (i.e.: purchase orders submitted, contracts in place, and checks written).

For grants \$25,001 or more, the total "*Actual Obligations This Period*" is the reimbursable amount for this period. By the third periodic financial report, all grant funds should be requested for reimbursement or shown as obligated.

- ★ **LSTA Funds: Year-to-Date Obligations** - This column is a cumulative, running total of LSTA funds obligated.

On the first periodic financial report, this column will equal the "*Actual Obligations This Period*" column. On the second and third financial reports, this column will equal the sum of the "*Actual Obligations This Period*" and the "*Year-to-Date Obligations*" from the previous financial report.

Remember to carefully track the "*Year-to-Date Obligations*" that are greater than the corresponding "*Approved Budget*" to ensure that the total-over-budget is always less

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than the 10% allowed. If you think the difference will be 10% or greater, submit a budget amendment request no later than May 1st.

- ★ **Do the Math** - Please be sure to add each column and fill in the total.

On the July 10th report, the total “*Year-to-Date Obligations*” will equal the total “*Approved Budget*” unless the agency is returning money to ISL or not requesting the entire grant award. Any amount greater than the “*Approved Budget*” is considered local contribution to the project and should be reported in question seven on the third periodic programmatic report.

On the PERIODIC PROGRAMMATIC REPORT:

- ★ Submit one copy by each deadline date.
- ★ There is no font or margin requirement for the programmatic report. A maximum of four pages is recommended for questions 1 – 4.
- ★ Identify the library and grant number.
- ★ Indicate which period is covered in the report being submitted.
- ★ Report on activities and obligations that occurred during the corresponding reporting period.
- ★ Staple the pages together.
- ★ The third periodic programmatic report, due in July, is an expanded report.
 - Attach two separate copies/sets of all printed publicity and significant grant related products.
 - Attach an Equipment Report for each individual piece of equipment over \$5,000.

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PERIODIC FINANCIAL REPORT

Library Agency: _____

Grant Number: _____

Grant Title: _____

Indicate the period covered in this Financial Report:

- 1st Financial Report (Postmarked no later than January 9, 2009)** Report expenditures & obligations made October 1– December 31, 2008. Provide a corresponding explanation per question 1 on the programmatic report.
 - 2nd Financial Report (Postmarked no later than April 10, 2009)** Report expenditures & obligations made January 1 – March 31, 2009. Provide a corresponding explanation per question 1 on the programmatic report.
 - 3rd Financial Report (Postmarked no later than July 10, 2009)** Report expenditures & obligations made April 1 – June 30, 2009. Provide a corresponding explanation per question 1 on the programmatic report.
- All grant funds must be obligated by June 30th.

Budget Categories	Approved LSTA Budget	LSTA Funds: Actual Obligations This Period	LSTA Funds: Year-to-Date Obligations
Library Materials			
Capital Outlay			
Professional Contracts			
Contractual Services			
Personnel			
Travel & CE for Staff			
CE & Meetings for Others			
Public Relations			
Supplies, Postage & Printing			
Telephone & Telecommunications			
Equipment rental, repair & maintenance			
TOTALS		*	

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

Signature of Person Submitting Financial Report: _____

Name typed or printed: _____ Date: _____

Telephone: _____ Email: _____

Submit one copy. Mail postmarked no later than the deadline date:

LSTA Program
Illinois State Library, Room 410
300 S. Second Street
Springfield, IL 62701-1796

ISL Use:

ISL Grant Monitor _____

Approved Not Approved

Date: _____

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PERIODIC PROGRAMMATIC REPORT

Include the following information in the Programmatic Report:

Submit one copy. Mail the programmatic report with the financial report postmarked no later than the deadline date:

LSTA Program
Illinois State Library, Room 410
300 S. Second Street
Springfield, IL 62701-1796

I. Identifying Information:

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

II. Indicate which report is being submitted:

- ★ **1st Programmatic Report** – Report activities Oct 1– Dec 31, 2008. (Postmarked no later than January 9)
- ★ **2nd Programmatic Report** – Report activities Jan 1 – March 31, 2009. (Postmarked no later than April 10)
- ★ **3rd Programmatic Report** – Report activities April 1 – June 30, 2009 and projected through August 15th. (Postmarked no later than July 10)

III. Report on activities and obligations that occurred during the reporting period.

1. Provide an explanation of what was purchased or how LSTA grant funds were obligated per each appropriate line of the budget. Explain how these expenditures and obligations support the project activities. Explain any deviations from the original budget amount. Do not attach invoices.
2. Provide a timeline of accomplishments, describing the project elements, activities and programs that were implemented. Is the project on target, delayed or ahead of schedule?
3. Explain any challenges that occurred and how they were resolved.
4. If agency staff were paid with LSTA grant funds, for each employee:
 - 1) State the person's name and title;
 - 2) Briefly summarize grant related duties this period; and confirm that payments made with LSTA funds were for activities directly related to this LSTA project
 - 3) Provide the total number of hours spent working on the project; and
 - 4) Provide the total amount paid with LSTA funds for this period. (Do not include local funds)
 - 5) 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 obligated or expended for staff during this reporting period, state this.

IV. With the third periodic programming report due in July, also include:

5. How has this project made a difference for the target audience?
 6. Outline plans for maintaining equipment purchased and sustaining programs after the grant ends.
 7. 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 outside agencies to support the success of the project.
- Attach two separate copies of all printed publicity and significant grant related products.
 - Attach an Equipment Report for each individual piece of equipment over \$5,000.

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**FY2009 LIBRARY SERVICES & TECHNOLOGY ACT
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BUDGET AMENDMENT REQUEST

(Postmarked Deadline - No Later Than May 1, 2009)

LIBRARY AGENCY: _____

GRANT NUMBER: _____

Attach an explanation detailing why this contract amendment is necessary.

- ★ 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.

BUDGET CATEGORIES	APPROVED BUDGET	AMOUNT + OR -	NEW BUDGET REQUESTED
Library Materials			
Capital Outlay			
Professional Contracts			
Contractual Services			
Personnel			
Travel and CE for Staff			
CE and Meetings for Others			
Public Relations			
Supplies, Postage, and Printing			
Telephones and Telecommunication			
Equipment rental, repair & maintenance			
TOTAL			

Signature of Person Submitting Budget Amendment: _____

Name typed or printed: _____ Date: _____

Telephone: _____ Email: _____

Submit one copy. Mail postmarked no later than May 1, 2009:

LSTA Program
Illinois State Library, Room 410
300 S. Second Street
Springfield, IL 62701-1796

ISL Use:

ISL Grant Monitor _____

Approved Not Approved

Date: _____

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EQUIPMENT REPORT

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 10, 2009.

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 and costing over \$5,000.00 must be labeled as follows. Has the equipment been appropriately labeled? (indicate yes or 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, no later than July 10.

LSTA Program
Illinois State Library, Room 410
300 S. Second Street
Springfield, IL 62701-1796

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LIBRARY SERVICES & TECHNOLOGY ACT GRANTS – FINAL REPORT

A Final Report sharing the results of your grant project is required, and must be submitted by email to: kegan@ilsos.net prior to September 4, 2009.

The Illinois State Library shares all LSTA Final Reports with the Institute of Museum and Library Services (IMLS). The reports from Illinois will be added, along with reports from other states, to a web accessible, keyword searchable database on grants awarded in the United States using federal LSTA funds. Therefore, please use wording that describes your project, rather than jargon, to facilitate keyword searching. This is your chance to brag about the success of your project.

If you have any questions, contact your grant monitor the Illinois State Library, Library Development Group at 1-800-665-5576 ext 1.

INSTRUCTIONS:

In the body of your e-mail, please list the answers to each question. Please number each answer. A simple list of the answers is the preferred format. Please do not use any special formatting like tables or bullets.

Questions 1 – 16 are short-phrase or multiple-choice answers. Questions 17 – 22 are narrative answers. Question 23 is optional.

In the subject line of your email, put **Final Report** followed by your grant number.

If you are not the project director, please include your contact information in the body of your email.

Send the email to: kegan@ilsos.net soon after your project ends, and prior to September 4, 2009.

FINAL REPORT

1. Project Title
2. Grant Number – 09-xxxx
3. Library Name – This is the 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. Email Address of Project Director
7. Library Building – Provide the name of the primary library location, building or attendance center, (only one) where grant activities were based.

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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 this project. It may or may not be equal to the number of people served by your library.
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
1. Library technology, connectivity and services	<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
2. Services for lifelong learning	<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
3. Services to persons having difficulty using libraries	<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

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- ★ Outreach services
 - ★ Bookmobiles
 - ★ Computer vans
 - ★ Services for migrant workers and non-English speakers
-

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.
 - ✓ Most In Sync With Technology, Value of Resource Sharing and Digitization projects will fall under Goal 2.
- ★ 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.
 - ✓ Most Research & Development projects will fall under Goal 4.

14. Primary Performance Category - Pick one, two or three performance categories that are appropriate to your project and list them in priority order. There are six choices:

Primary Performance Category	Examples of what it includes
1. Enhance a lifetime of learning opportunities	<p>Focus on impacting educational outcomes for members of the 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
2. Provide access to information, resources and ideas	<p>Focus on promoting public 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

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	<ul style="list-style-type: none">★ 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
3. Provide tools for the future	<p>Focus on the development of infrastructure, Web sites, and technology training of library staff.</p> <ul style="list-style-type: none">★ Web sites★ Routers, servers and other network equipment★ Telecommunication lines★ Computer labs★ Computer equipment and software★ Internet connections★ Technology training for library staff
4. Strengthen families and children	<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
5. Strengthen communities	<p>Focus on building links among different entities, providing regional 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
6. Sustain our cultural heritage	<p>Focus on preservation of artifacts of historical or cultural importance:</p> <ul style="list-style-type: none">★ Digitization★ Archives and special collections

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

Primary Users	Secondary Descriptors
1. Adults	
2. Children	* Disadvantaged children
3. Institutionalized persons (includes people in correctional, hospital, and penal institutions)	
4. Library staff and volunteers	
5. Non/limited English speaking persons	
6. People with special needs (includes children)	* Blind and visually-impaired persons * Deaf and hearing-impaired persons * Developmentally disabled * Homebound persons
7. Pre-school children	
8. Public library trustees	
9. Rural populations	
10. Senior citizens	
11. Statewide public	
12. Urban populations	
13. Young adults and teens	

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

Primary Service	Secondary Descriptor
1. Continuing education for the public	* Distance education (includes web-based training) * Lifelong learning
2. Cultural heritage programs	* Local history * Preservation
3. Digitization and digital library projects	* Digitization * Digital library projects

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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
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

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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

PROJECT DESCRIPTION:

Answer the following in sentence format using no more than one page 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** – Refer back to your application narrative and your Web Junction IL posting. Using about 1 page, write an interesting description about your project. This should be an information rich overview of the project including 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.

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18. **Project Activities/Methods** – What key activities were implemented? As you think about this answer, consider if another library were to replicate this project, what key activities and methods would be necessary for the project to be successful. This should emphasize the programming components of the project and include the details of the “behind the scenes” work and strategies necessary to implement activities.
19. **Project Outputs** – Provide statistics! Show appropriate measurements of services provided or activities held such as numbers of: participants, hits to a web site, images digitized, circulation increases, etc. Compare pre-project statistics to those collected after the project.
20. **Project Outcomes** – What changes in behavior, attitude, knowledge or skills occurred in the target audience because of this project? How has this project made a difference for the target audience?
21. **Other Results** – Provide any other information that you want the Illinois State Library and IMLS to know about this project.
22. **Anecdotal Information** – Tell the story of how an individual (or their family) benefited from the activities of the grant.
23. (Optional) **Exemplary** – Was this project exemplary with statewide or nationwide implications? Should be shared or replicated nationwide? If yes, explain tell why.

Thank you in advance. Please send your report by email to kegan@ilsos.net prior to September 4, 2009.