



**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 GRANTS  
Instructions for Completing the Two Periodic Reports**

**Mail reports to:**

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

If questions, please call the Illinois State Library at  
1-800-665-5576, ext. 1 or e-mail [kegan@ilsos.net](mailto:kegan@ilsos.net).

**Financial Report**

Must be postmarked by January 10, April 10 and July 10.

- **Sign** the financial report and complete the contact information.
- **Budget Line** - The rows are the approved categories/line items of your budget for categorizing expenditures.
- **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 formal budget amendment has been approved.
- **LSTA Funds: Obligations and Expenditures** - Report on LSTA grant dollars actually spent or obligated during the corresponding reporting period. This includes funds that have been encumbered and spent such as purchase orders submitted, contracts with speakers, and checks written.

For grants \$25,001 or more, the total of Obligations and Expenditures for the given period is the amount that will be reimbursed. By the third periodic financial report, all grant funds should be requested for reimbursement and shown as obligated.

- **LSTA Funds: Year-to-Date Obligations and Expenditures** - This column is a cumulative, running total of LSTA funds obligated and expended.
- **Do the Math** - Please add each column and complete the totals.
- **On the July 10 report**, the **total** Year-to-Date Obligations and Expenditures will equal the **total** Approved Budget unless the agency is returning money to ISL or not requesting the entire grant award.

**PROJECT ACTIVITIES REPORT**

Must be postmarked by January 10, April 10 and July 10.

- Submit one copy by each deadline date.
- There is no form. There is no font or margin requirement for the activities report.
- Indicate which period is covered in the report being submitted.
- Report on activities and obligations/expenditures that occurred during the corresponding reporting period.
- A maximum of four pages is recommended.
- Staple the pages together.

**Illinois State Library  
LIBRARY SERVICES & TECHNOLOGY ACT GRANTS  
Grant Management Manual**

**Periodic Financial Report**

**Library Agency:** \_\_\_\_\_

**Grant Number:** \_\_\_\_\_ **Grant Title:** \_\_\_\_\_

**Name of person submitting Financial Report (type or print):** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Check which period is covered in this Report:**

- 1st Financial Report (Postmarked no later than January 10)** Report expenditures and obligations made using LSTA funds from the contract start date through December 31st. Explain per question 1 on the activities report.
- 2nd Financial Report (Postmarked no later than April 10)** Report expenditures and obligations made using LSTA funds from January 1 to March 31. Provide a corresponding explanation per question 1 on the activities report.
- 3rd Financial Report (Postmarked no later than July 10)** Report expenditures and obligations made using LSTA funds from April 1 to June 30. Provide a corresponding explanation per question 1 on the activities report.

All grant funds must be obligated by June 30.

| Budget Categories                      | Approved LSTA Budget | 1st Report LSTA Funds: Obligations and Expenditures | 2nd Report LSTA Funds: Obligations and Expenditures | 3rd Report LSTA Funds: Obligations and Expenditures | Year-to-Date LSTA Funds: Obligations and Expenditures |
|--|----------------------|---|---|---|---|
| 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 |                      |   |   |   |   |
| <b>Total</b>                           |                      | *   | *   | *   |   |

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

Submit one copy. Mail postmarked no later than the deadline date as indicated above.

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

|                         |
|-------------------------|
| ISL Use:                |
| ISL Grant Monitor _____ |
| Date: _____             |

**Illinois State Library**  
**LIBRARY SERVICES & TECHNOLOGY ACT GRANTS**  
**Grant Management Manual**

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**Project Activities Periodic Report**

**Include the following information in the Activities Report:**

**I. Identifying Information:**

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

Mail the report on project activities along with the financial report postmarked no later than the deadline date. Submit one copy.

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**II. Indicate which report is being submitted:**

- **1st Activities Report** (postmarked January 10) – Report of activities from the contract start date through December 31.
- **2nd Activities Report** (postmarked April 10) – Report of activities January 1 to March 31.
- **3rd Activities Report** (postmarked no later than July 10) – Report of activities April 1 to June 30 and projected through August 15.

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

1. Provide an accounting and explanation of contractual obligations, what was ordered or purchased and/or how LSTA grant funds were obligated, per each appropriate budget line. This should correlate to 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.
2. Share successes describing activities, tasks, events and/or programs that were implemented or accomplished. 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;
  - 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 used to pay staff during this reporting period, please state this.

**IV. With the third periodic Activities Report due in July, also include:**

5. How has this project made a difference for the target audience?
6. Outline plans for sustaining programs and if appropriate, maintaining equipment 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.
8. Attach two separate copies of all printed publicity and significant grant related products.
9. If appropriate, attach an Equipment Report for each individual piece of equipment more than \$5,000.