LIBRARY SERVICES AND TECHNOLOGY ACT GRANTS

ANNUAL REPORT
Forms and Instructions

Report Due: November 1, 2012

Florida Department of State
Division of Library and Information Services
R. A. Gray Building, Tallahassee, Florida 32399-0250

LIBRARY SERVICES AND TECHNOLOGY ACT GRANTS
ANNUAL REPORT
For Federal Fiscal Year 2011 Projects

Due: <u>November 1, 2012</u>

Library/Organization _____

Address _____ City _____ Zip _____

Phone (_____)_____

Project Name _____

Project Number _____ Grant Award $_____

I. **STATISTICAL DATA.** Give best estimates if actual numbers served are unavailable.

    A. Area served (check one): State_____ Region_____ County_____ City_____

    B. 1. Targeted population to be served, per the application: _____

       2. Total number of persons served by the project: _____

        Include persons who used project services or benefited from the project. Count each person only once.

II. **EXPENDITURES.** Use the form to provide grant and matching expenditure detail by category and source of funds.

III. **EQUIPMENT INVENTORY.** Use the form to list each item of equipment that had an acquisition cost of over $1,000 with a usable life of more than one year.

IV. **NARRATIVE.** See Instructions for completing the LSTA Annual Report form on page 2 for specific details.

I certify that all of the information contained herein is correct to the best of my knowledge.

_____   _____
Signature of Library Director   Date

_____
Typed Name of Library Director

_____   _____
Signature of Fiscal Officer   Date

_____
Typed Name of Fiscal Officer

II. EXPENDITURES

A. SALARIES & BENEFITS (All salaries paid from federal or local sources)		**LSTA**	**LOCAL/STATE MATCH**
POSITION TITLE	F.T.E.		
_____	_____	$ _____	$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL SALARIES...		$ _____	$ _____

B. CONTRACTUAL SERVICES (List each vendor)

	LSTA	LOCAL/STATE MATCH
_____	$ _____	$ _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL CONTRACTUAL SERVICES	$ _____	$ _____
C. LIBRARY MATERIALS	$ _____	$ _____
D. SUPPLIES	$ _____	$ _____
E. TRAVEL..	$ _____	$ _____
F. EQUIPMENT...	$ _____	$ _____

G. OTHER (Specify)

	LSTA	LOCAL/STATE MATCH
_____	$ _____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL OTHER	$ _____	$ _____

H. TOTAL A-G .... $ _____   _____ $_____

Submit amounts listed below along with this report.

I. UNEXPENDED LSTA FUNDS TO BE REFUNDED $ _____

J. TOTAL INTEREST EARNED DURING THE PROJECT $ _____

Library/Organization _____
Project I.D. Number _____

III.   EQUIPMENT INVENTORY

An inventory of equipment purchased as a part of an LSTA-funded project must be maintained at the state and local level. Any changes in the status of the equipment (i.e., changes in location or use) must be reported to the State Library. List, separately, each item purchased for the project during the project period ending September 30 using local, LSTA or a combination of funds. Include only equipment with an acquisition cost of more than $1,000 and a useful life of more than one year.

Item/Description	Date Received	Total Cost	Local $ Spent	LSTA $ Spent	Serial/ Model #	Local ID #	Location and Use

INSTRUCTIONS FOR COMPLETING THE LSTA ANNUAL REPORT FORM

The following instructions are provided for assistance in the completion of the annual report for Library Services and Technology Act (LSTA) projects. Please submit a separate report for each project.

   I.   **STATISTICAL DATA.** Provide statistical data about the project's target population. Fill it out as completely and accurately as possible, estimating if necessary. The number of persons served should reflect those who used the services provided under the project or who benefited directly from them. That number should not include the total population of the service area involved or the potential population to be reached. Each person should be counted only once even though he or she may have used the service two or more times.

   SIGNATURES. Obtain original signatures of the library director and fiscal officer. Type their names below the signatures.

   II. **EXPENDITURES.** Provide grant and matching expenditure detail by category and source of funds. If matching funds are from a partner organization(s) in the project, make additional copies of the Expenditures page and detail partner matching expenditures on a separate page for each partner. Please have the partner organization's fiscal officer sign the bottom of the page to verify the expenditures.

   In reporting expenditures, please remember:

   - *Salaries and Benefits*. List each position, the amount of time worked in FTE, and the gross salaries and benefits for each full and part-time employee paid by grant funds and by local matching funds.

   - *Contractual Services*. List expenditures for services performed by outside agencies, persons, or firms. Examples would be honoraria for speakers or consultant fees.

   - *Library Materials*. Library materials are defined as: books, periodicals, newspapers, documents, pamphlets, photographs, reproductions, microforms, pictorial works, graphic works, musical scores, maps, charts, globes, sound recordings, slides, films, filmstrips, processed video and magnetic tapes, computer software, and materials designed specifically for the handicapped.

   - *Equipment*. Report the total expended for equipment which had a per unit acquisition cost of more than $1,000 and a useful life of more than one year. Equipment includes items such as desks, chairs, computers, audio-visual equipment, and other non-expendable items. Provide a detailed listing of equipment in Section III, Equipment Inventory. The total of the equipment listed in Section III, Equipment Inventory should equal the amount listed under equipment on the Expenditures page.

   - Small equipment costing less than $1,000 should be included under "Other."

- *Other Expenses*. This category includes any expenditures not covered in the other categories, e.g., expenditures for printing, postage, and small items of equipment costing less than $1,000.

Unexpended LSTA Funds. Any LSTA funds not paid out by September 30, must be refunded. The refund should be submitted along with the annual report. <u>Make checks payable to the Florida Department of State.</u>

State agencies should make refunds concurrently with submission of the annual report via journal transfer to FLAIRS account number: 45202450001-4540000000-001800-00.

Total Interest Earned. Report the total amount of interest earned during the entire project. Submit any interest earnings - that have not already been submitted - to the Division along with the annual report. <u>Make checks payable to the Florida Department of State</u>.

III. **EQUIPMENT INVENTORY.** 45 CFR 1183.32 requires that records be maintained for equipment purchased with LSTA funds. List each item of equipment that had an acquisition cost of over $1,000 with a usable life of more than one year. The total of the equipment listed in Section III, Equipment Inventory should equal the amount listed under equipment on the Expenditures page.

IV. **NARRATIVE.** The narrative should describe the project in sufficient detail to make its purposes, activities, and results clear. It should describe which outcomes were accomplished and how. If outcomes were not achieved, the report should indicate problems and other obstacles encountered.

The narrative is the principal way of finding out what happened with projects. In addition to meeting a federal requirement, the narrative is used for comparison; to help identify trends; for sharing ideas with libraries throughout the state; and as a primary information source for evaluating the impact of LSTA on library services in individual communities as well as statewide.

Prior to developing the narrative, review the original proposal, the Outcomes Plan, the mid-year report, and any revisions that may have been made to the project during the year. The narrative report should include:

- A detailed description of project activities as identified in the Outcomes Plan undertaken to achieve outcomes including programs, special events, public relations efforts, staff employed for the project, etc. Include in this section the actual numbers of programs held, participants, etc., that are identified in the Outputs column of the Outcomes Plan.

- Results of evaluation of the project. This should include a description of the sources and methods used to evaluate the projects. It should also include data to show impact of the project on the target population and/or an analysis of how the project met its outcomes. For this section specify the actual numbers or

percentages identified in the Indicators column on the Outcomes Plan. Relate this data to the outcomes.

- Tell how the library used the evaluation and data collected to improve the project.

- Anecdotes or client stories that demonstrate the success of the project showing benefit and change for the target population.

- Plans for support of the project after grant funds end.

- Potential for replication of the project by other libraries.

- If applicable, a description of any active collaboration between the library and its partners.

Please number each page and include the library or organization's name and the Project I.D. Number in the upper right corner of the page.

Please send one copy of any printed or audiovisual publications produced as a part of the project such as brochures, book lists, manuals, pamphlets, videotapes, etc.

Send reports by **November 1, 2012** to:
Grants Office
Division of Library and Information Services
R. A. Gray Building
2nd Floor North
500 S. Bronough Street
Tallahassee, Florida 32399-0250