



Date: August 26, 2014

To: 2014/15 LSTA Grant Recipients

From: Greg Lucas, California State Librarian

Subject: Library Services and Technology Act (LSTA) Financial Report Due October 1, 2014

The Institute of Museum and Library Services is changing the federal report the State Library submits for LSTA. Since this federal report is based on the information that the State Library gathers from your submitted financial and narrative reports, we will be required to make changes to the reports.

While the federal government isn't simplifying reporting requirements, it isn't imposing anything that, at least on its face, appears to be at all onerous.

To make the transition to the new forms as seamless as possible, we're eliminating the first quarterly financial report due October 31. Instead we'll get the new forms online before the Thanksgiving holiday. The financial report due January 31 can simply be used to convey the first two quarters (six months) of information. *It is highly recommended that you review the new reports as soon as they become available to be sure that all of the required data is being collected for your project.*

There will be some additional details requested in the new report you should be aware of now. For example, all expenditures must be broken out by funding source: LSTA awarded funds, cash match, and in-kind with "brief narrative descriptions that include salaries, wages and benefits, consultant fees, travel, supplies and materials and large equipment purchases." That's similar to what is required now but may include a few new categorical breakouts. Most of the other changes seem comparable in their scope.

This same information is replicated on our website - <http://www.library.ca.gov/grants/lsta/manage.html> which is also where any updates or notification regarding the new reporting forms will be posted.

Thanks in advance for your cooperation. If there are other ways to better facilitate this transition, please let us know.

Please contact Mickie Potter at (916) 653-4730 or mickie.potter@library.ca.gov if you have questions.