



Adult Literacy Library Services Program

“Workforce Development at New York Libraries through Public Library Systems”

Yearly Reporting Guidelines and Requirements: 2016-2019

Yearly Reporting due each year: **August 1**

Revised January 24, 2019

OVERVIEW

The Adult Literacy Library Services Program with the theme of workforce development is a State-funded program which helps libraries offer services which will improve adult literacy on the job and in the home. The Program encourages libraries to become community literacy leaders and to strengthen partnerships between libraries and local literacy providers. The program is based in Education Law § 273.1 h (2), and Commissioner’s Regulation 90.3 (n). Education Law provides up to \$200,000 annually for this program.

The 2016-2019 program cycle will run from July 1, 2016, through June 30, 2019, with funds provided annually. Funds will be allocated to public library systems based on a formula approved by the State Education Department. <http://www.nysl.nysed.gov/libdev/literacy/allocation19.htm> These allocation amounts are based on statutory funding levels. Actual appropriations for 2016-2017, 2017-2018 and 2018-2019 are included once determined in the State budget, which is scheduled for adoption by April 1 of each year. While there are no local matching requirements, public library systems will be expected to report on how they have leveraged State funds and to report system and member library in-kind and matching contributions in the final report for each year of the project.

USE OF ADULT LITERACY LIBRARY SERVICES FUNDS

Project Funds May Be Used For:

- Contracts for project services, e.g. programs, planning, publications, trainers, evaluators
- Library materials for adults over 16

- Project equipment
- Project supplies
- Project publicity
- Project-related travel
- Evaluation and publication of a report for project replication
- Other purposes directly related to project success

Project Funds May Not Be Used For:

- Personnel costs (salaries and/or benefits)
- Replacing system or library operating funds which are already used to support ongoing programs and services
- Building modification, construction or renovation
- Overhead and administrative costs

YEARLY REPORTING REQUIREMENTS THROUGH THE ONLINE SOFTWARE:

System Director, Project Manager and Project Contact responsibilities:

- The Public Library System Director has sole rights to certify and submit all yearly narratives and budget information as well as amendments.
- The Project Manager must be employed by the library system and have expertise in the project area. The project manager can write and edit materials in the software and is responsible for completing all reporting information. The project manager will also serve as the contact person for the project and will update information regarding changes to project manager and/or other contacts.

Yearly Budget Amendments (Optional):

- A Budget Amendment Summary and Amendment Sign-Off must be submitted **only** if the library system is requesting any type of amendment that moves more than 10% or \$1,000 (whichever is less) from one budget category to another. Yearly deadline for budget amendment – May 15 of each year.
- Budget Amendments must be submitted by the System Director through the software by May 15 of each year. State Library staff will review and notify system once approved.
- Please speak to staff of the Division of Library Development at the New York State Library prior to requesting an Amendment through the online portal.

Yearly Reporting:

- Final Reports for each year will be submitted online and will be due:
 - For the period July 1, 2016 – June 30, 2017 (due July 31, 2017)
 - For the period July 1, 2017 – June 30, 2018 (August 1, 2018)
 - For the period July 1, 2018 – June 30, 2019 (due August 1, 2019)
 - Final summary for entire three-year cycle for period July 1, 2016 – June 30, 2019 (due August 1, 2019)
- Yearly Final Reporting Narratives include information on all aspects of the project carried out during one particular year and are based on the information that was approved in the project's application
 - Goals/Objectives
 - Activities
 - Summary of Outcomes/Outputs
 - Budget Changes
- Project Budget
 - Report actual expenses for the project year.
 - Funding can support four budget areas: Purchased Services, Supplies/Materials, Equipment, Travel
 - Each category lists the amount budgeted in the original application. Changes to those amounts that are larger than 10% or 1,000 (whichever is less) would have required an amendment to be filed in May of each year.
- Final Report Sign-Off
 - In order to certify and submit the final report for each year this form must be completed by the Public Library System Director. FS-10Fs do not need to be printed from the online system. Library systems are no longer required to submit a hard copy of the FS-10F form.
- The State Library will review all submitted Final Reporting materials. The System will be contacted with questions and/or requested changes. Once the year's Final Report is approved, that year's final 10% can be paid out. The first 90% for the following year will be authorized for payout once the State budget is approved.
- Final Narrative Summary (for 2016-19)
 - In addition to a Final Report for Year 3 of the project, it is necessary to include a "Final Summary", a brief narrative report summarizing the overall goals and outcomes of the project

over the three years of the Program, outlining the specifics of the library system's project in approximately 250 words. This report will be included on the New York State Library's Division of Library Development's website and will include all public library systems' projects for the wider/general public audience.

Timeline

Task	Date – each year of program
Amendment submitted (if needed)	<i>May 15</i>
All yearly funds encumbered and program year ends	<i>June 30</i>
All yearly funds receipted and expended	<i>July 31</i>
Final reports submitted. For Years 1 and 2, the final 10 percent annual payment will be approved upon State Library approval of the yearly final report.	<i>August 1</i>
Official Project Start Date for next year	<i>July 1</i>
For Year 3, the final 10 percent annual payment will be approved upon State Library approval of the Year 3 final report and the Final Narrative Summary for the three years of the project.	<i>August 1</i>