



**Institute of Museum and Library Services (IMLS)**

**Library Services and Technology Act  
(LSTA) State Grant Programs**

**STATE PROGRAM REPORT  
V3.1  
USER MANUAL  
for  
State Directors and Users**

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## **System Requirements**

Before logging in to the LSTA State Program Report (SPR), please be sure your browser and workstation meet the following requirements:

- Browser: Internet Explorer (6.0 or higher) or Netscape (4.7 or higher)
- Workstation memory: 128 Megabytes of RAM
- Workstation free hard disk for temporary files: 50 Megabytes
- Workstation should have a connection to the Internet

Note: If the system freezes while you are working in it, this is usually a sign your browser version is too old. You can solve this problem by logging off and back on periodically. However, a more permanent solution would be to upgrade your browser version.

## **Help**

There is an extensive online help file that explains the purpose, usage, field names, descriptions, a glossary, and much more information on the functionality of the system. It contains an introduction page that further details the contents and usage of the help files. To access the help system, click on the Help tab at any time. You will be presented with a list of menu options from which to choose, on the left hand side of the screen. Choose a topic and view details on the subject by clicking on it.

**LSTA Help Files** [Close Window](#)

**Introduction**

Welcome to the LSTA Help Files. Each help file link describes a screen in the system. If the help text mentions other screens, a link to each additional help screen will be listed, under Related Information. The glossary defines both system and content words and phrases.

**LSTA System Layout**

The LSTA Program Management system has three areas, the header, the navigation area, and the content area. The header displays the LSTA Program Management title. The left-side navigation area contains selection options to various screens. These options remain constant, regardless of the current screen being displayed. The main content area has a white background and displays a screen's content.

**Current Submission Review**

View Information for Fiscal Year:  Last Year  Current Year  Next Year

VERSION	STATE	LAST ACTION	Review	Notes
1	2	Alabama	9/13/2004 1:45:41 PM	
2	1	Alaska		
3	1	American Samoa		
4	1	Arizona		
5	1	Arkansas		
6	1	California		
7	3	Colorado	9/21/2004 5:27:47 PM	
8	1	Connecticut		

In general, screens are displayed in either the content area or a separate pop-up window. Each screen has a title at the top center of the page. To find help on a particular screen, just click on the link that matches the screen title.

## Log In

In your browser window, type <http://spr.ims.gov/> this will bring up the login screen in Figure 1: Login below. IMLS sent each state's username and password to the LSTA Coordinator. If you need help getting your state's username/PW, please contact the State Programs Office at 202/653-4678 or via e-mail at: [sprhelp@ims.gov](mailto:sprhelp@ims.gov)

**INSTITUTE of MUSEUM and LIBRARY SERVICES**

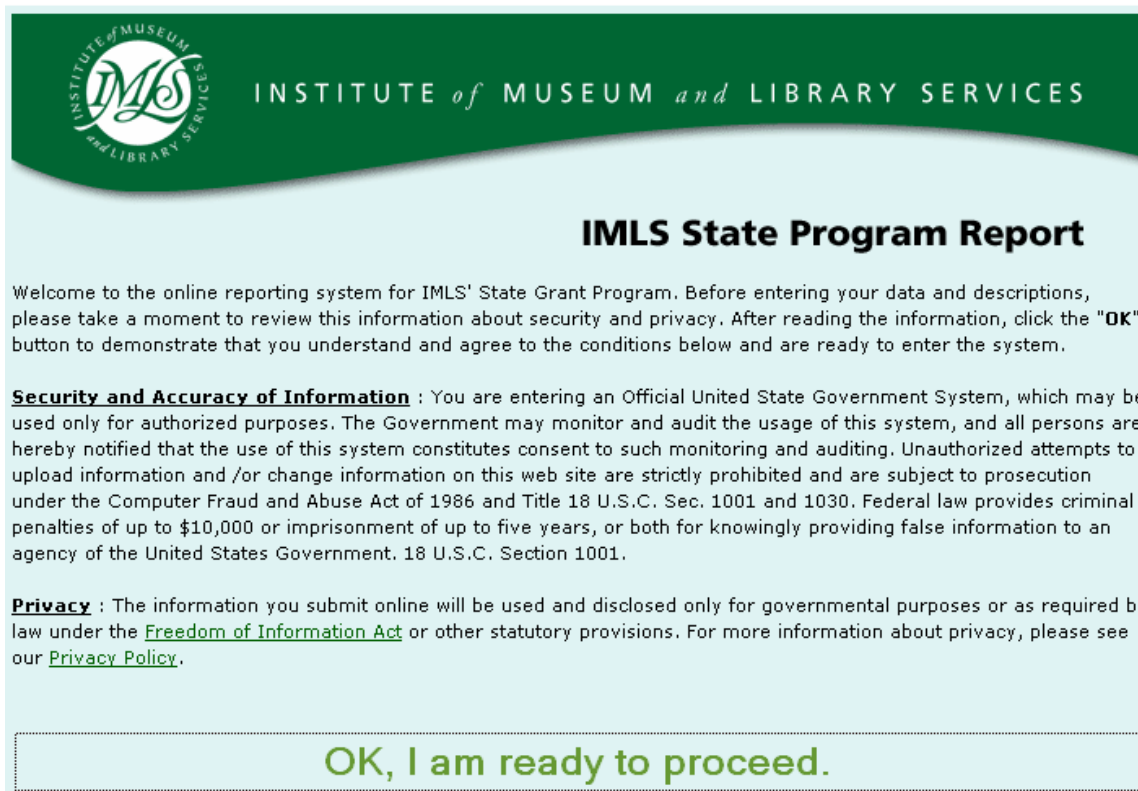
## IMLS State Program Report

User Name:  Password:

Friday, October 10, 2003 | v2.0

Figure 1: Login

Clicking the Login button, or pressing Enter, will bring up a click-through screen with security and privacy information, as shown in Figure 2: Security and Privacy on the next page.



**Figure 2: Security and Privacy**

After reading this screen, click the OK button. This action will bring up your state's Program Report homepage, as shown in Figure 3: State Program Report Home Page

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### IMLS State Program Report

Welcome, AK user Your last login was 11/8/2004

Submission History

Home Reports Manage Libraries Upload Data Update Users Information Copy Projects

#### Alaska Home Page

SF 269 Validate Reports Print Version

Total Projects for 2003: 281 FY:

Allotment for 2003: \$0 State: AK

Total LSTA Funds Expended: \$297,532,798 Status: Pending

Section 1 | Grant Award Summary

Number of Libraries Submitting:	0	Total Libraries Receiving Grants:	23
Number of Applications:	0	Total Number of Grants Funded:	167
Total Requested:	\$0	Total Expended:	\$297,414,998
Parent Libraries Receiving Grants:	11	Child Libraries Receiving Grants:	15
Parent Number of Grants Funded:	52	Child Number of Grants Funded:	49
		Parent/Child Total Expended:	\$293,057,557
Single Libraries Receiving Grants:	15		
Single Number of Grants Funded:	66		
Single Total Expended:	\$3,489,683		

**Figure 3: State Program Report Home Page**

The top section of the screen shows the totals for the default fiscal year for the grant award: number of projects, allotment amount, and LSTA funds awarded. There are also three radio buttons in this section. The buttons labeled, Last Year, Current Year and Next Year allow you to view project data for other fiscal years. Next are the three sections of the report: Section 1 Grant Award Summary, Section 2 OBE (Outcome Based Evaluation) Summary, and Section 3 Project Reports. The Help tab in the upper right side of the screen takes you to information about the different parts of the system and screens where data is entered.

The screen, Figure 3: State Program Report Home Page, shows the Edit feature enabled for Sections 1 and 2. The Add feature is enabled for Section 3 because the report status is Pending. These buttons will also be enabled if the status is Returned. However, if the status is Approved or Submitted, you will only be able to View the project summary and projects, you will not be able to Add or Edit.

The top section includes a dropdown list where you can select which reporting period you wish to work on. Once you select a reporting period, the screen will display the information entered for that period. To get a print-friendly format of the information, select the Print Version button on the right side of the top bar. To print, right-click anywhere in the print window and select the Print option from the popup menu.

## Update User Information

Review your user information via the Update Users Information link in the navigation bar.

The screenshot shows the IMLS State Program Report interface. At the top, there is a navigation bar with links for Responsibilities, Manual, Drop-down Menu Choices, and Help. Below this is the IMLS logo and the text 'INSTITUTE of MUSEUM and LIBRARY SERVICES'. The main heading is 'IMLS State Program Report'. A welcome message says 'Welcome, AK user Your last login was 11/8/2004'. There is a 'Submission History' dropdown menu and a navigation bar with links for Home, Reports, Manage Libraries, Upload Data, Update Users Information, and Copy Projects. The main content area is titled 'Alaska Home Page' and shows a summary for SF 209. It includes a table with the following data:

Total Projects for 2003:	281	FY:	2003-From 10/1/2002 To 9/30/2004
Allotment for 2003:	\$0	State:	AK
Total LSTA Funds Expended:	\$297,532,798	Status:	Pending

Below this is a 'Section 1 | Grant Award Summary' table:

Number of Libraries Submitting:	0	Total Libraries Receiving Grants:	23
Number of Applications:	0	Total Number of Grants Funded:	167
Total Requested:	\$0	Total Expended:	\$297,414,998
Parent Libraries Receiving Grants:	11	Child Libraries Receiving Grants:	15
Parent Number of Grants Funded:	52	Child Number of Grants Funded:	49
		Parent/Child Total Expended:	\$293,057,557
Single Libraries Receiving Grants:	15		
Single Number of Grants Funded:	66		
Single Total Expended:	\$3,489,683		

Clicking this link will display the screen shown in Figure 4: Edit User's Information.

The screenshot shows the 'Edit User's Information' form. It has a green header with the IMLS logo and the text 'INSTITUTE of MUSEUM and LIBRARY SERVICES'. The main heading is 'IMLS State Program Report'. Below this is the title 'Edit User's Information'. The form contains the following fields and labels:

- First Name\*:** [Text entry field with 'WD']
- Middle Name:** [Text entry field]
- Last Name\*:** [Text entry field with 'User']
- User Name\*:** [Text entry field with 'WD']
- Password\*:** [Text entry field with 'WD']
- Email:** [Text entry field with 'chae\_han@soza.com']
- User Type:** State-User
- Assigned State(s):** West Dakota

At the bottom of the form are 'Save' and 'Cancel' buttons.

Figure 4: Edit User's Information

Type your new information in the indicated text entry fields and click Save. Data that can be modified have a text entry field next to the label. Labels in red followed by an asterisk are required fields. These fields may not be left blank. This screen also displays your User Type and Assigned States. Only IMLS users are assigned multiple states. To close the window, click the Cancel button or click the "X" button at the top, right corner of the window.

\*\*\*\*\*Keep your Username and Password safe and secure!



When a State Library Administrative Agency (SLAA) receives its Username and Password from IMLS to access the State Program Report system, they should change the password as soon as possible to one of their choice. This is done via the *Update User Information* screen described above.

Multiple individuals affiliated with the SLAA can use the same Username and Password to access the report. They can also work simultaneously on the report. However, the SLAA staff responsible for completing the report should use caution when making the Username/Password available, because anyone with the Username/Password can add, delete and change the information and data in the report up to the point when it is submitted.

If SLAA staff forget the password, they should contact the State Programs Office to ask to have the password reset. Call 202/653-4678 or e-mail [sprhelp@imls.gov](mailto:sprhelp@imls.gov). When passwords are reset, the temporary password is the same as the username. Staff should immediately change the temporary password to a new one.

## Edit State Program Report

You can maintain the annual Grant Award Summary throughout the year. The majority of information for this Summary is automatically filled based on information you enter when creating projects. However, portions of the Summary require your data input. If the status is not Approved or Submitted, the Edit Summary button is available on the right side of the second bar called Section 1 Grant Award Summary. Click on this button to display the screen shown in Figure 5: Edit State Program Report . If the status is Approved or Submitted, the View Summary button is available. Clicking this button will bring up the View Annual Summary screen.

The screenshot displays the IMLS State Program Report interface for Alaska. At the top, there is a navigation bar with links for Responsibilities, Manual, Drop-down Menu Choices, and Help. Below this is the IMLS logo and the text 'INSTITUTE of MUSEUM and LIBRARY SERVICES'. The main heading is 'IMLS State Program Report'. A welcome message for an Alaska user is shown, along with a 'Submission History' dropdown menu. A secondary navigation bar includes Home, Reports, Manage Libraries, Upload Data, Update Users Information, and Copy Projects. The main content area is titled 'Alaska Home Page' and features a summary for SF 269. It includes a date range selector for 2003 (From 10/1/2002 To 9/30/2004) and radio buttons for Last Year, Current Year, and Next Year. The summary shows a total of 281 projects for 2003, with an allotment of \$0 and total LSTA funds expended of \$297,532,798. The status is listed as 'Pending'. Below this is 'Section 1 | Grant Award Summary' with an 'Edit Summary' button. The summary data is as follows:

Total Projects for 2003:	281	FY:	2003-From 10/1/2002 To 9/30/2004
Allotment for 2003:	\$0	State:	AK
Total LSTA Funds Expended:	\$297,532,798	Status:	Pending
<b>Section 1   Grant Award Summary</b>			
Number of Libraries Submitting:	0	Total Libraries Receiving Grants:	23
Number of Applications:	0	Total Number of Grants Funded:	167
Total Requested:	\$0	Total Expended:	\$297,414,998
Parent Libraries Receiving Grants:	11	Child Libraries Receiving Grants:	15
Parent Number of Grants Funded:	52	Child Number of Grants Funded:	49
		Parent/Child Total Expended:	\$293,057,557
Single Libraries Receiving Grants:	15		
Single Number of Grants Funded:	66		
Single Total Expended:	\$3,489,683		

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## IMLS State Program Report

### Edit State Program Report Summary

**Summary**
Save Cancel

State: Alaska  
Version: 1

FY: 2003  
Allotment: \$0

Public Library Grants

Number of Libraries Submitting: <input style="width: 50px;" type="text"/>	Total Libraries Receiving Grants: 10
Number of Applications: <input style="width: 50px;" type="text" value="0"/>	Total Number of Grants Funded: 92
Total Requested: \$ <input style="width: 50px;" type="text" value="0"/> .00	Total Expended: \$3,772,060

Parent Libraries Receiving Grants: 6  
Parent Number of Grants Funded: 41

Child Libraries Receiving Grants: 6  
Child Number of Grants Funded: 11  
Parent/Child Total Expended: \$78,864

Single Libraries Receiving Grants: 8  
Single Number of Grants Funded: 40  
Single Total Expended: \$3,070,524

School Library Grants

Number of Libraries Submitting: <input style="width: 50px;" type="text" value="0"/>	Total Libraries Receiving Grants: 4
Number of Applications: <input style="width: 50px;" type="text" value="0"/>	Total Number of Grants Funded: 7
Total Requested: \$ <input style="width: 50px;" type="text" value="0"/> .00	Total Expended: \$67,158

Parent Libraries Receiving Grants: 1

Child Libraries Receiving Grants: 2

**Figure 5: Edit State Program Report**

Once you start adding projects to the selected year, the calculations for libraries receiving grants and number of grants funded for the different project types and the total report will be automatically calculated and displayed under the Section 1 Grant Award Summary. When you have finished updating information, simply click on the Save button to save all your information. To close the window, click the Cancel button or click the "X" button at the top, right corner of the window.

## View State Program Report

If the status is Approved or Submitted, you will only be able to view information displayed in Section 1, 2, or 3. For example, to preview a printable Project Summary Report, click the Print Version button on the right side of the Section 1 menu bar.

Section 1 | Grant Award Summary
View Summary

Clicking this button will bring up a printable report summary screen. This screen is shown below in Figure 6: View State Program Report. Click the "X" button at the top, right corner of the window to close this screen.

Figure 6: View State Program Report

## Validation Report

This section explains the purpose of and use of the project Validation Report. Before a state director submits a report for review, they must ensure all required fields in each project are filled out. To ensure all projects are correct, select Validate Reports as seen in Figure 7: Validation Report.

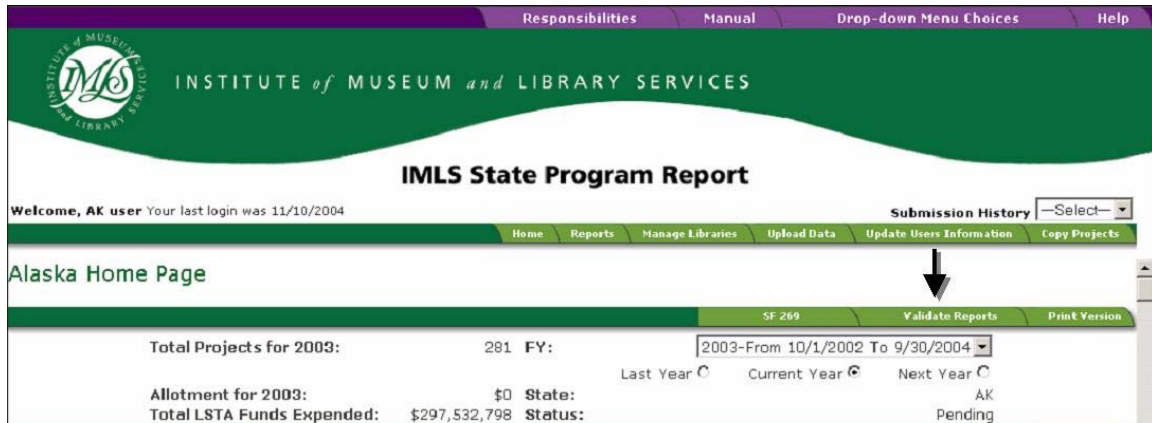


Figure 7: Validation Report

You will then be presented with a list of projects that are missing required information. All projects will need to be edited before the state report can be submitted for approval. To edit a report, simply select the report number as seen in Figure 8: Validation Project Selection.

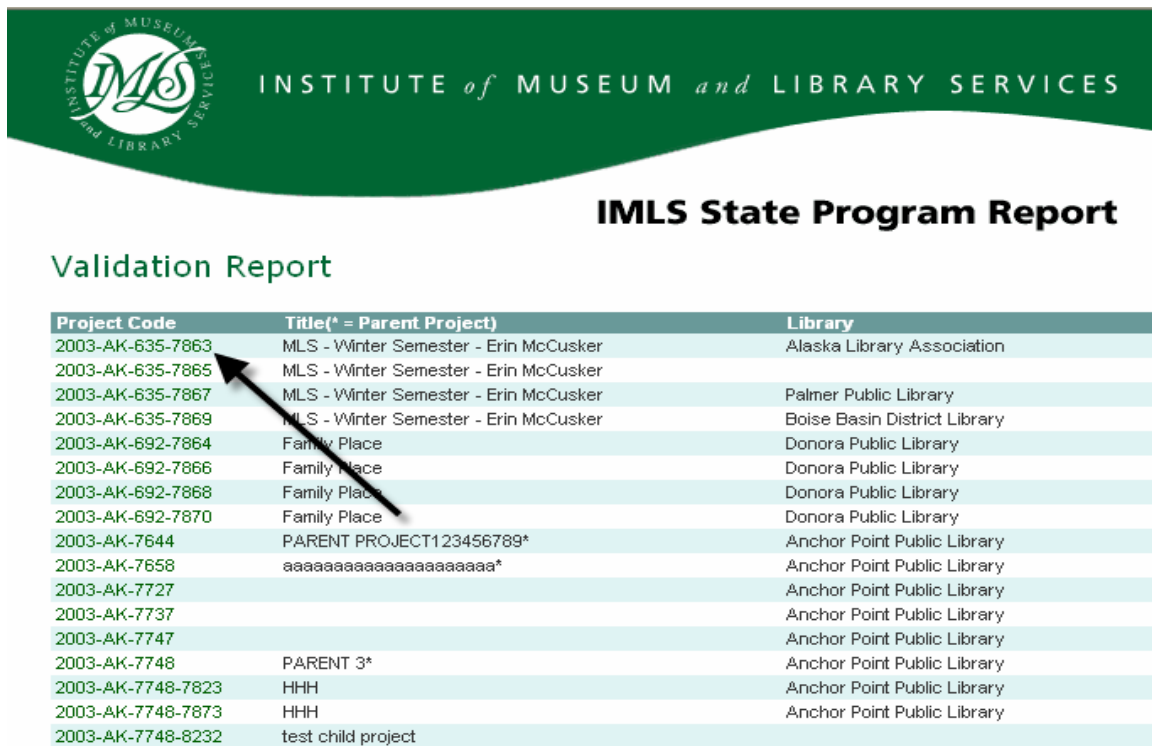
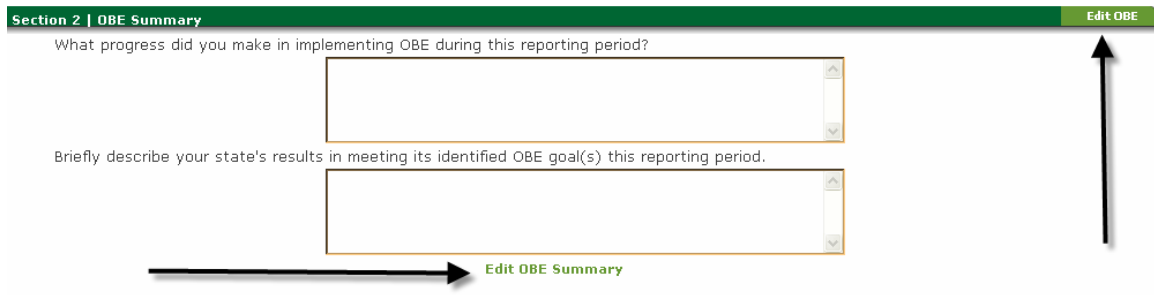


Figure 8: Validation Project Selection

Once a project is selected, you will then be taken to the Edit a Project Screen. To view the fields you need to enter, select Save. A popup window will appear informing you of the fields that need to be completed. Once you have completed editing the project and have saved the information, that project will be removed from the Validation Report.

## Edit OBE (Outcome-Based Evaluation) Summary (Section 2)

This section displays two text entry fields with information related to the SLAA's OBE initiatives. If the status is not Submitted or Approved, you may edit these text fields. You can do this either by clicking on the Edit OBE button on the right side of the Section 2 bar or on the Edit OBE Summary link at the bottom of the section.



Clicking this button will display the screen in Figure 9: Edit OBE Summary below.

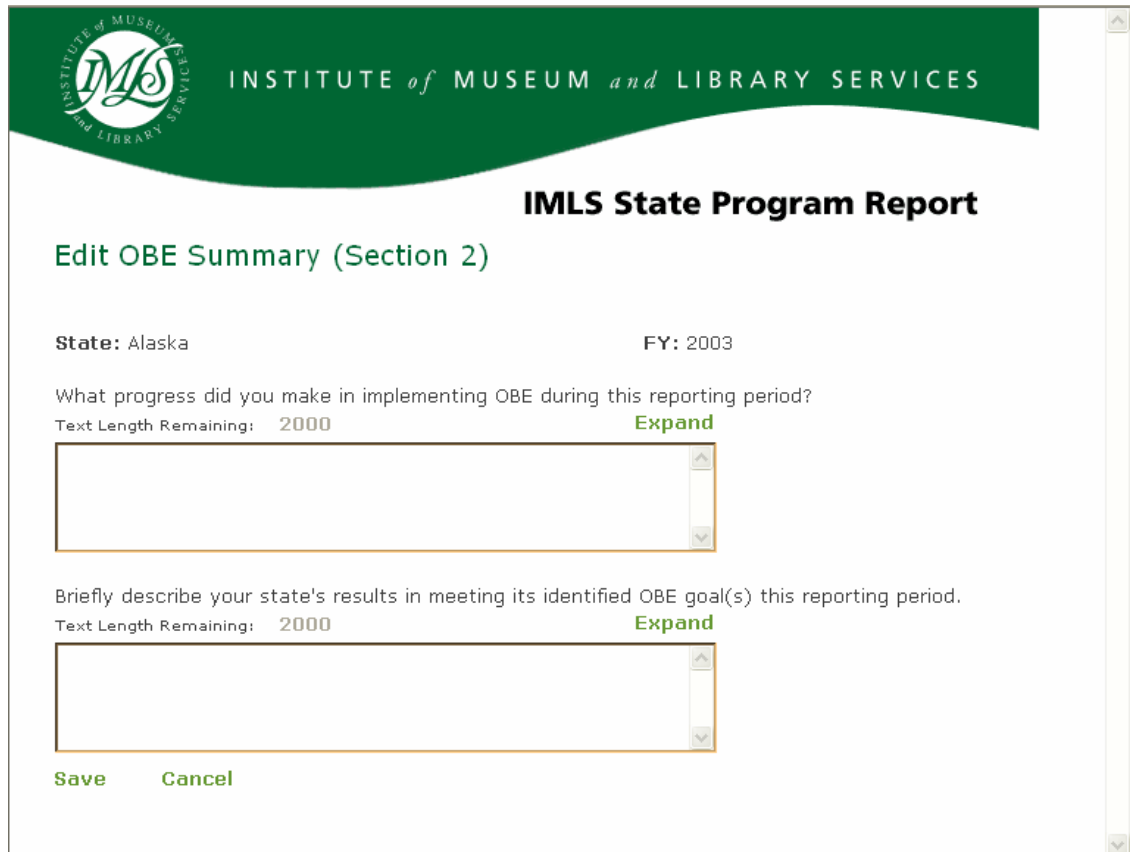


Figure 9: Edit OBE Summary

Up to 2,000 characters can be directly entered into these text fields. To expand these text fields to view all 2000 characters, simply click the Expand button located on the upper right hand corner of each box. There are two ways to determine how much text is available for entry into each box. The first is by looking at the value in the "Text Length Remaining" field. This value will inform you of how many characters you have available for entry into the OBE field. The second way is to double click anywhere inside either of the text boxes. By doing this, you will be given a pop-up window informing you exactly how many characters you have entered in the text box. When you have completed entering text, click the Save button to save your data. To close this window, click the Cancel button or click the "X" button at the top, right corner of the window.

### Maintain Libraries and Projects (Section 3)

Each state will enter project information for every project funded in a specific allotment that is subject to reporting at that time. The report should include administration of LSTA as a project. For example, for Annual Reports that are due to IMLS not later than December 30, 2003, the associated allotment is that of FY2002, for which its two-year grant period ended September 30, 2003. You may want to enter all of the libraries and organizations before starting to enter project information. (When entering project details, you can select the appropriate library from the list.) The list of libraries will carry forward to future report years, so that you do not have to re-enter all of the information each year.

If the status of the annual report is not Approved or Submitted, you can use Section 3 to enter and edit libraries. You can also enter, edit, delete, and print projects and associate them to libraries. The list of projects below the Section 3 bar may be sorted by clicking on any column heading (except Action). The Action column allows you to edit or delete a selected project. Note that you can only view projects if the status of the annual report is Approved or Submitted.

Section 3   Project Reports								Add Library	Single Project	Parent Project
<input checked="" type="radio"/> All Projects <input type="radio"/> Editable(Unlocked) Projects <input type="radio"/> OK(Locked) Projects										
Status	Title (* = Parent Project)	Library	LSTA Funds	Ex	Start Date	End Date	Action			
Draft	Test	Swenson County Community College	\$20	N	9/1/2003	10/1/2003	Edit   Delete   Print			
Draft	Test	Swenson County Community College	\$20	N	9/1/2003	10/1/2003	Edit   Delete   Print			
Draft	Test	Swenson County Community College	\$20	N	9/1/2003	10/1/2003	Edit   Delete   Print			

### Maintain Libraries

The following screens allow you to add, edit and merge libraries, if the status of the Annual Report is either Pending or Returned. Note that libraries cannot be deleted once entered, but can be made inactive to prevent them from displaying in dropdown lists for projects.

#### Add a Library

To add a library, click on the Add a Library button on the right side of the Section 3 bar. You may also add a library via the Manage Libraries link on the Navigation bar.

Clicking will bring up the screen shown in Figure 10: Add a Library. This screen will allow you to input information about the libraries and other organizations to which LSTA funds were granted.

Figure 10: Add a Library

You only need to add libraries that received LSTA funds under the grant award for the two-year grant period ending with the last fiscal year (September 30 of the current year). However, once added, a library cannot be deleted, only made inactive. Only active libraries are displayed in the dropdown list when you add a project. After entering information, save the record by clicking the Save button. To close the window, click the Cancel button or click the "X" button at the top, right corner of the window.

### View Library List

To view the entire list of libraries for your state, click the View Library List link at the bottom of the Add a Library screen. This will bring up the screen in Figure 11: Library Management.

Library Name	State	Active	Action
Adrian Regional Library System	West Dakota	Yes	Edit
Canton County Public Schools	West Dakota	Yes	Edit
Georgetown University Library	West Dakota	Yes	Edit
Highland Public Library	West Dakota	Yes	Edit
Looper Library, University of West Dakota	West Dakota	Yes	Edit
Lowland Public Library	West Dakota	Yes	Edit
Midland Public Library	West Dakota	Yes	Edit

Figure 11: Library Management

The Library Management screen allows you to manage the content of the pool of libraries available to associate with LSTA projects. By default, the screen opens and displays only the active libraries. To view inactive or all libraries, select your choice from the View dropdown list. The page will automatically refresh, displaying the libraries that match your selection.

You can sort the list by Library Name by clicking on that column heading. This will refresh the screen with the libraries re-sorted. To edit a particular record, click on the Edit link for the record under the Action column. This action will bring up an edit screen for that record, as shown in Figure 12: Edit a Library.

### Edit a Library

After making your changes, click the Save button to save the record. To return to the Library Management screen, click on the View Library List link at the bottom of the screen. To close the window, click the Cancel button or click the "X" button at the top, right corner of the window.

The screenshot shows a web browser window with a green header bar containing the IMLS logo and the text 'INSTITUTE of MUSEUM and LIBRARY SERVICES'. Below the header, the page title is 'IMLS State Program Report' and the sub-header is 'Edit a Library'. The form contains the following fields and controls:

- Name\*:** Text input field containing 'Midland Public Library'.
- Type\*:** Dropdown menu with 'Public' selected.
- URL:** Text input field.
- Director:** Text input field.
- Email:** Text input field.
- Phone:** Text input field with a dropdown for area code and an 'Ext.' field.
- Fax:** Text input field with a dropdown for area code.
- Address:** Text input field.
- City:** Text input field.
- State\*:** Dropdown menu with 'WD' selected.
- Zip:** Text input field.
- Active Library:** Radio buttons for 'Yes' (selected) and 'No'.
- Buttons:** 'Save', 'Cancel', and 'View Library List' at the bottom.

Figure 12: Edit a Library

### Merge Libraries

If a second library has been entered by mistake and associated to a project, you will need to merge it into the primary library. To do this, click on the Merge Libraries link at the top of the Library Management screen in Figure 11: Library Management. This will display the screen shown in Figure 13: Merge Libraries.



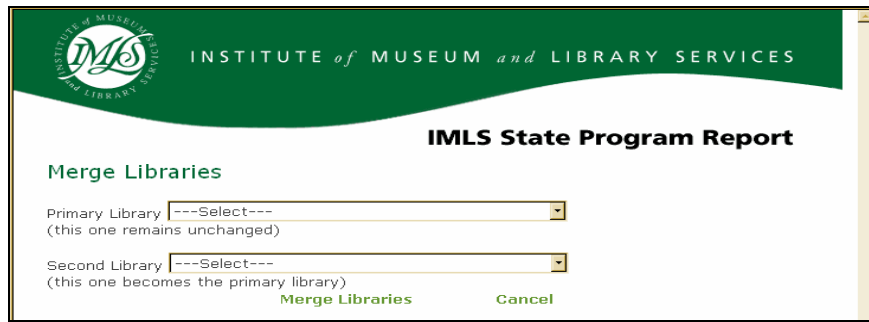


Figure 13: Merge Libraries

To merge libraries, select a primary and secondary library, and then click on the Merge Libraries link at the bottom of the screen. Projects associated to the secondary library will be associated to the primary library's id. The secondary library will be deleted. To close the window, click the Cancel link or click the "X" button at the top, right corner of the window.

## Maintain Projects

The following screens allow you to add, delete, or edit projects. These functions are enabled only if the status of the Annual Report is either Pending or Returned.

### Add a Project

If the annual report status is Pending or Returned, you can add information about projects funded under the grant award to your state library in the two-year grant period ending with the last fiscal year (September 30 of the current year). Click on the Add Single Proj or Add Parent Proj button on the right side of the Section 3 bar or on the link at the bottom of Section 3.

Section 3   Project Reports							Add Library	Add Single Proj	Add Parent Proj
Status	Title (* = Parent Project)	Library	LSTA Funds	Ex	Start Date	End Date	Action		
Edit	chae tes's 6*	Canton County Public Schools		N	2/2/2003	3/3/2003	Edit	Delete	Print
Edit	chae_test' 1	Highland Public Library	\$10	N	1/1/2003	12/31/2003	Edit	Delete	Print
OK	chae's parent prj test 1*	Canton County Public Schools	\$152	N	3/3/2003	5/3/2003	View	Print	
Edit	chae's parent test 2*	Georgetown University Library	\$22	Y	2/3/2003	4/5/2003	Edit	Delete	Print
Edit	chae's test 11	Canton County Public Schools	\$15	N	2/3/2003	4/5/2003	Edit	Delete	Print
Edit	chae's test 12	Highland Public Library	\$25	N	2/3/2003	4/5/2003	Edit	Delete	Print
OK	chae's test 3	Highland Public Library	\$30	N	2/2/2003	5/5/2003	View	Print	
OK	chae's test 4	Radar Regional Library System	\$50	N	3/3/2003	7/4/2003	View	Print	
Edit	test 1	Georgetown University Library	\$10	N	9/25/2003	12/25/2003	Edit	Delete	Print
Edit	xx	Adrian Regional Library System	\$10	N	10/1/2002	9/30/2004	Edit	Delete	Print

[Add Single Project](#)      [Add Parent Project](#)  
[Internal Notes](#)      [Submit State Program Report](#)

This will display a two-part screen as shown in Figure 14: Add a Project (General Data) and Figure 15: Add a Project (Project Description)

**Figure 14: Add a Project (General Data)**

This screen allows you to add projects for your state and the selected fiscal year. The general data portion is shown in Figure 14: Add a Project (General Data) above. Selecting Add a Library allows you to add a new library record into the system. The system allows you to add two types of projects; Single Project or Parent Project.

Single Project refers to ‘stand-alone’ projects that are all encompassing. They form a coherent and significant whole as individual activities (e.g. grant cycles).

Parent Project refers to those that have subordinate or ‘child’ projects associated with them. See Glossary and examples.

The Goals and the Allotments have been pre-populated. If you note any errors, contact your IMLS Program Office. To select more than one primary or secondary user or service, hold down the CTRL key and click on the others.

**Figure 15: Add a Project (Project Description)**

Figure 15: Add a Project (Project Description) shows the project description portion of the screen. Clicking the Exemplary? Checkbox, at the top of the screen, will allow you to type into the Exemplary Reason text box as well as make it a required field (red label with asterisk). Up to 2,000 characters can be directly entered into these text fields. To expand these text fields to view all 2000 characters, simply click the Expand button located to the left of each box. There are two ways to determine how much text is available for entry into each box. The first is by looking at the value in the “Text Length Remaining” field. This value will inform you of how many characters you have available for entry into the text field. The second way is to double click anywhere inside either of the text boxes. By doing this, you will be given a pop-up window informing you exactly how many characters you have entered in the text box.

To finalize and store the new project, fill in all required fields and click the Save/Clear, Save/Keep, or Save/Close button. If any of the required fields are missing you will be informed of the missing information and given the option to continue saving, or to go back and enter the missing data. To close the window, click the Cancel button or click the "X" button at the top, right corner of the window. Each button's functionality is as follows:

**Save/Clear** - Submits a project record and “resets” (clears data out of) all the fields. Useful when you are going to immediately create another project record.

**Save/Clone** - Creates a project record and only clears certain fields. Useful when you have Single Projects or Child Projects that have much the same information.

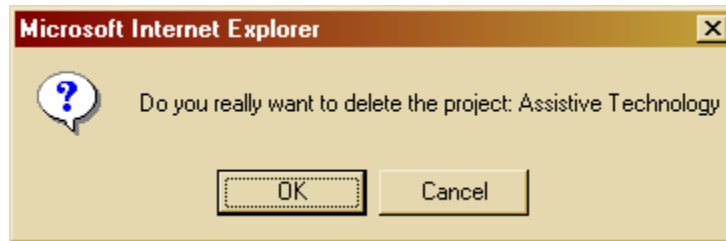
**Save/Close** - Creates a project record and closes the pop-up window

**Reset** - Clears all entered text and replaces fields with default values.

### Edit or Delete a Project

You can only edit or delete a project if the report status is Pending or Returned. On the homepage, in the list of projects beneath the Section 3 bar, locate the project you wish to modify. Note that Parent Projects are denoted with an \* (asterisk) after the Title.

To delete a project, click the Delete link under the Action column on the right. When you click the Delete link, an alert box appears to confirm you want to delete the project. Click the OK button to delete the record from the database.



To modify the project, click the Edit link for that project under the Action column.

Section 3   Project Reports							Add Library	Single Project	Parent Project
<input checked="" type="radio"/> All Projects <input type="radio"/> Editable(Unlocked) Projects <input type="radio"/> OK(Locked) Projects									
Status	Title (* = Parent Project)	Library	LSTA Funds	Ex	Start Date	End Date	Action		
Draft	Test	Swenson County Community College	\$20	N	9/1/2003	10/1/2003	Edit	Delete	Print
Draft	Test	Swenson County Community College	\$20	N	9/1/2003	10/1/2003	Edit	Delete	Print
Draft	Test	Swenson County Community College	\$20	N	9/1/2003	10/1/2003	Edit	Delete	Print

Clicking the Edit link will bring up a two-part screen as shown in Figure 16: Edit a Project (General Data) and Figure 17: Edit a Project (Project Description).

INSTITUTE of MUSEUM and LIBRARY SERVICES

## IMLS State Program Report

**Edit a Parent Project** [View Child Projects \(2\)](#)

Ken Parent Test  
Ken Parent Test

(Red text and "\*" denote required fields)

Project Info
Save
Reset
Add Child Proj
Cancel

FY: 2003

State: Alaska  
Project Code: 2003-AK-7812

**Project Title\*:** Ken Parent Test

Project Number:

**Library Name\*:** LIBRARY 1 Add Library

**Project Director\*:**

**Phone Number\*:** (  ) -  -  Ex

Email:

Library Building:

LSTA Funds Expended: \$23,220.00  
Cash Match: \$0.00  
In Kind Contributions: \$0.00  
Total Cost: \$23,220.00  
Number of Persons Served: 2,050

**LSTA Purpose\*:** Services for lifelong learning

**State Goal\*:** Accessibility - Services for Special-Needs Alaskans

**IMLS Primary Performance Category\*:** Enhance a lifetime of learning opportunities

IMLS Secondary Performance Category: ---Select---

**Primary Users\*:** ---None---  
(pick at least one but not more than three)

**Adults**

- Adults
- Children
- Institutionalized persons
- Library staff and volunteers

**Secondary Users:** ---None---

**Primary Service\*:** ---None---  
(pick at least one but not more than three)

**Continuing Education for the Public**

- Continuing Education for the Public
- Cultural Heritage Programs
- Digitization and Digital Library Projects
- Economic Development

**Secondary Services:** ---None---

- Distance education (includes web-based training)
- Lifelong learning

**Start Date\*:** 9/16/2003  
allotment start date 10/1/2002 mmm/dd/yy(yy)

**End Date\*:** 9/16/2004

Figure 16: Edit a Project (General Data)

**Project Descriptions**

Statewide?  Partnership?  Exemplary?  OBE-Related?

**Project Purpose\*:** test  
Text Length Remaining: 1996  
Expand

**Project Activities/Methods\*:** test  
Text Length Remaining: 1996  
Expand

**Project Outputs\*:** test  
Text Length Remaining: 1996  
Expand

**Project Outcomes:** test  
Text Length Remaining: 1996  
Expand

**Other Results:** test  
Text Length Remaining: 1996  
Expand

**Anecdotal Info:** test  
Text Length Remaining: 1996  
Expand

**Exemplary Reason:**  
Text Length Remaining: 4000  
Expand

Save Reset **Add Child Proj** Cancel

**Figure 17: Edit a Project (Project Description)**

After entering your updates, click the Save button to save changes made to the project fields. To add a child-project, which can only be done as a sub-set to a Parent Project, click the Add Child Proj button at the top or bottom of the screen (see arrow in figure above). This will bring up the screen shown in Figure 18: Add a Child Project. If the Parent Project already has child projects, a link “View Child Projects (#)” will appear next to the Edit a Parent Project screen title at the top of the screen. The number in parentheses represents the number of child-projects associated to the Parent.

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**IMLS State Program Report**

[Edit a Parent Project View Child Projects \(2\)](#)

Ken Parent Test  
Ken Parent Test

(Red text and "\*" denote required fields)

\*\*\*\*\*Viewing child-projects is explained below.

## Add a Child Project

INSTITUTE of MUSEUM and LIBRARY SERVICES

### IMLS State Program Report

#### Add A Child Project For Ken Parent Test

(Red text and "\*" denote required fields)

Save/Clear Save/Clone Save/Close Reset Cancel

State: Alaska FY: 2003

**Project Title\*:** Ken Parent Test

Project Number:

**Library Name\*:** ---Select--- Add Library

**Project Director\*:**

**Phone Number\*:** (  ) -  -  Ex

Email:

Library Building:

**LSTA Funds Expended\*:** \$  0,00

Cash Match: \$  0,00

In Kind Contributions: \$  0,00

**Total Cost\*:** \$  0,00

**Number of Persons Served\*:**  0

**LSTA Purpose\*:** Services for lifelong learning

**State Goal\*:** Accessibility - Services for Special-Needs Alaskans

**IMLS Primary Performance Category\*:** Enhance a lifetime of learning opportunities

**IMLS Secondary Performance Category:** ---Select---

---

**Primary Users\*:** (pick at least one but not more than three)

Adults

- None---
- Adults
- Children
- Institutionalized persons
- Library staff and volunteers

**Secondary Users:**

- Adults---
- None---
- None---
- None---

**Primary Service\*:** (pick at least one but not more than three)

Continuing Education for the Public

- None---
- Continuing Education for the Public
- Cultural Heritage Programs
- Digitization and Digital Library Projects
- Economic Development

**Secondary Services:**

- Continuing Education for the Public---
- None---
- Distance education (includes web-based training)
- Lifelong learning
- None---
- None---

**Start Date\*:** 9/16/2003  
allotment start date 10/1/2002 mm/dd/yy(yy)

**End Date\*:** 9/16/2004  
allotment end date 9/30/2004 mm/dd/yy(yy)

Project Description

Statewide?  Partnership?  Exemplary?  OBE-related?

**Project Purpose\*:**  
Text Length Remaining: 2000  
Expand

**Project Activities/Methods\*:**  
Text Length Remaining: 2000  
Expand

**Project Outputs\*:**  
Text Length Remaining: 2000  
Expand

**Project Outcomes\*:**  
Text Length Remaining: 2000  
Expand

**Other Results\*:**  
Text Length Remaining: 2000  
Expand

**Anecdotal Info:**  
Text Length Remaining: 2000  
Expand

**Exemplary Reason:**  
Text Length Remaining: 4000  
Expand

Save/Clear Save/Clone Save/Close Reset Cancel

**Figure 18: Add a Child Project**

Each state will enter child-project information for a parent project, if applicable. Child project information does impact calculations in the software. This screen allows you to add child projects associated with a parent project. The system automatically propagates information from the Parent to the Child project records, which can be maintained as is, or revised. Clicking the Exemplary? Checkbox, at the top of the screen, will allow you to type into the Exemplary Reason text box as well as make it a required field (red label with asterisk). Up to 2,000 characters can be directly entered into these text fields. To expand these text fields to view all 2000 characters, simply click the Expand button located to the left of each box. There are two ways to determine how much text is available for entry into each box. The first is by looking at the value in the "Text Length Remaining" field. This value will inform you of how many characters you have available for entry into the text field. The second way is to double click anywhere inside either of the text boxes. By doing this, you will be given a pop-up window informing you exactly how many characters you have entered in the text box.

To finalize and store the new child project, fill in all required fields and click the Save/Clear, Save/Keep, or Save/Close button. If any of the required fields are missing, you will be informed of the missing information and given the option to continue saving, or to go back and enter the missing data. To close the window, click the Cancel button or click the "X" button at the top, right corner of the window. Each button's functionality is as follows:

**Save/Clear** - Creates a sub-project record and "resets" (clears data out of) all the fields. Useful when you are going to immediately create another project record.



**Save/Clone** - Creates a project record and only clears certain fields. Useful when you have Single Projects or Child Projects that have much the same information.

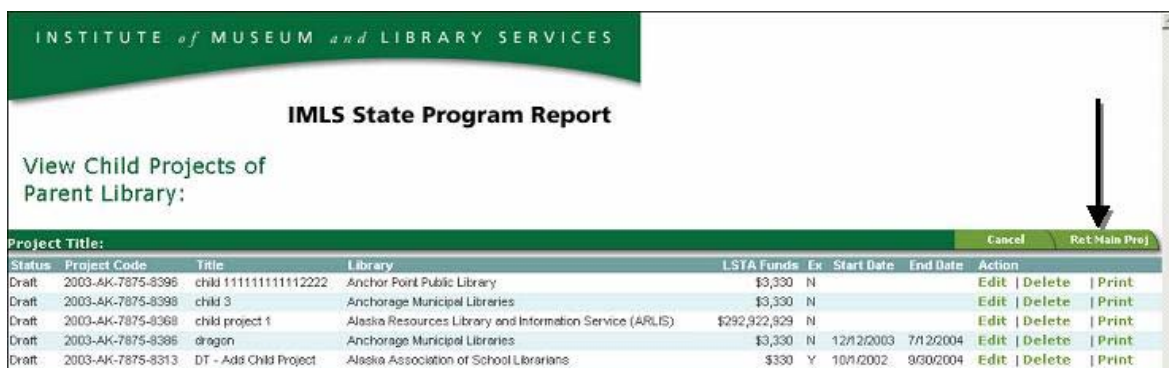
**Save/Close** - Creates a sub-project record and closes the pop-up window

**Reset** - Clears all entered text fields

**Cancel** – Closes the window without saving any changes.

### View a Child Project

If the Parent Project has child projects, click the View Child Projects (#) link next to the Edit a Parent Project title at the top of the screen. The number in parentheses represents the number of child projects associated with the Parent. This will display the screen shown in Projects below.



INSTITUTE of MUSEUM and LIBRARY SERVICES

**IMLS State Program Report**

View Child Projects of  
Parent Library:

Project Title: Cancel Ret. Main Proj

Status	Project Code	Title	Library	LSTA Funds	Ex	Start Date	End Date	Action
Draft	2003-AK-7875-8396	child 111111111112222	Anchor Point Public Library	\$3,330	N			Edit   Delete   Print
Draft	2003-AK-7875-8398	child 3	Anchorage Municipal Libraries	\$3,330	N			Edit   Delete   Print
Draft	2003-AK-7875-8368	child project 1	Alaska Resources Library and Information Service (ARLIS)	\$292,922,929	N			Edit   Delete   Print
Draft	2003-AK-7875-8386	dragon	Anchorage Municipal Libraries	\$3,330	N	12/12/2003	7/1/2004	Edit   Delete   Print
Draft	2003-AK-7875-8313	DT - Add Child Project	Alaska Association of School Librarians	\$330	Y	10/1/2002	8/30/2004	Edit   Delete   Print

**Figure 19: View Child Projects**

This screen lists child projects related to a main project. The main project's title is displayed as well. To return to the Edit a Parent Project screen, click the Ret Main Proj button. Click the Delete button to delete the child project. When you click the Delete button, an alert box appears to confirm you want to delete the child project. Click the OK button to delete the record. Click the Cancel button to cancel the delete action.

The Edit button allows you to update details of the child project and brings up the Edit Child Project screen shown in Project below. To create a record, fill in the required fields and click the Save button. To close the window, click the Cancel button or click the "X" button at the top, right corner of the window.

## Edit a Child Project

INSTITUTE of MUSEUM and LIBRARY SERVICES

### IMLS State Program Report

#### Edit a Child Project

(Red text and "\*" denote required fields)

Project Info
Save
Reset
Cancel

State: Alaska FY: 2003

Project Code: 2003-AK-7812-7813

**Project Title\*:** Ken Parent Test

Project Number:

Parent Project Title:

**Library Name\*:** LIBRARY 1 Add Library

**Project Director\*:**

**Phone Number\*:** ( -- ) - -- - -- Ex

Email:

Library Building:

**LSTA Funds Expended\*:** \$ .00

Cash Match: \$ .00

In Kind Contributions: \$ .00

**Total Cost\*:** \$ .00

**Number of Persons Served\*:**

**LSTA Purpose\*:** Services for lifelong learning

**State Goal\*:** Accessibility - Services for Special-Needs Alaskans

**IMLS Primary Performance Category\*:** Enhance a lifetime of learning opportunities

**IMLS Secondary Performance Category:** ---Select---

**Primary Users\*:** (pick at least one but not more than three)

---None---  
 Adults  
 Children  
 Institutionalized persons  
 Library staff and volunteers

**Secondary Users:** ---None---

---None---

---None---

**Primary Service\*:** (pick at least one but not more than three)

---None---  
 Continuing Education for the Public  
 Cultural Heritage Programs  
 Digitization and Digital Library Projects  
 Economic Development

**Continuing Education for the Public**

**Secondary Services:** ---None---

Distance education (includes web-based training)  
 Lifelong learning

---None---

---None---

**Start Date\*:**   
allotment start date 10/1/2002 mm/dd/yy(yy)

**End Date\*:**   
allotment end date 9/30/2004 mm/dd/yy(yy)

**Project Descriptions**

Statewide?  Partnership?  Exemplary?  OBE-Related?

**Project Purpose\*:** Text Length Remaining: 1996  
Expand

**Project Activities/Methods\*:** Text Length Remaining: 1996  
Expand

**Project Outputs\*:** Text Length Remaining: 1996  
Expand

**Project Outcomes:** Text Length Remaining: 2000  
Expand

**Other Results:** Text Length Remaining: 2000  
Expand

**Anecdotal Info:** Text Length Remaining: 2000  
Expand

**Exemplary Reason:** Text Length Remaining: 4000  
Expand

Save Reset Cancel

**Figure 20: Edit a Child Project**

After you have completed making updates to your data, simply select Save to store your data, Reset to clear the changes or Cancel to delete the changes and close the window.

**Print a Project**

You can print a hard copy of a project. This is done via the print button to the right of each project in Section 3 Project Reports portion of the Home page.

**Section 3 | Project Reports** Add Library Add Single Proj Add Parent Proj

All Projects Editable(Unlocked) Projects OK(Locked) Projects

Status	Title (* = Parent Project)	Library	LSTA Funds	Ex	Start Date	End Date	Action
Edit	chae tes's 6*	Canton County Public Schools		N	2/2/2003	3/3/2003	Edit   Delete   Print
Edit	chae_test' 1	Highland Public Library	\$10	N	1/1/2003	12/31/2003	Edit   Delete   Print
OK	chae's parent prj test 1*	Canton County Public Schools	\$152	N	3/3/2003	5/3/2003	View   Print
Edit	chae's parent test 2*	Georgetown University Library	\$22	Y	2/3/2003	4/5/2003	Edit   Delete   Print
Edit	chae's test 11	Canton County Public Schools	\$15	N	2/3/2003	4/5/2003	Edit   Delete   Print
Edit	chae's test 12	Highland Public Library	\$25	N	2/3/2003	4/5/2003	Edit   Delete   Print
OK	chae's test 3	Highland Public Library	\$30	N	2/2/2003	5/5/2003	View   Print
OK	chae's test 4	Radar Regional Library System	\$50	N	3/3/2003	7/4/2003	View   Print
Edit	test 1	Georgetown University Library	\$10	N	9/25/2003	12/25/2003	Edit   Delete   Print
Edit	xx	Adrian Regional Library System	\$10	N	10/1/2002	9/30/2004	Edit   Delete   Print

Add Single Project Add Parent Project

Internal Notes Submit State Program Report

If a Parent Project is printed, the hard copy will include the "Titles" of the Child Projects associated with it, but not the Child Project details.

## Customized Reports

IMLS gives you the ability to query data and to view that data in the form of a report. To do this, first select the Reports tab as seen in Figure 21: IMLS Reports Tab.

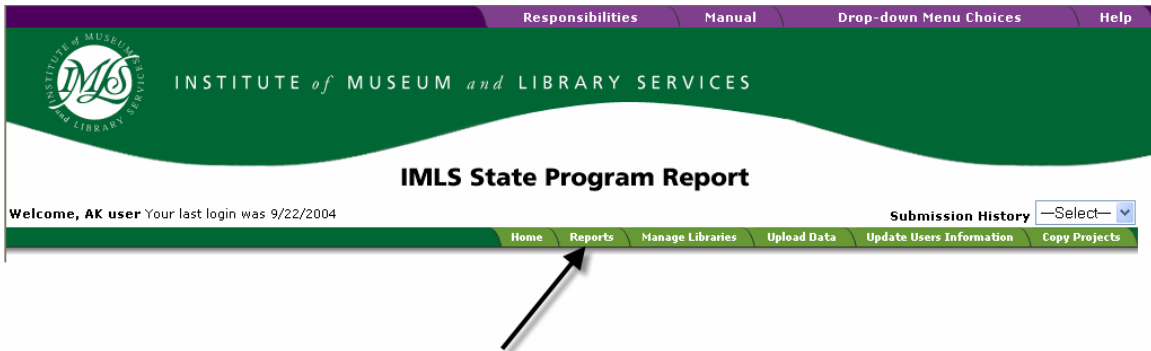


Figure 21: IMLS Reports Tab

Once you select the Reports tab, you will be presented with two report options; a simple search and an advanced search. The simple search gives you the ability to search using a specific state name and a given fiscal year. If you select the first option, a) Search using state and fiscal year (Simple Search), you will be presented with the window seen in Figure 22: IMLS Simple Search Window. Please note that you will only see data for your state. Select your state and then select the fiscal year that you wish to view, and then select Search.

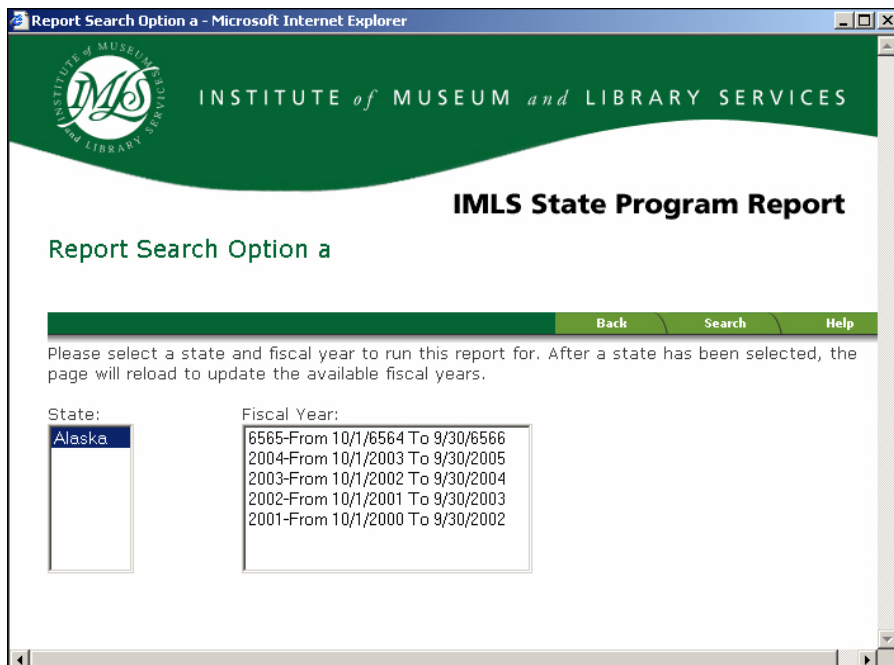



Figure 22: IMLS Simple Search Window

Once you select Search, you will be presented with a formal report, based on your specific data request. This report is formatted properly and ready for print.

The second report option is the Search using multiple fields (Advanced Search). This search option allows the user to send very specific queries to IMLS and receive all matching results. To initiate this query, select the option B radio button and select Continue. You will be presented with a criteria selection screen, seen in Figure 23: IMLS Advanced Search Criteria Selection Window


INSTITUTE of MUSEUM and LIBRARY SERVICES

## IMLS State Program Report

### Report Search Option b

Back
Search
Help

Please select a state and fiscal year to run this report for, all other fields are optional. After a state has been selected, the page will reload to update the available fiscal years.

State: Alaska

Fiscal Year: 2003

6565-From 10/1/6564 To 9/30/6566 ▲  
 2004-From 10/1/2003 To 9/30/2005  
2003-From 10/1/2002 To 9/30/2004  
 2002-From 10/1/2001 To 9/30/2003 ▼

Keywords:

Please select one or more text fields to search if you have entered keywords:

<input checked="" type="checkbox"/> Project Title	<input type="checkbox"/> Project Purpose
<input type="checkbox"/> Project Outcomes	<input type="checkbox"/> Other Results
<input type="checkbox"/> Anecdotal Info	<input type="checkbox"/> Exemplary Reason

SPR Project Number - Project Title:

2003-AK-635-7863 - MLS - Winter Semester - Erin McCusker ▲  
 2003-AK-635-7865 - MLS - Winter Semester - Erin McCusker  
 2003-AK-635-7867 - MLS - Winter Semester - Erin McCusker  
 2003-AK-635-7869 - MLS - Winter Semester - Erin McCusker ▼

And ▼

Project Type:

Child  
 Parent  
 Single

And ▼

Library Type:

Academic ▲  
 Multi-Type  
 Public  
 School ▼

And ▼

Library Name:

And ▼

LSTA Purpose:

Library technology, connectivity, and services  
 Services for lifelong learning  
 Services to persons having difficulty using libraries

And ▼

State Goal:  
 2003-AK:Accessibility - Services for Special-Needs Alaskan:  
 2003-AK:Connectivity - Access to Telecommunications  
 2003-AK:Information - Access Worldwide Information Sources  
 2003-AK:Partnership - Develop Regional Service Strategies And

IMLS Primary Performance Category:  
 Enhance a lifetime of learning opportunities  
 Provide access to information, resources and ideas  
 Provide tools for the future  
 Strengthen communities And

IMLS Secondary Performance Category:  
 Enhance a lifetime of learning opportunities  
 Provide access to information, resources and ideas  
 Provide tools for the future  
 Strengthen communities And

Primary Users:  
 Adults  
 Children  
 Institutionalized persons  
 Library staff and volunteers And

Secondary Users:  
 Blind and visually-impaired persons  
 Deaf and hearing-impaired persons  
 Developmentally disabled  
 Disadvantaged children And

Primary Service:  
 Continuing Education for the Public  
 Cultural Heritage Programs  
 Digitization and Digital Library Projects  
 Economic Development And

Secondary Service:  
 Adaptive technology  
 Adult literacy  
 After school programs  
 Bookmobile services And

Statewide And  Partnership And  
 Exemplary And  OBE-Related And

LSTA Funds Expended:  
 Min: Max: And  
 Cash Match:  
 Min: Max: And  
 In Kind Contributions:  
 Min: Max: And  
 Total Cost:  
 Min: Max: And  
 Number Persons Served:  
 Min: Max: And  
 Start Date (MM/DD/YYYY): End Date (MM/DD/YYYY):  
 And

Search Help

Figure 23: IMLS Advanced Search Criteria Selection Window

From the Criteria Selection Window the user will have the option to select specific criteria they would like to view on your report. Once you have selected the criteria, select the Search button to advance. You will then be presented with the Advanced Search Project Listing Screen. From this window you will be presented with all the projects that meet your criteria, and you have the option of selecting the projects you would like to view on your report. To advance, select specific projects, then select Continue as seen in Figure 24: Advanced Search Project Listing Screen.

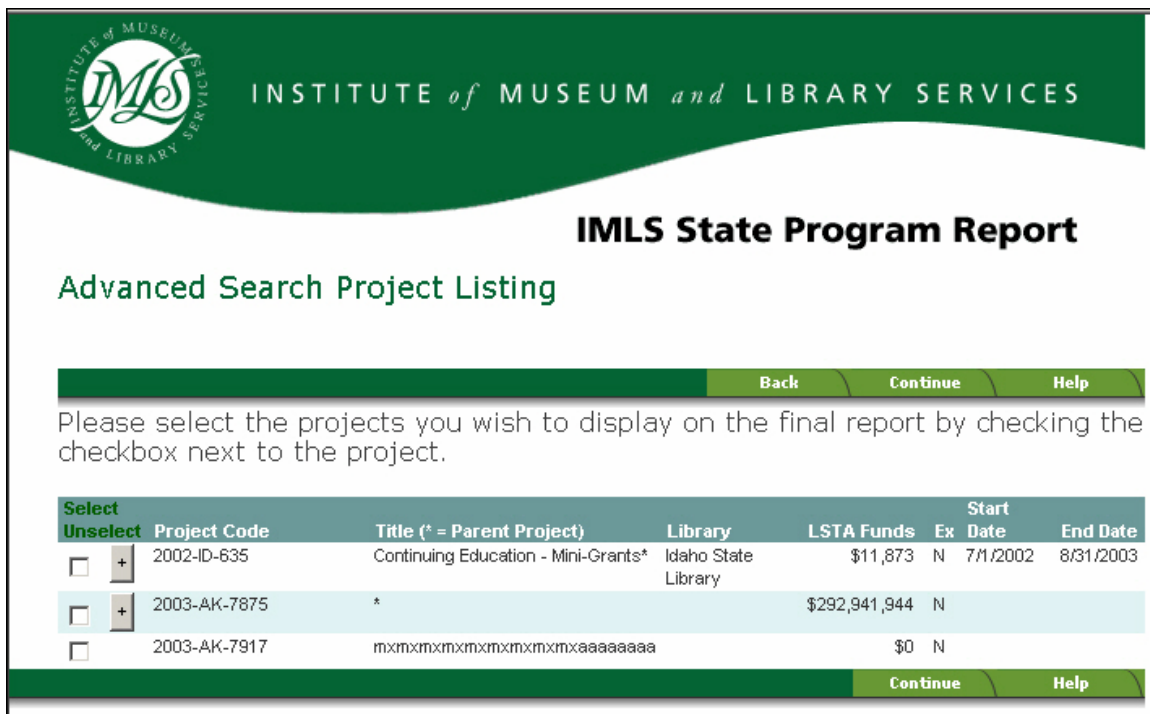


Figure 24: Advanced Search Project Listing Screen

After you select Continue, you will be taken to the Field Selection and Sort Criteria Screen. From this screen you will be able to select specific fields that you wish to view in your report, the way you wish to sort your report, and the output format of your report. After you select the fields you would like to view, select the primary, secondary and tertiary sort order. This option is not mandatory, but can present data in a manner that makes projects easier to find. Your data will be sorted first by the primary sort, then by the secondary sort, and finally by the tertiary sort. The final option on this page is the report output options. This option lets you send your report to MS Excel by selecting Excel in the output type dropdown menu. If you wish to view a formatted report, which is ready for print, select Report as the output type. Once you are finished, select Show Report and your report will be generated. These options are seen in Figure 25: Field Selection and Sort Criteria Screen.



**INSTITUTE of MUSEUM and LIBRARY SERVICES**

## IMLS State Program Report

### Field Selection and Sort Criteria

Back Show Report Help

Please select the fields you wish to show on your report.  
You may also select the fields you wish to sort by from this page.

Available Fields:

- Anecdotal Info
- Cash Match
- Email
- End Date
- Exemplary
- Exemplary Reason
- IMLS Primary Performance
- IMLS Secondary Performance
- In Kind Contributions
- Library Building
- Library Name
- LSTA Funds Expended
- LSTA Purpose
- OBE
- Other Results
- Partnership
- Number of Persons Served
- Phone Number
- Primary Services
- Primary Users
- Project Activities/Methods
- Project Director
- Project Outputs
- Project Purpose
- Secondary Services
- Secondary Users
- Start Date
- State Goal
- Statewide
- Total Cost

Primary Sort:

Secondary Sort:

Tertiary Sort:

Output Type:

Show Report Help

Figure 25: Field Selection and Sort Criteria Screen

## Carry Forward State Project Data

Users will have the option to copy project data from a previous fiscal year to the current fiscal year. This option is useful should you have project data that is the same or similar to that of projects you've created in the past. To use this feature, select Copy Projects from the main toolbar on the State Program Report Homepage, as seen in Figure 26: Copy Projects.

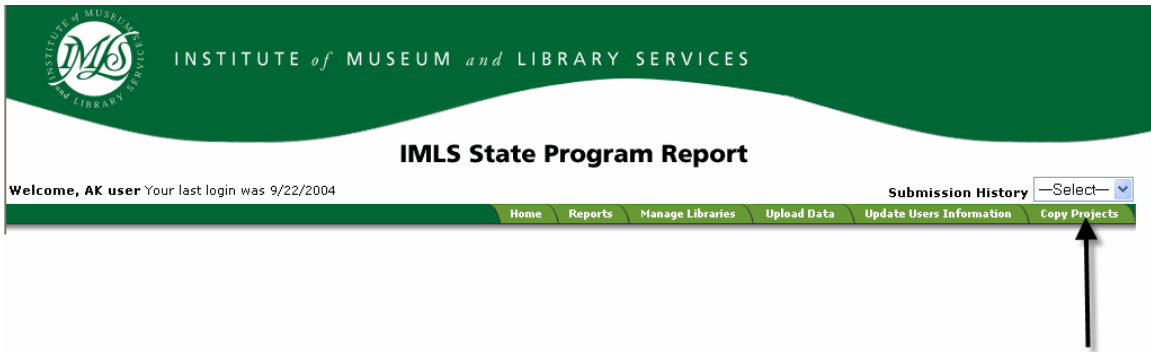


Figure 26: Copy Projects

Once you select Copy Projects, you will be taken to the main copy projects screen. From this screen you will have the option of viewing projects from previous fiscal years. You can select specific projects to copy into the current fiscal year. If you select P, the project will be copied as a Parent Project. If you select S, the project will be copied as a Single Project. This is demonstrated in Figure 27: Copy Projects Options Screen.

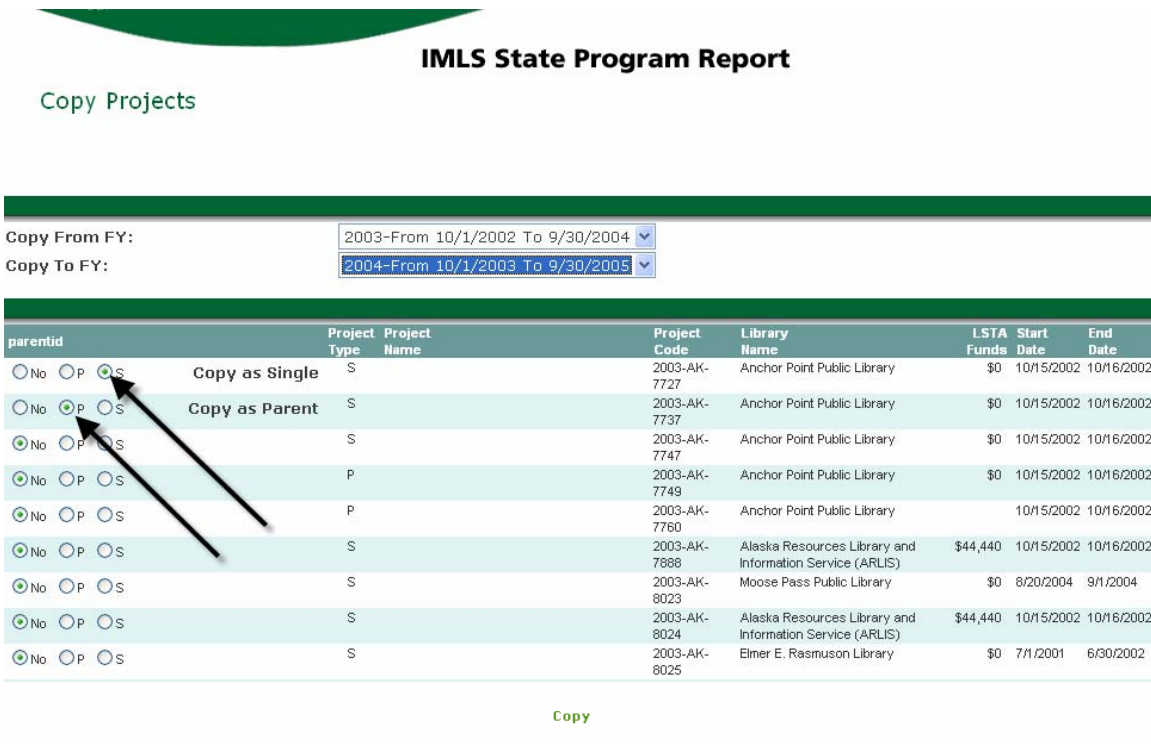


Figure 27: Copy Projects Options Screen

Once you have selected the projects you would like copied, select the Copy button. The selected projects will then be copied into the current fiscal year. Please note that these projects will be assigned a new project code.

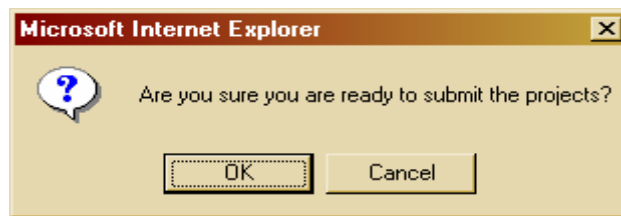
## Submit State Program Report

After all information has been entered for libraries and projects, you are ready to submit the State Program Report to IMLS. To do this, click on the Submit State Program Report link at the bottom of the Home Page.

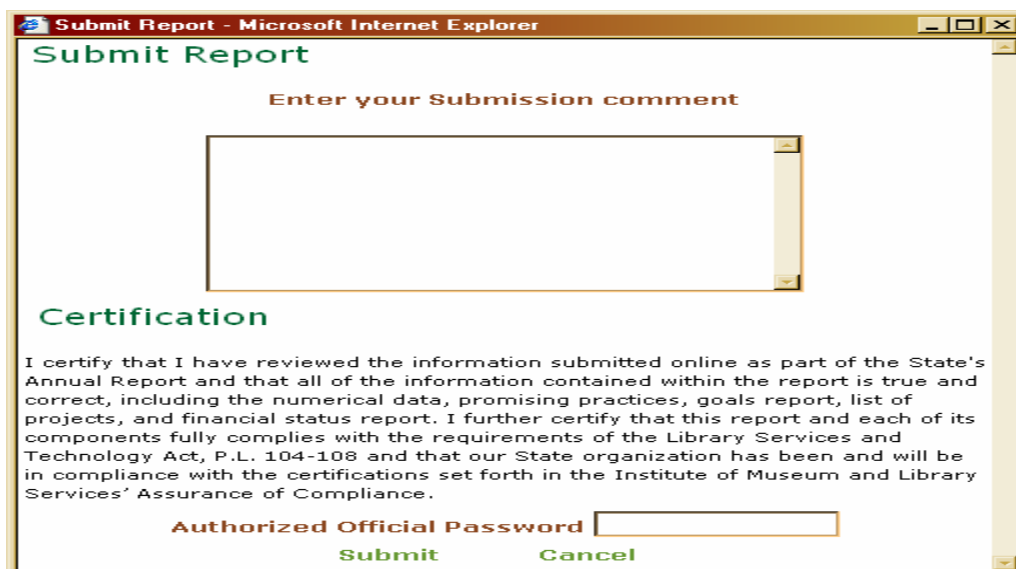
The screenshot displays the IMLS State Program Report interface. At the top, there is a navigation bar with links for Responsibilities, Manual, Drop-down Menu Choices, and Help. Below this is the IMLS logo and the text 'INSTITUTE of MUSEUM and LIBRARY SERVICES'. The main heading is 'IMLS State Program Report'. A welcome message for 'AK user' is shown, along with a 'Submission History' dropdown menu. A table lists several draft projects with columns for project ID, status, amount, and actions (Edit, Delete, Print). At the bottom of the page, there are links for 'Add Single Project', 'Add Parent Project', 'Notes', and 'Submit State Program Report'. A black arrow points to the 'Submit State Program Report' link.

Project ID	Status	Amount	Actions
7903	Draft		Print
2003-AK-8057	Draft	\$0 N	Edit   Delete   Print
2003-AK-8058	Draft	\$0 N	Edit   Delete   Print
2003-AK-8059	Draft	\$0 N	Edit   Delete   Print
2003-AK-8060	Draft	\$0 N	Edit   Delete   Print
2003-AK-8061	Draft	\$0 N	Edit   Delete   Print
2003-AK-8233	Draft	\$0 N	Edit   Delete   Print
2003-AK-8234	Draft	\$2,442 N	Edit   Delete   Print
2003-AK-8253	Draft	\$0 N	Edit   Delete   Print
2003-AK-8255	Draft	\$0 N	Edit   Delete   Print

An alert box will confirm that you are ready to submit the projects.



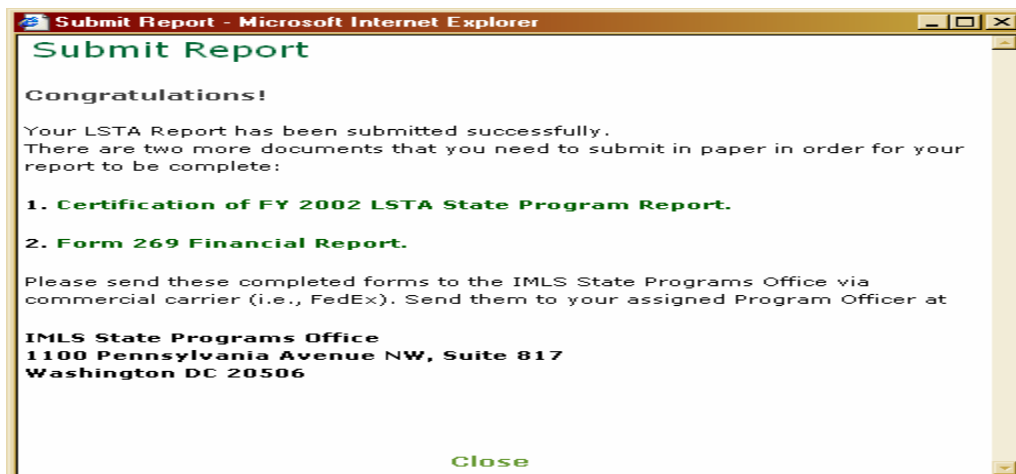
Click OK. If the projects being submitted do not have the required fields populated, then you will be presented with a validation report. The validation report will present a list of projects needing to be edited before they can be submitted. If all project data is completed correctly, then the Submit Report Certification screen will be displayed. This screen is seen in Figure 28: Submit Report Certification.



**Figure 28: Submit Report Certification**

This screen allows you to view and add submission comments. To close the window, click the Cancel link or click the "X" button at the top, right corner of the window. This screen displays comments that are entered when Submissions are made. New comments are appended to the existing Submission History. Along with the comment, a date, the user name, the version number are recorded. Enter your State Administrator Password using the correct upper/lower case, since this field is case-sensitive. Click on the Submit link to submit your comments.

Upon successful submission of the State Program Report, a "confirmation" screen will display, as in Figure 29: IMLS Submission Confirmation Screen. This screen also contains two links to hard copy forms that must be completed and mailed to the IMLS State Programs Office. The mailing address is shown on the screen. Confirmation of the successful submission will be made to your State Administration (Authorized Official), State User (Coordinator) and State Program Officer through e-mail



**Figure 29: IMLS Submission Confirmation Screen**

## Financial Form (SF 269)

The Financial Form (SF 269) has been added to the IMLS SPR site to allow states to prepare the SF 269 information online and print in the expected format for signature and submission by mail to IMLS. To access the online form, click the SF 269 button on the home page.

### SF 269 Button

Alaska Home Page

A window will appear that will allow you to add a new form by pressing the Add button or edit, delete or print an existing form.

### Viewing 269 Online Forms

Fiscal Year	State Name	Federal Grant	Last Modified	Last Modified By	Edit	Delete	Print	
1	2003	Alaska	test	11/10/2004 4:44:44 PM	AK user	Edit	Delete	Print

### Adding/Editing 269 Online Forms

Add Form 269

After entering data, click the Save button. To edit the form, click the Edit button in the View window. When editing, you will see a Print button in the top and bottom bars.

Clicking the Print button will bring up a printable version of the form. Click the Print icon on this screen to print the form. The form will print in the expected SF 269 format. A Print Help button is available to assist with common printing challenges. The printable form is pictured below.

The screenshot shows a web browser window with the address <http://webdev01.e-psgs.com/IMLS-LSTA/2003FinancialForm.asp?id=100>. The page title is "FY 2003 Allotment" and "State Alaska". The main heading is "FINANCIAL STATUS REPORT (Long Form)" with instructions to follow previous and next pages. The form is divided into several sections:

- Section 1:** Federal Agency and Organizational Element to Which Report is Submitted. IMLS - State Program.
- Section 2:** Federal Grant or Other Identifying Number Assigned By Federal Agency. LS- test.
- Section 3:** Recipient Organization (Name and complete address, including ZIP codes). testname, address.
- Section 4:** Employer Identification Number. 12345.
- Section 5:** Recipient Account Number or Identifying Number.
- Section 6:** Final Report. Yes No.
- Section 7:** Basis. Cash Accrual.
- Section 8:** Funding Grant Period (See instructions). From: (Month, Day, Year) October 1, 2002. To: (Month, Day, Year) September 30, 2004.
- Section 9:** Period Covered by This Report. From: (Month, Day, Year) October 1, 2002. To: (Month, Day, Year) September 30, 2004.
- Section 10:** Transactions table with columns: I Previously Reported, II This Period, III Cumulative. Rows include:
  - a. Total outlays
  - b. Refunds, rebates, etc.
  - c. Program income used in accordance with the deduction alternative
  - d. Net outlays (Line a, less the sum of lines b and c)
  - Recipient's share of net outlays, consisting of:
    - e. Third party (in-kind) contributions
    - f. Other Federal awards authorized to be used to match this award
    - g. (1) Funds used in accordance with the matching requirement
    - (2) State funds used as MOE
    - (3) Subtract State funds used for both matching and MOE (C)
    - h. All other recipient outlays not shown on lines e, f, or g.
    - i. Total recipient share of net outlays (sum of lines e, f, g, and h)
    - j. Federal share of net outlays (line d less line i)
    - k. Total unliquidated obligations
    - l. Recipient's share of unliquidated obligations
    - m. Federal share of unliquidated obligations
    - n. Total Federal share (sum of lines j and m)
    - o. Total Federal funds authorized for this funding period
    - p. Unobligated balance of Federal funds (line o - line n)

**Instructions for completing the form:**

Here are item-by-item instructions for the form. This report is due to IMLS by December 30. Please send original with the signature of the Authorized State Legal Officer in blue ink. Please type or print legibly.

Item	Entry
2	Enter the number for your Grant Award
3	Enter the name of your organization
4	Enter the Employer Identification Number (EIN) assigned by the U.S. Internal Revenue Service.
5	Optional entry reserved for an account number or other identifying number assigned by the recipient.
6	Check yes only if this is the last report for the period shown on line 8.
10a	Enter total gross program outlays. Include disbursements of cash realized as program income if that income will also be shown on line 10g.  Outlays are the sum of actual cash disbursements for direct costs for goods and services, the amount of indirect expense charged, the value of in-kind contributions applied, and the amount of cash advances and payments made to subrecipients.
10d	Enter total of line 10i and line 10j. This figure is the same figure as line 10a.

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Item	Entry
10g(1)	Not limited to State funds; can be made up from Donations, Foundations, Local Funds, and/or State Funds that carry out your Five-Year Plan.
10g(2)	State funds only, as appropriated to and expended by the SLAA, and included in its budget. Must serve LSTA Purposes, including but not limited to the funds necessary to carry out your Five-Year Plan. Represents overall State investment in library programs.
10g(3)	State Funds used for both Match and MOE. This amount represents an overlap of expenditures, and will be <b>subtracted</b> when e, f, g(1), and g(2) are added up.
10h	All other recipient outlays not shown on lines e, f, or g.
10i	Total of lines e, f, g, and h. This represents the TOTAL of the <b>State</b> contribution toward library development for the period.
10j	This represents the TOTAL of the <b>Federal</b> contribution toward library development for the period.
10k	<p>Enter the total amount of unliquidated obligations, including unliquidated obligations to subgrantees and contractors.</p> <p>Unliquidated obligations on a cash basis are obligations incurred, but not yet paid. Do not include any amounts on line 10k that have been included on lines 10a and 10j.</p> <p>On the final report, line k must be zero. The only exception would be for a State that had requested an extension from IMLS and is therefore submitting an Interim Report.</p>
10l	The recipient's share of unpaid obligations.
10m	On the final report, line 10m must also be zero.
10n	Add lines j and m
10o	This is your allotment for the grant listed in Item 2
10p	Funds that were not obligated prior to Sept. 30 of the grant period. Subtract line n from line o (o-n). Unless you have requested an extension from IMLS, the figure should be zero.
11a	If applicable, identify the Type of Rate with an "X".
11b	Enter the indirect cost rate in effect during the reporting period.
11c	Enter the amount of the base against which the rate was applied.
11d	Enter the total amount of indirect costs charged during the report period.
11e	Enter the Federal share of the amount of line 11d. This amount cannot exceed the allowable figure on line 12.
12	Enter Allotment, 4% Allowable amount, Actual expenses, and Difference (if any).

Item	Entry
<b>Note:</b>	<p><b>4% Administration:</b> Administrative Costs are those necessary to carry out the management of the LSTA Program in an efficient manner to meet the program goals and objectives. It includes the area of management concerned with interpretation of policy and translation of it into effective executive action. As distinguished from program activities, it is that phase of overall program management which plans, organizes, and controls the activities for the accomplishments of the objective in the long run. <u>IT DOES NOT INCLUDE</u> Statewide programs operated by the State Library Administrative Agency.</p> <p><u>The following are eligible administrative costs:</u></p> <ul style="list-style-type: none"> <li>• Personnel who make management decisions involved in carrying out the LSTA program. Staff time is prorated for personnel not devoting full time to LSTA management.</li> <li>• Travel expenses to carry out the management activities.</li> <li>• Equipment and supplies (necessary for the management of the LSTA program).</li> <li>• Financial management costs, including audit costs.</li> <li>• Planning and evaluation, including outside consultants obtained for this activity.</li> <li>• Rental of space to house administrative activities.</li> <li>• Consultants employed for specific management activities, <u>but not including staff or non-staff program consultants.</u></li> <li>• Contracts with outside companies or organizations for services, surveys, planning, and evaluation. <u>It does not include</u> program agreements between libraries or subgrants by State Library Administrative Agencies.</li> <li>• State Advisory Council on Libraries, other advisory councils, or committee expenses.</li> <li>• Indirect costs.</li> <li>• Reporting.</li> <li>• Making public all parts of the State Five-Year Plan.</li> <li>• Grant selection and award activities.</li> </ul>
<b>Note:</b>	<p><b>Statewide Library Programs:</b> Statewide library programs are those carried out by the State Library Administrative Agency which serve the entire State in program capacities rather than being carried out by a group of libraries or an individual library.</p> <p><u>The following are typical activities:</u></p> <ul style="list-style-type: none"> <li>• Statewide Databases.</li> <li>• Processing center.</li> <li>• Training librarians and other library personnel engaged in activities under LSTA.</li> <li>• Central storage of little used material.</li> <li>• Contracts with other agencies to provide a service, such as a film service.</li> </ul>
12 a-c	<p>If line p was zero then just fill in line 12. If you received an extension from IMLS, then fill in lines 12a, 12b, and 12c. If applicable, enter on line 12a the amount of the Allotment that was not spent; enter on line 12b the amount that has been legally obligated as well as the date by which the obligations are expected to clear; and, enter on line 12c any amount of the Allotment that will not be able to be spent and will have to be deobligated.</p>
	<p>Type or Print the Name and Title of the Authorized Official who has been legally established as such with IMLS. Enter the telephone number of the Authorized Official.</p>
	<p>Original Signature of the Authorized Official. Enter the date that the Authorized Official signed this form.</p>

## Submission History

You can view a submission history of your state's annual reports. First, locate the Submission History drop down box located above the navigation bar on the State Home Page. Select a fiscal year in the dropdown list under this label.



The screen shown in History will display. This screen provides a quick view of the summaries submitted for that fiscal year.

Action Date	Action Type	Version	Comments
5/25/2004 4:16:31 PM	Approved		Allotment doesn't match grant funds, but I am acce...
1/21/2004 7:49:26 PM	Submitted	1	Our financial office of the Department of Educatio...

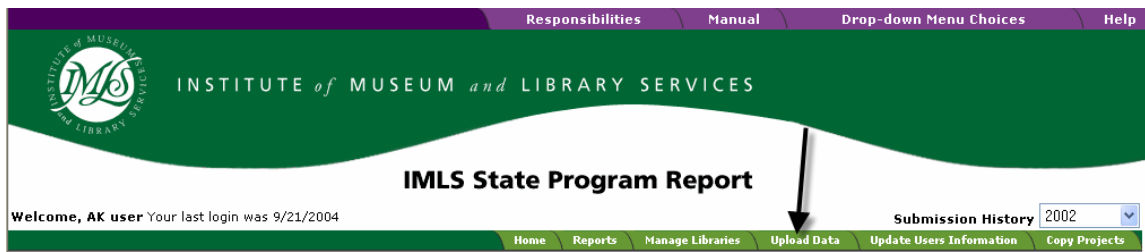
**Figure 30: Submission History**

The list of submissions is sorted by the Action Date, with the most recent date and time of submission at the top. The Action Type shows the current status of the submitted report summary. The Version number is displayed for items that have not been approved or returned. The Comment column displays the last comment entered by IMLS for Returned and Approved reports, and by the submitter for Submitted reports. Text in the Submission History display area is read-only and cannot be updated. To sort any column in descending order, simply click on the column name.

## Data Upload Utility

States with sub-grantees have several options for entering libraries, project or subproject data in the online system. First, you may enter it manually yourself. Second, you may

request IMLS to create user accounts for your sub-grantees, who can then enter this information themselves. Finally, the online system gives you the capability to import this data from your sub-grantees' pre-existing files using the data upload utility. To do this, first request the sub-grantee to enter the appropriate data into the Import Data Utility. (Instructions on downloading this utility are seen below) Then have them extract the data from the utility and send the file to you. Next, save the file on your PC's hard drive. The File Up software must first be loaded on the server used by your PC before uploading the file. This software is available at the Software Artisans website: <http://www.softartisans.com/softartisans/saf.html>. To begin this operation, first click the Upload Data link on the Navigation bar on the state Home Page.



This action will display the screen shown in Figure 31: SPR Import Data. To create data for import, select Import Data Utility For Download. This feature will download a MS ACCESS 2000 Database, into a location of your choice onto your PC. To operate the Import Utility, follow the instructions provided within the database. To import data, first click the browse button to locate the file you wish to upload and then click the Import Report/Library link. Clicking either of these links displays a screen where you can select the file on your machine to upload. Once you select the file, you will be taken to a screen where the libraries and projects are displayed. Select the ones you want to import, and then click the Enter button to load the data. The data will be loaded from the file into the online system. The data will either be inserted if the record didn't exist or will update existing records.

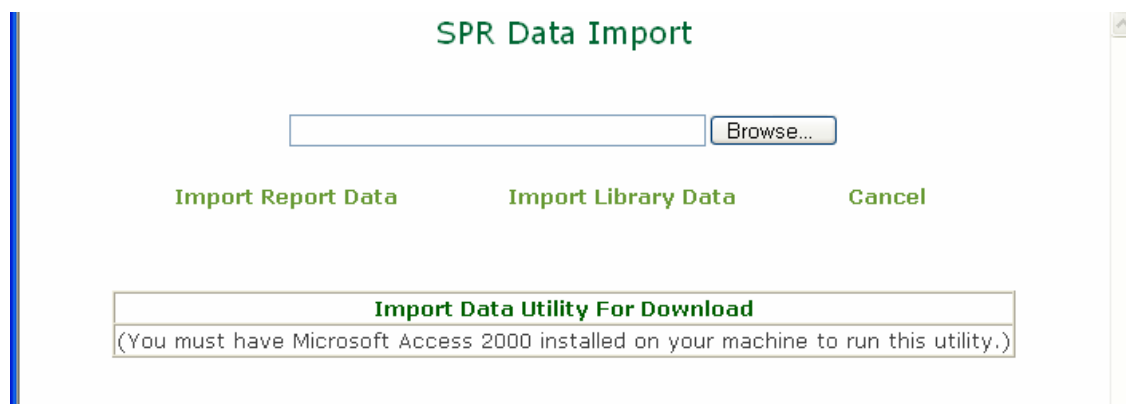


Figure 31: SPR Import Data

## Online Help File

Online "Help" is available at any time with the click of your mouse. There is an extensive online help file that explains the purpose, usage, field names, descriptions, and much

more information on the functionality of the system. To access these files, click on the Help tab at any time. You will be presented with a list of menu options from which to choose, on the left hand side of the screen. Choose a topic and view details on the subject by clicking on it. There is also a glossary available for your use. This is seen in Figure 32: Online Help Menu Screen.

**Responsibilities**   **Manual**   **Drop-down Menu Choices**   **Help**

**INSTITUTE of MUSEUM and LIBRARY SERVICES**

**LSTA Help Files**   [Close Window](#)   **IMLS State Program Report**

Introduction  
Glossary

**Add a Library**  
Add a Project  
Advanced Search  
Advanced Search Results  
Current Submission Review  
Edit a Library  
Edit a Project  
Edit Project Summary  
Edit OBE Summary  
(Section 2)  
IMLS Review Summary  
Internal Notes Entry  
Library Management  
Lookup Table  
Administration  
Merge Libraries  
State Appropriations for Fiscal Year  
State Main Screen  
Submission History  
Summary Comments Entry  
Update User's Information  
User Management  
View Project Summary  
View Library Information  
View Project

**Introduction**

Welcome to the LSTA Help Files. Each help file link describes a screen in the system. If the help text mentions other screens, a link to each additional help screen will be listed, under Related Information. The glossary defines both system and content words and phrases.

**LSTA System Layout**

The LSTA Program Management system has three areas, the header, the navigation area, and the content area. The header displays the LSTA Program Management title. The left-side navigation area contains selection options to various screens. These options remain constant, regardless of the current screen being displayed. The main content area has a white background and displays a screen's content.

YEAR	STATE	LAST ACTION
1	Alabama	Review 10/06
2	Alaska	Review 10/06
3	American Samoa	Review 10/06
4	Arizona	Review 10/06
5	Arkansas	Review 10/06

**Navigation Bar Details**

The top of the navigation area displays your name and date in which you last logged in. Other navigational options include:

- Home - Brings up the Current Submission Review screen, if logging on as an IMLS user, displaying the current fiscal year's data. If logging on a state user the screen will bring up the State Main Screen, displaying the data for the current fiscal year.
- Manage Libraries - Brings up the Library Management screen. This selection is available to all users except IMLS users with View-Only permissions.
- Manage Lookup Tables - Brings up the Lookup Table Administration screen. Used by IMLS staff to add or change elements in the various drop-down menus, such as adding the State Goals from the Five Year Plan. This selection is only available to the IMLS-Admin user type.

Figure 32: Online Help Menu Screen

## Responsibilities

Clicking on this option reveals the annual report certification responsibilities of the Authorizing Official. It also contains a Security Notice regarding the system and the

Privacy Policy for the information contained therein. This is seen below in Figure 33: Responsibilities.

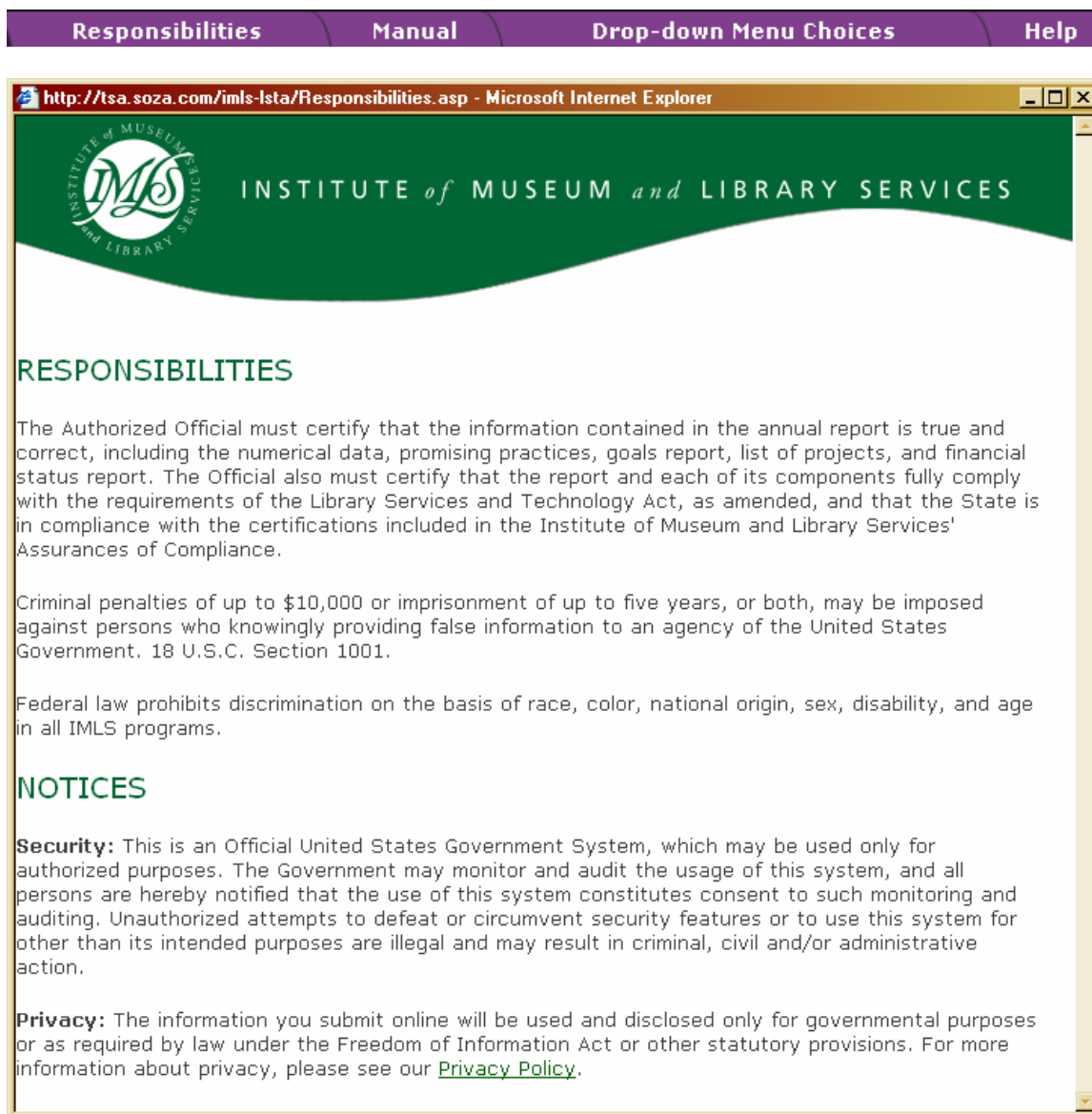


Figure 33: Responsibilities

## Manual

Clicking on the Manual tab will present the State User Manual in .PDF format. You can page through it online or print it out for future reference or distribution.



## Drop-down Menu Choices

Clicking on the Drop-down Menu Choices tab will list the contents of the various drop-down menus in the State Program Report. Use this list to help you understand what some of the choices are (as in the Performance Categories), as well as the relationships between descriptors for both services and users. When you click on this tab, a screen will display as shown in Figure 34: Drop-Down Menu Choices.

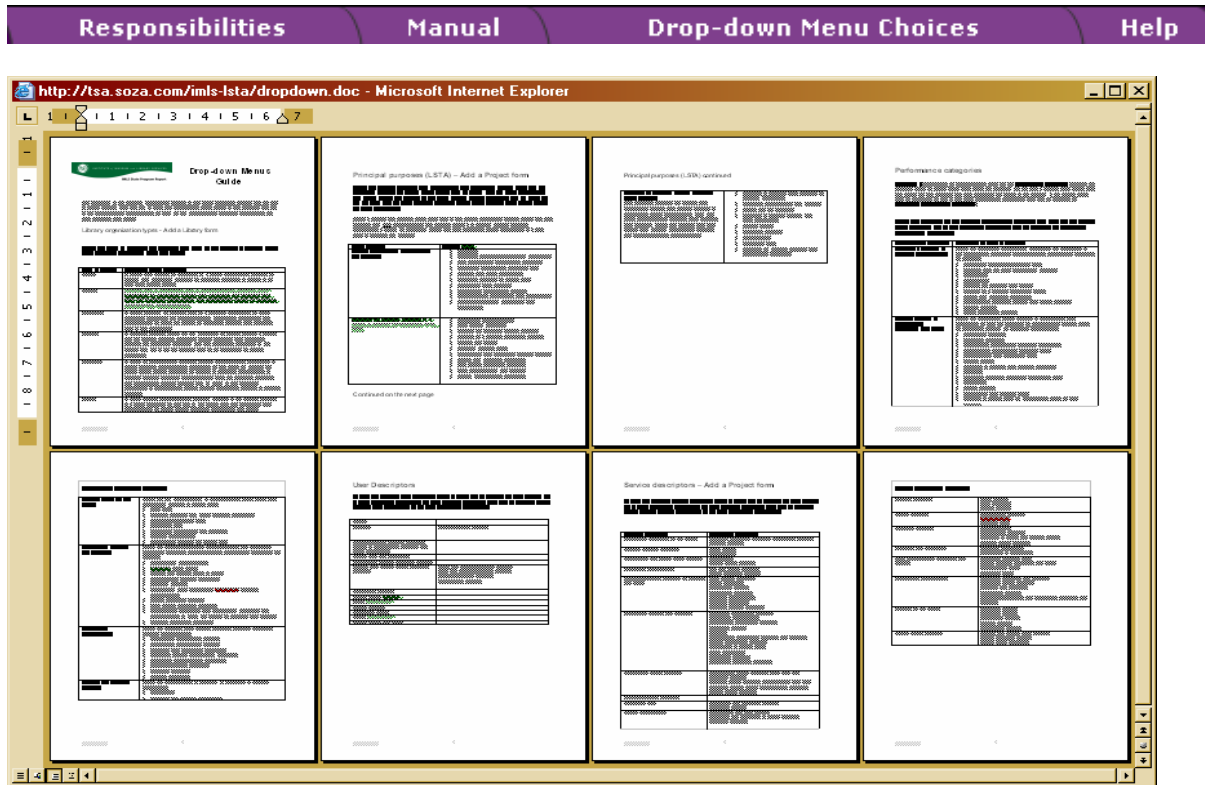


Figure 34: Drop-Down Menu Choices

You may view these pages in several different formats via the buttons in the bottom left corner of the window: Normal View, Web Layout View, Print Layout View, or Outline View.