## Library Cooperative Grant

## Mid-Year Report

**File by April 1, 2017**

**Multitype Library Cooperative:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Project Activities**

Provide a narrative for each of the activities listed in Part 3, C of the application and/or in Project Revisions that describes the accomplishments to date. Include any revisions or course corrections you wish to make in the second half of the grant cycle.

Provide (or attach) relevant reports of the type and number of resources shared and usage statistics for services provided.

**B. Project Expenditures**. Report grant and local match expenditures to date. Provide any details that are not included in part A. The narrative portion in each budget section should explain how the funds support the activities described in Part A.

|  |
| --- |
| 1. **SALARIES & BENEFITS** Describe the duties of each person working on project.

**Narrative:**  |
|  **SALARIES & BENEFITS DETAIL** List all salaries paid from either grant or local sources. |
|  **POSITION TITLE** | **F.T.E.** | **LCG** |  | **Local Match** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | $  |  | $  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | $  |  | $  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | $  |  | $  |
|  | \_\_\_\_\_\_\_\_ | $  |  | $  |
| TOTAL SALARIES ………………………………………. | $\_\_\_\_\_\_\_\_\_\_ |  | $\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |
| 1. **CONTRACTUAL SERVICES** Describe services provided by each vendor.

**Narrative:**  |
| **CONTRACTUAL SERVICES DETAIL** (List each vendor) | **LCG** |  | **Local Match** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $  |  | $  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $  |  | $  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $  |  | $  |
| TOTAL CONTRACTUAL SERVICES ………………… | $\_\_\_\_\_\_\_\_\_\_ |  | $\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |

|  |
| --- |
| 1. **EQUIPMENT AND SOFTWARE** Describe equipment and software purchased for the project.

**Narrative:** |

|  |
| --- |
|  **EQUIPMENT AND SOFTWARE DETAIL** List each item of equipment and/or software purchased. |
|  | **LCG** |  | **Local Match** |
|  | $  |  | $  |
|  | $  |  | $  |
|  | $  |  | $  |
| TOTAL EQUIPMENT | $\_\_\_\_\_\_\_\_\_\_ |  | $\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |
| 1. **SUPPLIES AND POSTAGE** Describe the supplies and postage purchased.

**Narrative:** |
| **SUPPLIES AND POSTAGE DETAIL**  |
|  | **LCG** |  | **Local Match** |
|  | $  |  | $  |
|  | $  |  | $  |
|  | $  |  | $  |
| TOTAL SUPPLIES  | $\_\_\_\_\_\_\_\_\_\_ |  | $\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |
| 1. **PRINTING AND MARKETING** Describe the printing and public relations marketing done during the project.

**Narrative:** |
| **PRINTING AND MARKETING DETAIL** |  |  |  |
|  | **LCG** |  | **Local Match** |
|  | $  |  | $  |
|  | $  |  | $  |
|  | $  |  | $  |
| TOTAL PRINTING AND MARKETING  | $\_\_\_\_\_\_\_\_\_\_ |  | $\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |
| 1. **TRAVEL** Indicate the traveler's position, destination and purpose.

**Narrative** |

|  |
| --- |
| **TRAVEL DETAIL** Any travel conducted with grant or matching funds must be done in accordance with Section 112.061, *Florida Statutes*. |
|  | **LCG** |  | **Local Match** |
|  | $  |  | $  |
|  | $  |  | $  |
|  | $  |  | $  |
|  | $  |  | $  |
| TOTAL TRAVEL | $\_\_\_\_\_\_\_\_\_\_ |  | $\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |
| 1. **TELECOMMUNICATIONS AND INTERNET** Describe the Internet and Telecommunications used.

**Narrative:** |
| **TELECOMMUNICATIONS AND INTERNET DETAIL** |  |  |
|  | **LCG** |  | **Local Match** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $  |  | $  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $  |  | $  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $  |  | $  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $  |  | $  |
| TOTAL TELECOMMUNICATIONS | $\_\_\_\_\_\_\_\_\_\_ |  | $\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |
| 1. **OTHER (SPECIFY)** Include costs for any items that do not fall under the categories above, for example, small equipment costing less than $1,000.

**Narrative** |
| **OTHER (SPECIFY) DETAIL** |  |  |  |
|  | **LCG** |  | **Local Match** |
|  | $  |  | $  |
|  | $  |  | $  |
|  | $  |  | $  |
|  | $  |  | $  |
| TOTAL OTHER | $  |  | $  |
|  |  |  |  |  |
| **TOTAL** | $\_\_\_\_\_\_\_\_\_\_ |  | $\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Multitype Library Cooperative Director Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Typed Name