



**JESSE WHITE • Secretary of State & State Librarian**  
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**WWW.CYBERDRIVEILLINOIS.COM**

## Illinois Public Library Per Capita Grant Expenditures Report

*Per Capita Grant funds must be obligated by June 30 and expended by August 15.*

Library Name: \_\_\_\_\_ City: \_\_\_\_\_

Control Number: \_\_\_\_\_ Branch Number: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_ Exact amount of Per Capita Grant received: \_\_\_\_\_

### CHECK EXPENDITURE CATEGORY. EACH CHECKED CATEGORY MUST INCLUDE A BRIEF EXPLANATION.

Materials (*materials for all ages, genres and formats, including electronic resources, books on tape, DVD's, CD's, etc.*)

Programs (*Summer Reading, Mom & Tot, educational, instructional, etc.*)

Personnel

Electronic Access (*databases, resource sharing, LLSAPs, system fees, etc.*)

Continuing Education (*staff and/or board*)

Supplies

**Equipment** (office equipment, computer software and hardware, etc.)

**Travel**

**Public Relations** (newsletters, media ads, etc.)

**Telecommunications** (phone, fax, internet, cable, etc.)

**Construction – Be specific** (ADA Accessibility, new carpeting and floor coverings, new furnishings, attached shelving, lighting, basic remodeling, energy conservation, electrical, roofing, elevators, ceilings, HVAC, plumbing, doors/windows, fire protection, book drops, circulation desks, security systems, technology wiring, and interior or exterior painting)

**Contractual Services – Be specific** (legal fees, architect fees, consulting fees, etc.)

**Other – Be specific** (insurance, utilities, furniture, Shelving, association fees, lawn maintenance, etc.)