



**THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK  
NEW YORK STATE LIBRARY / DIVISION OF LIBRARY DEVELOPMENT  
CULTURAL EDUCATION CENTER / ALBANY, NY 12230**

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June 18, 2009

Dear Project Director:

As we approach the June 30<sup>th</sup> conclusion of the project year for Family Literacy Library Services grants, I wanted to remind you that all funds (including the final ten percent due to you) must be encumbered **by June 30, 2009** and spent by **July 31, 2009**. Please submit the following items:

- The Final Report Cover Page – Please mail (by US mail) **one copy with original signature** to Tiffany H. Allen at the above library address no later than July 31, 2009.
- **The Final Expenditure Report** (FS-10-F) Short form. Please send **three copies** (by US mail) of the budget form **with original signatures (in blue ink)** to Tiffany H. Allen no later than July 31, 2009.
- A sample of the Final Report Project Narrative and Project Statistics form. Please use the online forms for these two items available at: <http://www.nysl.nysed.gov/libdev/familyliteracy/index.html>. Please **e-mail a completed Final Report Project Narrative AND Project Statistics form** to DLDFL@mail.nysed.gov no later than July 31, 2009.

We appreciate the time and effort it takes you to write the final report. These reports are important to your library colleagues in New York State, who can learn from your “hindsight wisdom” before trying a similar project. We will post edited versions of the reports on the New York State Library Division of Library Development website.

When the final report has been received and approved, the final ten percent of the funds will be sent to your library.

If you have questions about finishing the project year, writing the reports or amending the budget please contact Elaine Baker [ebaker@mail.nysed.gov](mailto:ebaker@mail.nysed.gov), 518/810-1205 or Tiffany Allen [tallen@mail.nysed.gov](mailto:tallen@mail.nysed.gov); 518/486-4863 or me: [cartale@mail.nysed.gov](mailto:cartale@mail.nysed.gov) 518/474-1479.

Sincerely yours,

Cassandra Artale  
Library Development Specialist