QUARTERLY PERFORMANCE PROGRESS REPORT FOR PUBLIC COMPUTER CENTERS

General Information

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Award Identification Number	3. DUNS Number
Department of Commerce, National Telecommunications and Information Administration	21-42-B10535	050950989

4. Recipient Organization

Kentucky Arts, Education & Humanities Cabinet P.O. Box 537, Frankfort, KY 406020537

5. Current Reporting Period End Date (MM/DD/YYYY)	6. Is this the last Report of the Award Period?
09-30-2012	◯ Yes ⦿ No

7. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.

7a. Typed or Printed Name and Title of Certifying Official	7c. Telephone (area code, number and extension)
Nicole Bryan	
	7d. Email Address
	nicole.bryan@ky.gov

7b. Signature of Certifying Official	7e. Date Report Submitted (MM/DD/YYYY):
Submitted Electronically	11-29-2012

Project Indicators (This Quarter)

1. Please describe significant project accomplishments completed during this quarter (600 words or less).

Implementation continues. Procurement slowed to an additional printer, software renewals, and installations. All subrecipient libraries concentrated on deploying services directly to their customers. Many libraries had reported being concerned that some issues would negatively impact their BTOP programs: 1) some schools were released 4-6 weeks early and libraries were inundated with children. 2) record breaking drought and heat wave kept customers at home. 3) violent weather wreaked havoc on some libraries producing roof damage and flooding. One library is still closed as a result. Immediately, that library rescheduled their BTOP classes at the Senior Citizen Center and set up public access computers on their porch in the summer and then moved into the vestibule as the weather cooled. Despite these concerns, the numbers continued to rise with all of them being higher than last quarter. The libraries reported that 2,699 customers participated in classes. Those classes included Computer Basics, Keyboarding, Online Job Searching, MS Office, Email, Internet, Resumes, Interview Skills, Facebook/Twitter, Small Business, eBay, Bootcamp for Inventors, KY Teleworks, and GoogleDocs. A number of libraries evaluated their offerings and with input from their customers deployed or plan to deploy new training plans with classes to meet their expressed needs. Many libraries have been inspired by their peers to "take the show on the road." Although not all of their plans have come to fruition yet, 9 libraries have conducted classes off site at churches, community centers, the Salvation Army, senior centers, high school, university branch, jail, and Housing Authority. Fifteen libraries taught classes outside normal hours. Ninety-eight library staff members participated in free appropriate training outside the grant. Many libraries have reported being inundated with customers who need individual attention. While some are discussing the possibility of asking customers to schedule a meeting for these intensive sessions, others are trying to determine how best to meet this need. 20,147 customers received individual assistance with basic computers, MS Office, Resumes, Online Job Applications, Job research, email accounts, unemployment, scanning documents, college applications, class enrollments, student loans, online courses, GED, and jobs and test databases. Beyond the usual one on one assistance, some libraries are reporting some unique requests. At one, the County Court System approached the library with specific training needs for their employees. It was ultimately determined that the library would schedule 30-45 minute help sessions with each employee to address their specific training needs. At another library, a supervisor negotiated scheduled help sessions for one of his employees as part of her paid workday because he had no one on staff who could spare the time to work with her. The libraries reported that computer equipment was used by 251,909 customers. The E-Rate Coordinator trained 83 library staff members on E-Rate and technology planning. The BTOP listserv was used for communication and sharing of resources. The monthly best practices/good ideas webinars continued with BTOP libraries presenting their innovative and inspired ideas to their peers. Links to the archived sessions are mounted on the website. Many outreach, marketing, and partnership efforts continued. Many libraries are placing emphasis on partnerships and training and support related to starting and sustaining small businesses and working from home. New partnerships with public schools and universities are emerging with one library training 30 returning teachers about technology and another teaching university students how to create a resume. The user share continued to be populated with subrecipient documentation that included quotes, expenditure reports, and emails.

2. Please provide the percent complete for the following key milestones in your project. Write "0" in the Percent Complete column and "N/A" in the Narrative column if your project does not include this activity. If you provided additional milestones in your baseline report, please insert them at the bottom of the table. Figures should be reported cumulatively from award inception to the end of the most recent reporting quarter. Please provide a narrative description if the percent complete is different from the target provided in your baseline plan (300 words or less).

	Milestone	Percent Complete	Narrative (describe your reasons for any variance from the baseline plan or any other relevant information)
2.a.	Overall Project	91	N/A
2.b.	Equipment / Supply Purchases	-	Progress reported in Question 4 below
2.c.	Public Computer Centers Established	-	Progress reported in Question 4 below
2.d.	Public Computer Centers Improved	-	Progress reported in Question 4 below
2.e.	New Workstations Installed	-	Progress reported in Question 4 below
2.f.	Existing Workstations Upgraded	-	Progress reported in Question 4 below
2.g.	Outreach Activities	-	Progress reported in Question 4 below
2.h.	Training Programs	-	Progress reported in Question 4 below
2.i.	Other (please specify):	-	Progress reported in Question 4 below

3. Please describe any challenges or issues faced during this past quarter in achieving planned progress against the project milestones listed above. In particular, please identify any areas or issues where technical assistance from the BTOP program may be useful (600 words or less).

As mentioned in the previous report and in the accomplishments section of this quarter's report, school systems in Kentucky were

required to build inclement weather days into their academic calendars based on the number of days that schools were closed in the past. The unusually mild winter resulted in schools not using those built in days and many districts across the state completed their number of required instructional days as much as four to six weeks earlier than anticipated. These children flooded the public libraries across the state and summer reading programs expanded in order to provide structured programming to them. The end result was that the summer reading program took over facilities until school started back in early and mid-August. Also, the extreme heat drove people indoors for part of this reporting period. Some libraries saw a drop in face to face training attendance during that time. As was reported previously, libraries continued to see one on one assistance provided by library staff members to the public thrive and escalate. More libraries are indicating that the one on one assistance is taxing their existing staff and they are trying to find solutions that their communities will accept. Many libraries continued to struggle with the face to face formal training requirements of the grant. It continues to be proven that adults who need help want it when they need it. Formal training does not meet their educational needs. Many libraries continue to report that during their formal training sessions, the skill levels of the participants are so diverse that the participants become frustrated and it has been necessary for libraries to add staff members to assist during class. Many libraries continued to report during this quarter that interest seems to have shifted to productivity training rather than job related training. From what is being reported anecdotally by the libraries, it appears that economic recovery across the state is slow and inconsistent. While some libraries are reporting successes with class participants getting jobs, others report that they are watching those who had been enthusiastic at the beginning of the program, become more depressed as time has passed and no job has appeared. One library in eastern Kentucky hosts Job Clubs at their branches. As mines close or lay off a significant portion of their work force, some are joining these Clubs. The word isn't good. The counselors have told the Club members that there are no coal industry jobs in the area and the only option is to commute to West Virginia or move into another industry. Many of these unemployed are angry. From the beginning of this project, the most poverty stricken counties have tried to be inventive in their approach to employment. More libraries are hosting KY Teleworks which brings legitimate work at home opportunities to these remote depressed areas. Kentucky has always been a strong small business state. Many libraries are bringing in the regional Small Business Administration staff and other small business and economic development related organizations and agencies to provide training and support.

4. Please provide actual total numbers to date or typical averages for the following key indicators, as specified in the question. Write "0" in the Total column and "N/A" in the Narrative column if your project does not include this activity. Unless otherwise indicated below, figures should be reported <u>cumulatively</u> from award inception to the end of the most recent reporting quarter. Please provide a narrative explanation if the total is different from the target provided in your baseline plan (300 words or less).

	Indicator	Total	Narrative (describe your reasons for any variance from the baseline plan or any other relevant information)
4.a.	New workstations installed and available to the public	733	N/A
4.b.	Average users per week (NOT cumulative)	50,789	N/A
4.c.	Number of PCCs with upgraded broadband connectivity	46	N/A
4.d.	Number of PCCs with new broadband wireless connectivity	0	N/A
4.e.	Number of additional hours per week existing and new PCCs are open to the public as a result of BTOP funds	649	N/A

5. Training Programs. In the chart below, please describe the training programs provided at each of your BTOP-funded PCCs.

Name of Training Program	Length of Program (per hour basis)	Number of Participants per Program	Number of Training Hours per Program
Adair Co Public Library, MS Word	2	7	14
Adair Co Public Library, Resume Writing	3	10	30
Adair Co Public Library, Online Job Searching	3	7	21
Bath Co Public Library, MS Word	2	10	20
Bath Co Public Library, Computer Basics	2	7	14
Bath Co Public Library, Career Transitions Database	2	10	20
Boyle Co Public Library, MS Word	1	6	6

Boyle Co Public Library, Online Job Searching	1	12	12
Boyle Co Public Library, Computer Basics	1	20	20
Boyle Co Public Library, Resume Writing	1	3	3
Boyle Co Public Library, Email	1	13	13
Boyle Co Public Library, Intro to Internet	1	20	20
Boyle Co Public Library, MS Excel	1	3	3
Boyle Co Public Library, MS PowerPoint	1	2	2
Boyle Co Public Library, Can You Really Work from Home?	1	1	1
Calloway Co Public Library, Email	2	2	4
Calloway Co Public Library, MS Excel	2	10	20
Calloway Co Public Library, MS PowerPoint	2	3	6
Calloway Co Public Library, Intro to Internet	2	9	18
Calloway Co Public Library, Cool Websites	2	3	6
Calloway Co Public Library, Creating & Organizing Files & Folders	2	5	10
Calloway Co Public Library, Windows 7	2	6	12
Calloway Co Public Library, Computer Basics	2	9	18
Calloway Co Public Library, Facebook/Twitter	2	8	16
Calloway Co Public Library, Online Job Searching	2	1	1
Calloway Co Public Library, Basic Keyboarding & Mouse	2	6	12
Calloway Co Public Library, Working with Digital Pictures	2	4	8
Carroll Co Public Library, Small Business	2	68	136
Carroll Co Public Library, Pinterest	2	7	14
Carroll Co Public Library, iPad	2	6	12
Casey Co Public Library, Computer Basics	2	18	36
Casey Co Public Library, Kindle	2	5	10
Casey Co Public Library, Outreach	2	6	12

Casey Co Public Library, Intro to Internet	2	19	38
Casey Co Public Library, Facebook/Twitter	2	7	14
Casey Co Public Library, iPad/ Kindle/Tablets	2	17	34
Casey Co Public Library, Printing	2	5	10
Clinton Co Public Library, Computer Basics	1	24	24
Clinton Co Public Library, MS Word	1	7	7
Corbin Public Library (Whitley Co), Job Search Workshop	2	8	16
Corbin Public Library, Computer Basics	1	6	6
Crittenden Co Public Library, Computer Basics	1	14	14
Crittenden Co Public Library, Email	1	6	6
Crittenden Co Public Library, MS Word	1	2	2
Crittenden Co Public Library, Computer Basics	3	8	24
Cynthiana-Harrision Co Public Library, Computer Basics	2	20	40
Cynthiana-Harrison Co Public Library, Intro to Internet	2	10	20
Cynthiana-Harrison Co Public Library, Resume Writing	2	10	20
Cynthiana-Harrison Co Public Library, Social Media/Internet Privacy	2	20	40
Edmonson Co Public Library, Computer Basics	3	5	15
Edmonson Co Public Library, Resume Writing	3	1	3
Edmonson Co Public Library, Online Job Applications	3	50	150
Edmonson Co Public Library, Business Resources	3	24	72
Estill Co Public Library, Computer Basics	2	3	6
Estill Co Public Library, Online Job Searching	2	1	2
Fleming Co Public Library, Google Docs	1	5	5
Fleming Co Public Library, MS Word	1	9	9
Fleming Co Public Library, MS Office 10 Formatting Tips	1	6	6
Fleming Co Public Library, Creating & Organizing Files & Folders	1	6	6

Fleming Co Public Library, Facebook/Twitter	1	9	9
Fleming Co Public Library, Career Transitions Database	1	5	5
Gallatin Co Public Library, Keyboarding & Mouse Basics	1	22	22
Gallatin Co Public Library, Computer Basics	2	8	16
Gallatin Co Public Library, Intro to Internet	2	13	26
Gallatin Co Public Library, Email	2	1	2
Gallatin Co Public Library, Facebook/Twitter	2	1	2
Gallatin Co Public Library, Keyboarding	3	5	15
Gallatin Co Public Library, Intro to Internet	4	4	16
Garrard Co Public Library, MS Excel	2	2	4
Garrard Co Public Library, MS Word	2	2	4
Garrard Co Public Library, Computer Basics	2	1	2
Garrard Co Public Library, MS PowerPoint	2	2	4
Garrard Co Public Library, Email	2	3	6
Garrard Co Public Library, Intro to Internet	2	3	6
Grant Co Public Library, Computer Basics	2	30	60
Grant Co Public Library, Interview Skills	2	20	40
Grant Co Public Library, Intro to Internet	2	15	30
Grant Co Public Library, Computer Basics	1	9	9
Grant Co Public Library, Intro to Internet	1	18	18
Grant Co Public Library, MS Word	2	6	12
Grant Co Public Library, MS Publisher	2	1	2
Grant Co Public Library, MS Excel	2	5	10
Grant Co Public Library, Bootcamp for Inventors	2	2	4
Grant Co Public Library, Identify Your Career Skills	2	2	4
Graves Co Public Library, Computer Basics	2	97	194

Graves Co Public Library, Interview Skills	3	14	42
Graves Co Public Library, Resume Writing	3	10	30
Graves Co Public Library, Facebook/Twitter	3	6	18
Graves Co Public Library, Researching Job Paths	3	5	15
Hancock Co Public Library, MS Word	2	11	22
Hardin Co Public Library, MS PowerPoint	2	14	28
Hardin Co Public Library, Computer Basics	2	29	58
Hardin Co Public Library, MS Excel	2	16	32
Hardin Co Public Library, Intermediate MS Word	2	41	82
Hardin Co Public Library, Google Docs	1	5	5
Hardin Co Public Library, Mouse Practice	2	3	6
Hardin Co Public Library, Start Your Own Business	3	16	48
Hardin Co Public Library, Email	2	4	8
Hardin Co Public Library, Resume Writing	1	1	1
Hardin Co Public Library, Resumes & Cover Letters	2	3	6
Hardin Co Public Library, Smart Start Business Basics	2	30	60
Hardin Co Public Library, MS Word	2	53	106
Hardin Co Public Library, MS Publisher	2	4	8
Harry M Caudill Memorial Library (Letcher Co), Computer Basics	3	14	42
Harry M Caudill Memorial Library (Letcher Co), Intro to Internet	3	7	21
Harry M Caudill Memorial Library (Letcher Co), Online Job Searching	3	7	21
Harry M Caudill Memorial Library (Letcher Co), Email	3	4	12
Harry M Caudill Memorial Library (Letcher Co), MS Word	3	5	15
Henry Co Public Library, Computer Basics	1	28	28
Henry Co Public Library, Facebook/Twitter	1	5	5

Henry Co Public Library, Digital Cameras	1	8	8
Henry Co Public Library, Intro to Internet	1	5	5
Henry Co Public Library, Pinterest	1	3	3
Henry Co Public Library, Facebook/Twitter	2	24	48
Henry Co Public Library, Digital Camera Basics	2	4	8
Jessamine Co Public Library, Computer Basics	2	14	28
Jessamine Co Public Library, Keyboarding & Mouse	2	8	16
Jessamine Co Public Library, MS Excel	2	18	36
Jessamine Co Public Library, MS Word	2	13	26
Jessamine Co Public Library, Intro to Internet	2	8	16
Jessamine Co Public Library, MS PowerPoint	2	14	28
John L Street Library (Trigg Co), Email	1	6	6
John L Street Library (Trigg Co), Computer Basics	1	11	11
John L Street Library (Trigg Co), Intro to Internet	1	11	11
LaRue Co Public Library, MS Excel	2	8	16
LaRue Co Public Library, Intro to Internet	2	5	10
LaRue Co Public Library, MS Word	2	5	10
LaRue Co Public Library, KY Teleworks Program	2	11	22
LaRue Co Public Library, KY Teleworks Program	3	19	57
LaRue Co Public Library, Veteran's Employment Workshop	2	5	10
Lewis Co Public Library, Computer Basics	2	18	36
Lewis Co Public Library, MS PowerPoint	2	22	44
Lewis Co Public Library, MS Word	2	6	12
Lewis Co Public Library, Prezi Presentation	2	6	12
Lewis Co Public Library, Intro to Internet	2	9	18
Lewis Co Public Library, MS Excel	2	6	12

Logan Co Public Library, Computer Basics	1	4	4
Logan Co Public Library, Email	1	2	2
Logan Co Public Library, MS Excel	1	3	3
Logan Co Public Library, MS. PowerPoint	1	4	4
Martin Co Public Library, Computer Basics	2	81	162
Martin Co Public Library, Email	1	3	3
Martin Co Public Library, Interview Skills	2	3	6
Martin Co Public Library, Online Job Searching	2	5	10
Martin Co Public Library, Online Job Applications	2	3	6
Martin Co Public Library, Resume Writing	2	3	6
Mason Co Public Library, Business Resources	3	10	30
Mason Co Public Library, Computer Basics	3	20	60
Mason Co Public Library, Intro to Internet	3	12	36
Mason Co Public Library, Online Job Searching	3	13	39
Mason Co Public Library, Resume Writing	3	5	15
Mason Co Public Library, Email	3	4	12
Mason Co Public Library, Facebook/Twitter	3	3	9
McCreary Co Public Library, Computer Basics	2	18	36
Meade Co Public Library, Computer Basics	1	1	1
Meade Co Public Library, MS Word	1	1	1
Meade Co Public Library, Online Job Searching	3	11	33
Meade Co Public Library, MS PowerPoint	2	6	12
Meade Co Public Library, MS Word	2	5	10
Metcalfe Co Public Library, MS Word	2	4	8
Metcalfe Co Public Library, Resume Writing	2	10	20
Metcalfe Co Public Library, MS Excel	2	7	14
Metcalfe Co Public Library, KY Teleworks Program	3	22	66

Montgomery Co Public Library, Computer Basics	1	6	6
Montgomery Co Public Library, Online Job Searching	1	1	1
Montgomery Co Public Library, Email	1	6	6
Montgomery Co Public Library, Online Job Applications	1	1	1
Montgomery Co Public Library, Online Job Searching	3	13	39
Montgomery Co Public Library, Facebook/Twitter	1	1	1
Montgomery Co Public Library, Open Lab	2	3	6
Montgomery Co Public Library, Resume Writing	1	1	1
Nicholas Co Public Library, Keyboarding	2	5	10
Nicholas Co Public Library, KY Teleworks Program	2	4	8
Nicholas Co Public Library, MS Excel	2	6	12
Nicholas Co Public Library, MS Word	2	6	12
Nicholas Co Public Library, MS PowerPoint	2	6	12
Nicholas Co Public Library, Adobe Photoshop	2	8	16
Ohio Co Public Library, Computer Basics	3	8	24
Ohio Co Public Library, Email	3	3	9
Ohio Co Public Library, Intro to Internet	3	14	42
Ohio Co Public Library, MS Excel	3	11	33
Ohio Co Public Library, MS Publisher	3	3	9
Ohio Co Public Library, MS Word	3	10	30
Ohio Co Public Library, Open Lab	3	3	9
Ohio Co Public Library, Surfing the Internet	3	3	9
Ohio Co Public Library, eReaders Simplified	3	4	12
Ohio Co Pubic Library, Business Resources	3	1	3
Ohio Co Public Library, MS Publisher	3	3	9
Ohio Co Public Library, Open Lab	3	7	21

Owen Co Public Library, Get That Job!	4	3	12
Owen Co Public Library, Technology for Teachers	8	30	240
Owen Co Public Library, Email	2	1	2
Owen Co Public Library, iPad Know-How	2	5	10
Owen Co Public Library, Online Tools to Organize Your Professional Life	2	6	12
Pike Co Public Library District, Computer Basics	2	20	40
Pike Co Public Library District, Email	2	14	28
Pike Co Public Library District, MS Word	2	6	12
Pike Co Public Library District, Resume Writing	2	27	54
Pike Co Public Library District, Intro to Internet	2	17	34
Pike Co Public Library District, Online Job Searching	2	4	8
Powell Co Public Library, Computer Basics	2	20	40
Powell Co Public Library, Resume Writing	2	7	14
Powell Co Public Library, Online Job Searching	2	2	4
Pulaski Co Public Library, Computer Basics	2	16	32
Pulaski Co Public Library, Computer Basics	1	39	39
Pulaski Co Public Library, Facebook/Twitter	2	13	26
Pulaski Co Public Library, Online Job Searching	1	7	7
Pulaski Co Public Library, Beginning Typing Skills	2	7	14
Pulaski Co Public Library, Resume Writing	1	13	13
Pulaski Co Public Library, MS Publisher	2	8	16
Pulaski Co Public Library, Computer Basics Intermediate	2	8	16
Pulaski Co Public Library, Keyboarding	1	5	5
Pulaski Co Public Library, Intro to Internet	2	9	18
Pulaski Co Public Library, MS Excel	2	9	18
Rowan Co Public Library, Computer Basics	1	4	4

Rowan Co Public Library, MS Word	1	11	11
Rowan Co Public Library, Career Transitions Database	1	7	7
Rowan Co Public Library, Testing & Education Reference Center	1	4	4
Rowan Co Public Library, MS Excel	1	3	3
Rowan Co Public Library, External Storage	1	3	3
Rowan Co Public Library, Facebook/Twitter	1	3	3
Russell Co Public Library, Computer Basics	2	6	12
Russell Co Public Library, MS Word	2	5	10
Russell Co Public Library, Windows 7	2	6	12
Russell Co Public Library, Windows 7 Part 2	2	24	48
Russell Co Public Library, Windows 7 Part 3	2	6	12
Spencer Co Public Library, Academic Research for College Freshmen	2	2	4
Spencer Co Public Library, Online Job Searching	2	3	6
Spencer Co Public Library, Resume Writing	2	2	4
Spencer Co Public Library, MS Word	2	3	6
Spencer Co Public Library, Computer Basics	2	2	4
Spencer Co Public Library, Email	2	3	6
Taylor Co Public Library, Computer Basics	2	22	44
Taylor Co Public Library, Computer Basics Intermediate	2	15	30
Taylor Co Public Library, Intro to Internet	2	8	16
Taylor Co Public Library, Keyboarding/Typing	1	5	5
Trimble Co Public Library, Computer Basics	2	4	8
Trimble Co Public Library, Facebook/Twitter	2	3	6
Trimble Co Public Library, MS Publisher	2	5	10
Trimble Co Public Library, MS Publisher Advanced	2	5	10
Trimble Co Public Library, MS Excel	2	8	16

Trimble Co Public Library, MS Excel Advanced	2	5	10
Union Co Public Library, Facebook/Twitter	2	12	24
Union Co Public Library, Computer Basics	2	20	40
Union Co Public Library, MS Excel	2	35	70
Union Co Public Library, Intro to eBooks	2	15	30
Union Co Public Library, Career Transitions Database	2	65	130
Warren Co Public Library, Email	2	5	10
Warren Co Public Library, MS Excel	4	19	76
Warren Co Public Library, MS PowerPoint	1	2	2
Warren Co Public Library, MS Publisher	1	10	10
Warren Co Public Library, MS Word	2	17	34
Warren Co Public Library, Online Job Searching	1	5	5
Warren Co Public Library, Computing for Seniors	2	20	40
Warren Co Public Library, Digital Downloads	2	14	28
Warren Co Public Library, Intermediate Computers and the Internet	1	4	4
Warren Co Public Library, Intro to Computers and the Internet	1	14	14
Warren Co Public Library, Intro to Genealogy Resources	1	7	7
Warren Co Public Library, eBay	1	3	3
Warren Co Public Library, Email	3	3	9
Warren Co Public Library, Facebook/Twitter	3	11	33
Warren Co Public Library, MS Excel	5	19	95
Warren Co Public Library, MS PowerPoint	2	8	16
Warren Co Public Library, Intro to Computers and the Internet	2	7	14
Warren Co Public Library, Intro to Genealogy Resources	2	15	30
Warren Co Public Library, Computing for Seniors	1	7	7
Warren Co Public Library, Intro to Mac Computers	1	1	1

Warren Co Public Library, Pinterest	1	4	4
Warren Co Public Library, Email	1	7	7
Warren Co Public Library, MS Excel	3	16	48
Warren Co Public Library, MS Word	3	13	39
Warren Co Public Library, Learn a Language with Powerspeak	1	1	1
Warren Co Public Library, Learn Animoto Video Slide Shows	1	2	2
Warren Co Public Library, Download eBooks and Audiobooks	2	4	8
Warren Co Public Library, Pinterest	2	6	12
Washington Co Public Library, Computer Basics	1	15	15
Washington Co Public Library, MS Excel	1	2	2

Add Training Program	Remove Training Program

Project Indicators (Next Quarter)

1. Please describe significant project accomplishments planned for completion during the next quarter (600 words or less).

We anticipate that the one library which has been closed due to weather related damage will reopen during this quarter. While they have done a great job of continuing to provide service during these months, it will be good to have all of their public access computers back in service and to resume on site face to face training. E-Rate training will heat up during this quarter. Form 486 training will be deployed and a general e-rate session will also take place in November in anticipation of the release of next year's schedule. It is expected that several sessions of Form 470 training will be deployed in December and work will begin in earnest toward next year's applications. As per usual, the e-rate coordinator will continue to maintain contact with E-Rate libraries by listserv, email and phone. She will also work directly with the Universal Service Administrative Company's School Libraries Division on behalf of subrecipient libraries as E-Rate issues arise. Although a bit delayed in deployment, she will teach two live online sessions about 21st Century Skills during this next quarter. The monthly best practice/good idea sessions will continue and are created based on the monthly BTOP reports from the libraries. The October session saw libraries reporting on their work with the local senior citizens with mobile labs. November is expected to be about training opportunities related to individuals' self-employment. A number of libraries have had very successful programs related to Ebay, Craig's List and Ky Teleworks. The December session is tentatively set to discuss the issues related to one on one assistance. As previously mentioned, a number of libraries are grappling with this issue and this topic particularly as their success continues to grow. The November and December topics may change based on the November and December reports since these sessions are created to address current issues and needs and by necessity must be flexible. Allocation spreadsheets related to procurement throughout the project will be generated and sent to the project managers and the IT contractor for review and affirmation. Training expenditures are not part of this process. The project related listserv will continue to be used as a communication device and a discussion forum by everyone involved with the project. The administrative user share will continue to be populated with subrecipient documentation that includes expenditure reports, emails related to the project and quotes as appropriate.

2. Please provide the percent complete anticipated for the following key milestones in your project as of the end of the next quarter. Write "0" in the second column if your project does not include this activity. Figures should be reported cumulatively from award inception to the end of the next reporting quarter. Please provide a narrative description if the planned percent complete is different from the target provided in your baseline plan (300 words or less).

	Milestone	Planned Percent Complete	Narrative (describe reasons for any variance from baseline plan or any relevant information)
2.a.	Overall Project	92	N/A
2.b.	Equipment / Supply Purchases	-	Milestone Data Not Required
2.c.	Public Computer Centers Established	-	Milestone Data Not Required
2.d.	Public Computer Centers Improved	-	Milestone Data Not Required
2.e.	New Workstations Installed	-	Milestone Data Not Required
2.f.	Existing Workstations Upgraded	-	Milestone Data Not Required
2.g.	Outreach Activities	-	Milestone Data Not Required
2.h.	Training Programs	-	Milestone Data Not Required
2.i.	Other (please specify):	-	Milestone Data Not Required

3. Please describe any challenges or issues anticipated during the next quarter that may impact planned progress against the project milestones listed above. In particular, please identify any areas or issues where technical assistance from the BTOP program may be useful (600 words or less).

N/A

Public Computer Center Budget Execution Details

Activity Based Expenditures (Public Computer Centers)

1. Please provide details below on your total budget, cumulative actual expenditures (for the period ending the current quarter), and cumulative anticipated expenditures (for the period ending next quarter) for each line item, including detailed disbursements of both matching funds and federal funds from project inception through end of this quarter (actual) or next quarter (anticipated). Actual and anticipated figures should be reported cumulatively from award inception to the end of the applicable reporting quarter.

Cost Classification	Budget for Entire Project			Actuals from Project Inception through End of Current Reporting Period			Anticipated Actuals from Project Inception through End of Next Reporting Period		
	Total Cost (plan)	Matching Funds (plan)	Federal Funds (plan)	Total Cost	Matching Funds	Federal Funds	Total Costs	Matching Funds	Federal Funds
a. Personnel	$121,037	$80,326	$40,711	$93,490	$61,819	$31,670	$94,424	$62,437	$31,987
b. Fringe Benefits	$28,961	$25,704	$3,257	$32,957	$29,046	$3,911	$33,287	$29,337	$3,950
c. Travel	$1,700	$1,200	$500	$978	$978	$0	$1,000	$980	$20
d. Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0
e. Supplies	$1,242,064	$299,281	$942,783	$1,424,452	$248,782	$1,175,670	$1,424,500	$248,800	$1,175,700
f. Contractual	$96,000	$19,200	$76,800	$78,894	$17,976	$60,918	$78,920	$18,000	$60,920
g. Construction	$0	$0	$0	$0	$0	$0	$0	$0	$0
h. Other	$307,690	$115,053	$192,637	$89,186	$89,186	$0	$100,000	$100,000	$0
i. Total Direct Charges (sum of a through h)	$1,797,452	$540,764	$1,256,688	$1,719,957	$447,787	$1,272,169	$1,732,131	$459,554	$1,272,577
j. Indirect Charges	$93,138	$0	$93,138	$7,752	$1,439	$6,313	$7,755	$1,440	$6,315
k. TOTALS (sum of i and j)	$1,890,590	$540,764	$1,349,826	$1,727,709	$449,226	$1,278,482	$1,739,886	$460,994	$1,278,892

2. Program Income: Please provide the program income you listed in your application budget and actuals to date through the end of the reporting period.

a. Application Budget Program Income: $0	b. Program Income to Date: $0