

**ANNUAL PERFORMANCE PROGRESS REPORT FOR PUBLIC COMPUTER CENTERS**

**General Information**

<b>1. Federal Agency and Organizational Element to Which Report is Submitted</b>  Department of Commerce, National Telecommunications and Information Administration	<b>2. Award Identification Number</b>  23-41-B10524	<b>3. DUNS Number</b>  002491384
<b>4. Recipient Organization</b>  MAINE STATE LIBRARY 64 State House Station, Augusta, ME 04333-0064		
<b>5. Current Reporting Period End Date (MM/DD/YYYY)</b>  12-31-2013	<b>6. Is this the last Annual Report of the Award Period?</b>  <input checked="" type="radio"/> Yes <input type="radio"/> No	
<b>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.</b>		
<b>7a. Typed or Printed Name and Title of Certifying Official</b>  Elissa Burke	<b>7c. Telephone (area code, number and extension)</b>	
	<b>7d. Email Address</b>  eburke@tilsontech.com	
<b>7b. Signature of Certifying Official</b>  Submitted Electronically	<b>7e. Date Report Submitted (MM/DD/YYYY):</b>  09-25-2013	

PROJECT INDICATORS					
<b>1. Are you establishing new Public Computer Centers (PCCs) or improving existing PCCs?</b> <input type="radio"/> New <input checked="" type="radio"/> Improved <input type="radio"/> Both					
<b>2. How many PCCs were established or improved, and what type of institution(s) were they associated with? Please provide actual total numbers to date. Figures should be reported cumulatively from award inception to the end of the most recent calendar year. Recipients should only count the PCCs that were fully established or in which improvements have been fully completed in that year (that is, partial improvements should not be counted).</b>					
	<b>Institutions</b>	<b>Established</b>	<b>Improved</b>	<b>Total</b>	
Schools (K-12)	0	0	0	0	
Libraries	0	107	107	107	
Community Colleges	0	0	0	0	
Universities / Colleges	0	0	0	0	
Medical / Health care Facilities	0	0	0	0	
Public Safety Entities	0	0	0	0	
Job-Training and/or Economic Development Institution	0	0	0	0	
Other Community Support-Governmental (please specify):	0	0	0	0	
Other Community Support-Non-Governmental (please specify):	0	0	0	0	
<b>3. Please complete the following chart for each PCC established or improved using BTOP funds. Please provide actual total numbers to date.</b>					
<b>3.a. New PCCs</b>					
	<b>Number of Workstations Available to the Public</b>	<b>Total Hours of Operation per 120-hour Business Week</b>	<b>Total Hours of Operation per 48-hour Weekend</b>	<b>Speed of Broadband Access to Facility (Mbps)</b>	<b>Average Number of Users per Week</b>
0	0	0	0	0	0
<input type="button" value="Add New PCC"/>			<input type="button" value="Remove New PCC"/>		
<b>3.b. Improved PCCs</b>					
	<b>Number of Workstations Available to the Public</b>	<b>Total Hours of Operation per 120-hour Business Week</b>	<b>Total Hours of Operation per 48-hour Weekend</b>	<b>Speed of Broadband Access to Facility (Mbps)</b>	<b>Average Number of Users per Week</b>
<b>Prior to Improvement</b>					
0	0	0	0	0	0
<input type="button" value="Add New PCC"/>			<input type="button" value="Remove New PCC"/>		
<b>After Improvement</b>					
0	0	0	0	0	0
<input type="button" value="Add New PCC"/>			<input type="button" value="Remove New PCC"/>		
<b>4.a. Please check the primary uses of the PCCs funded by this award. (Check all that apply.)</b> <input checked="" type="checkbox"/> Open Lab Time <input checked="" type="checkbox"/> Other <input checked="" type="checkbox"/> Training					
<b>4.b. If "other," please specify the primary use of the PCCs:</b> 11 of the PCCs are also video conferencing hubs. Those sites serve other purposes of the grant for training, communication and programs with partners.					
<b>5. Please list all of the PCC broadband equipment and/or supplies you have purchased during the past year using BTOP grant funds or other (matching) funds, including any customer premises equipment or end-user devices. If additional space is needed, please attach a list of equipment and/or supplies. Please also describe how the equipment and supplies have been deployed (600 words or less).</b>					

Manufacturer	Items	Unit Cost per Item	Number of Units	Narrative description of how the equipment and supplies were deployed
NA	0	0	0	NA
<b>Totals:</b>		0	0	

Add Equipment

Remove Equipment

6. For PCC access and training provided with BTOP grant funds, please provide the information below. Figures should be reported cumulatively from award inception to the end of the most recent calendar year.

Types of Access or Training	Number of People Targeted	Number of People Participating	Total Hours of Training Offered
<b>Open Lab Access</b>	682,794	869,386	0
<b>Multimedia</b>	0	0	0
<b>Office skills</b>	0	0	0
<b>ESL</b>	0	0	0
<b>GED</b>	0	0	0
<b>College Preparatory Training</b>	0	0	0
<b>Basic Internet and Computer Use</b>	0	0	0
<b>Certified Training Programs</b>	0	0	0
<b>Other (please specify):</b> See Uploaded Tally Spreadsheets for details	0	11,473	25,794
<b>Total</b>	682,794	880,859	25,794

7. Please describe how your Public Computer Center(s) promotes economic recovery in your area, such as through providing job training, access to job searches, online course offerings, certifications and the like (600 words or less).

Economic recovery in Maine is aided by our partnership with the Maine Department of Labor and coordination of efforts with our BTOP trainer and Career Center staff for courses offered in libraries related to job searching, crossover skills, using social media, interviewing skills, etc. Our subscription to LearningExpress Library and Popular Software tutorials offers an online component for job seekers to improve skills and learn additional skills on their own at libraries and at home. Career Center's promote the use of the product to increase skills as well as for resume writing, cover letters, etc. This online tool is available to job seekers in public libraries, in Career Centers and with a free login – from home. We partner with Adult Education in the state to also promote this tool for GED, SAT, GRE as well as for digital literacy skills. The Maine State Library has also created online courses delivered via Adobe Connect and available through new Digital Learning Portal. These courses include: What to do at a Job Fair, How to File for Unemployment in Maine, Interviewing Skills, How to Navigate Job & Employment Websites, etc. None of the online courses offered are included in the totals above. We are unable to track usage on time spent utilizing these Adobe Connect online courses but we can see that they are being accessed. We now have 2487 registered LearningExpress Library users who have or are now taking XXX courses.

8. To the extent that you have made any subcontracts or sub grants, please provided the number of subcontracts or sub grants that have been made to socially and economically disadvantaged small business (SDB) concerns as defined by section 8(a) of the Small Business Act, 15 U.S.C. 647, as modified by NTIA's adoption of an alternative small business size standard for use in BTOP. Please also provide the names of these SDB entities (150 words or less).

None.

9. Please describe any best practices / lessons learned that can be shared with other similar BTOP projects (900 words or less).

Communication with the PCCs and partners is a vital to ongoing success of our project. Each opportunity with an existing partner has introduced new organizations and agencies we can partner with on projects. Libraries are reaching out to their communities and to partners for other projects. It is important to continue conversations, speak about the project in all possible venues, and offer support to both partners and PCCs. The Maine State Library strives to serve as a model for the public libraries in our state but learns from the libraries and partners to go forward together. The Maine State Library will be presenting at the Maine Digital Government Summit about the work libraries are doing in areas of digital literacy and digital communications to build awareness about the important role libraries play in this arena so the Maine State Library can assist in building new partnerships with other agencies and organizations statewide.