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	23-41-B10524	002491384

4. Recipient Organization

MAINE STATE LIBRARY 64 State House Station, Augusta, ME 04333-0064

5. Current Reporting Period End Date (MM/DD/YYYY)	6. Is this the last Report of the Award Period?
03-31-2012	◯ 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)
Elissa Burke	
	7d. Email Address
	eburke@tilsontech.com

7b. Signature of Certifying Official	7e. Date Report Submitted (MM/DD/YYYY):
Submitted Electronically	05-16-2012

Project Indicators (This Quarter)

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

Personnel: The Education Training Specialist continues to update and refine customized training modules including the following topics: Job Fair, Filing for Unemployment, Leveraging Crossover Skills, Interviewing Skills, Employment resources, Facebook for Seniors, and Introduction to the Information Commons.   Training is ongoing and there has been television coverage of the Successful Job Search Workshop and Facebook for Seniors training.

Hardware and Equipment: Video Equipment, desktops and laptops: All are in use at libraries. Video-conferencing equipment is being used with partners. Highlight of this quarter was an event with the Maine Center for Entrepreneurial Development. The Maine State Library and 6 libraries and 4 university sites with video-conferencing broadcast a session with renowned Silicon Valley entrepreneur educator, Steve Blank. A wonderful opportunity to share information with Maine entrepreneurs statewide!
The Information Commons Learning Portal is complete and additions are added as needed -- http://www.maine.gov/msl/commons/. Our work with partners is ongoing, including Career Centers, InforME, health partners, and the Maine IRS. We have begun initial planning and testing with the Maine Volunteer Lawyers Project for the Lawyers in Libraries video conferencing efforts. This project will allow volunteer lawyers to provide services to rural, low income Maine citizens.
Outreach Activities: The Maine State Library BTOP Project has been featured on television news and in numerous print resources. The most recent highlight of the news coverage was training at Portland Public Library, ME where the Facebook for Seniors class got great coverage. The Maine State Library presented at the Maine Municipal Association's Technology Conference about resources and the BTOP project. The Maine State Library also participated on a panel at the conference about education and digital literacy and the importance of broadband. The conference was attended by over 300 Maine municipalities.   BTOP listserv communications with all the libraries is ongoing. We have also developed a calendar for our trainer so that librarians can see where he is training and what courses he is teaching. This allows them not only to see his availability but librarians can also come and observe training. The calendar is linked from our commons page. http://evanced.info/maine/evanced/eventcalendar.asp?libnum=1. We also offer libraries posters to customize and advertise trainings. The Maine State Library will be promoting BTOP activities at the May Maine Libraries Conference.

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	86	We continue to make progress and have just about caught up to our baseline projection. We anticipate to be close to or on target for next quarter.
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).

No significant challenges this quarter. Technicians working on ways to help the very small percentage of libraries that have had technical problems with computers. Warranty and hardware vendor help desk procedures have been verified and communicated.

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 underlined cumulatively 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**	542	The final laptop has been put in place. Now all equipment is in place and available to the public.
4.b.	**Average users per week (NOT cumulative)**	29,596	Average usage was based on reported usage at all BTOP libraries for this quarter. We anticipate increases next quarter.
4.c.	**Number of PCCs with upgraded broadband connectivity**	0	NA
4.d.	**Number of PCCs with new broadband wireless connectivity**	0	NA
4.e.	**Number of additional hours per week existing and new PCCs are open to the public as a result of BTOP funds**	0	NA

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
See attachment training sheet.	0	0	0

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).
This quarter we will be kicking of the testing phase for the Lawyers in Libraries project. All the BTOP libraries will receive guest MOVI accounts that will be used for the project. There will be 3 Maine Library Conference programs related to the BTOP Project: Lawyers in Libraries, LearningExpress, and the Information Commons Portal. At the request of libraries in promoting LearningExpress Library, an informational tri-fold brochure is in development so libraries can promote in their localities. Maine is a busy place in the summer and we expect more training to occur.

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	96	No variance
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).
The only challenges will be the demand on our trainer's time and local library staffing for trainers as budgets may be cut.

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	$126,735	$126,735	$0	$36,144	$36,144	$0	$126,735	$126,735	$0
b. Fringe Benefits	$52,510	$52,510	$0	$14,032	$14,032	$0	$22,132	$22,132	$0
c. Travel	$13,360	$0	$13,360	$4,701	$0	$4,701	$13,360	$0	$13,360
d. Equipment	$260,049	$0	$260,049	$281,605	$0	$281,605	$260,049	$0	$260,049
e. Supplies	$871,950	$52,000	$819,950	$842,041	$52,000	$790,041	$871,950	$52,000	$819,950
f. Contractual	$264,100	$0	$264,100	$199,542	$0	$199,542	$232,554	$0	$232,554
g. Construction	$0	$0	$0	$0	$0	$0	$0	$0	$0
h. Other	$362,936	$357,936	$5,000	$304,327	$302,105	$2,222	$354,602	$349,602	$5,000
i. Total Direct Charges (sum of a through h)	$1,951,640	$589,181	$1,362,459	$1,682,392	$404,281	$1,278,111	$1,881,382	$550,469	$1,330,913
j. Indirect Charges									
k. TOTALS (sum of i and j)	$1,951,640	$589,181	$1,362,459	$1,682,392	$404,281	$1,278,111	$1,881,382	$550,469	$1,330,913

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