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?
09-30-2011	◯ 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	10-27-2011

Project Indicators (This Quarter)

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

Personnel:
Trainer/Educational Specialist has created curriculum for the Getting a Job section of the Information Commons Learning portal. http://www.maine.gov/msl/commons/ See details under the training section.
Tilson Technology continues to provide Project Management for the grant and spent July, August and early September coordinating the imaging, delivery, installation and troubleshooting of hardware and software.

Hardware and Equipment:
All equipment had been delivered. All video conferencing units have been delivered, installed and tested. All desktops and laptops have been delivered. All have been installed with the exception of 2 libraries due to a maternity leave and a physical move of a library (total of 12 computers).

Training Programs:
This curriculum includes 6 narrated courses available through Adobe Connect on the following topics:
1. How to Navigate Job & Employment Websites
2. Interviewing Skills 101
3. Leveraging Crossover Skills
4. Selecting and Purchasing a Computer
5. Uploading a Resume
6. How to File for Unemployment

The trainer has also developed the following handouts/checklists:
1. Using Action Words to Name Your Skills
2. Career Change Planning
3. Cover Letter Checklist
4. How to Prepare for the Interview
5. Sample Interview Questions
6. Job Fair Checklist
7. What to Look for When Purchasing a Computer

The trainer traveled to 4 libraries for training and has had held 3 training sessions for partners in Adult Education and the Career Centers. We continue outreach to other partners to finalize curriculum.   The Maine State Library Media Specialist provide training to all video conferencing hubs on the basic functions of the units.

Outreach Activities:
Press releases finalized for October release. Posters and bookmarks ordered, printed and delivered. Will be distributed to libraries through the October 29-30 Maine Libraries Conference. Communications are ongoing with BTOP libraries through weekly communication through the MSL-BTOP listserv.

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**	68	Outreach activities and training programs will be ongoing for the remainder of the project.
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).

We had some challenges with authentication issues with Learning Express Library but those issues have been resolved. Some imaging issues with desktops and laptops but those have been resolved as well. We have external hard drives with images if image restoration does not work on hardware. We had invoicing problems due to problems with Maine's Advantage system upgrade and payment of invoices was delayed but that issue was resolved.

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 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**	500	All equipment has been delivered. Two libraries have delays in installing 12 computers. The 30 laptops in the mobile labs will be sent to the regional locations for use in November once Deep Freeze software has been installed.
4.b.		**Average users per week (NOT cumulative)**	25,034	Average usage was based on reported usage at all BTOP libraries for this 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).

We will have a big PR splash around the project and Learning Express. We are working with the Gates Foundation who will be coming to Maine to do some video taping of trainings here. We will have out first video conference author talk around health care featuring TR Reid and his book the Healing of America, originating at Portland public library with 4-5 other libraries statewide. We should finalize work with the Career Centers and partner them with libraries. We are now working with the Workforce Investment Boards to combine resources and collaborate. We will be promoting the "Get Carded" project in conjunction with the ConnectME Authority's Broadband Technical Assistance Project.

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	80	Outreach programs and training programs will be in full force. We are catching up and only 7% behind from our baseline now at this point.
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 trainers time.

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	$34,293	$34,293	$0	$53,439	$53,439	$0
b. Fringe Benefits	$52,510	$52,510	$0	$13,175	$13,175	$0	$21,274	$21,274	$0
c. Travel	$13,360	$0	$13,360	$1,015	$0	$1,015	$2,986	$0	$2,986
d. Equipment	$260,049	$0	$260,049	$122,675	$0	$122,675	$260,049	$0	$260,049
e. Supplies	$868,050	$48,100	$819,950	$831,710	$50,700	$781,010	$870,650	$50,700	$819,950
f. Contractual	$264,100	$0	$264,100	$109,570	$0	$109,570	$142,582	$0	$142,582
g. Construction	$0	$0	$0	$0	$0	$0	$0	$0	$0
h. Other	$362,936	$357,936	$5,000	$208,726	$207,111	$1,615	$210,655	$207,655	$3,000
i. Total Direct Charges (sum of a through h)	$1,947,740	$585,281	$1,362,459	$1,321,164	$305,279	$1,015,885	$1,561,635	$333,068	$1,228,567
j. Indirect Charges	$0	$0	$0	$0	$0	$0	$0	$0	$0
k. TOTALS (sum of i and j)	$1,947,740	$585,281	$1,362,459	$1,321,164	$305,279	$1,015,885	$1,561,635	$333,068	$1,228,567

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