



## FIRST PERFORMANCE PROGRESS REPORT

### First Quarter 2010 - Revised 17 May 2010

<p>1. Recipient Organization <i>(Name and complete address including zip code)</i>          Arizona State Library Archives and Public Records          1700 W. Washington St. Ste 200          Phoenix, Az 85007</p>	<p>2. Award Identification Number           04-42-B10001</p>
<p>3. Performance Narrative (Q1)  <i>Please describe your project activities and progress for the first quarter of 2010. This should include a description of federal expenditures to date, key milestones, the primary activities needed to accomplish those milestones, significant project accomplishments, and any delays or challenges. Please use the milestone categories provided in your baseline report (e.g., equipment purchases, outreach activities, training programs) to help structure your answer. (500 words or less)</i></p> <p>The Arizona State Library BTOP 1 grant (AzPAC Project) during Q1 had the following activities and progress:</p> <ul style="list-style-type: none"> <li>• December Governor Jan Brewer announced the grant award with a two page press release.</li> <li>• February 15<sup>th</sup> the state library hired a project manager (PM) Coy Ison</li> <li>• February PM given time to review project documentation, grant award and talk with grant development team/staff</li> <li>• March developed an Operational Procedures document for the libraries to follow</li> <li>• March project manager began visits to libraries and PC Centers</li> <li>• March the projects website was designed and planned for rollout in April</li> <li>• March development of a Memorandum of Understanding (MOU), Admin fee invoice and other documents</li> <li>• March planning for project listserv and other communication models</li> <li>• March planning for a first statewide county librarians meeting in Yuma, Az to introduce the project and PM</li> <li>• March planning for the first of three project webinars</li> </ul> <p>Federal Expenditures for the quarter were \$7,343.23. This included the project manager contract, travel and project startup cost.</p>	
<p>4. Performance Projections (Q2)  <i>Please describe your anticipated project activities and progress for the next quarter. This should include a description of federal expenditures, key milestones, the primary activities needed to accomplish those milestones, significant project accomplishments, and any potential delays or challenges you foresee. Please use the milestone categories provided in your baseline report (e.g., equipment purchases, outreach activities, training programs) to help structure your answer. (500 words or less)</i></p> <p>The AzPAC Project Q2 activities and progress for the quarter are many. Full website rollout, project listserv up and functioning, project awards, MOU and admin fee documents to go out to libraries. Statewide meeting with all of the county librarians to discuss the project and activities. Review of the Operational Procedures document and signing of the MOU by each library. The first project webinar is planned for 6 May 2010 to introduce the project goals, website and answer questions. The admin fee will be assessed to each library and that cost will be paid back to the state library. We expect some of the 84 libraries to begin equipment selection and placing orders. During Q2 the PM will continue to visit the libraries across the state to look at their facilities, view technical requirements and listen to their project needs.</p> <p>Projected Federal Expenditures for Q2 will be \$12,700 or about 1% of the total project budget. This includes project manager contract, travel and the beginning of admin fee matching cost for the libraries as they pay their portion.</p>	
<p>5. 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.</p>	
<p>5a. Typed or Printed Name and Title of Authorized Certifying Official          Ted M. Hale          Development Manager          Arizona State Library Archives and Public Records</p>	<p>5c. Telephone <i>(area code, number and extension)</i>          (602) 926-3736</p>
<p>5b. Signature of Authorized Certifying Official  </p>	<p>5d. Email Address          thale@lib.az.us</p>
<p>5e. Date Report Submitted <i>(Month, Day, Year)</i>          5/17/10</p>	