

Project Indicators (This Quarter)

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

A. January 3, 2011. Payments of \$35,750 received from Donor Partners. Remainder of the \$70,500 total pledged amount will be due January 2, 2012.

B. January 5, 2011. "Recovery Act Reporting: Getting It Right the Last Time." Fedarro Webinar participation by Library BTOP team.

C. January 24, 2011. Purchasing Guidelines Completed. See Attachment #1.

D. January 27, 2011. Library Board of Trustees approved construction bids and contract awarded. See Attachment #2.

E. February 4, 2011. BTOP Quarterly Report to Local partners. See Attachment #3.

F. February 14, 2011. Contractor mobilize/organize/set up at Kent Branch.

G. February 14, 2011. "Davis Bacon Wage Determination" by U.S. Dept. of Labor. Wage and Hour Division Webinar participation by Library BTOP team.

H. March 1, 2011. Receipt of "Environmental Clearance SAC memorandum."

I. March 31, 2011. "Recovery Act Reporting" Fedarro Webinar participation by Library BTOP team.

J. March 31, 2011. Library Board of Trustees approved cybermobile purchase. See Attachment #4.

LK March 31, 2011. Contractor finishes site mobilization and demolition of walls, electrical, flooring, duct work. Projected final inspection of construction work is September 2, 2011.

L. Publicity. See Attachment #5.

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	5	Field conditions have delayed 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).

With the renovation of an older building that originally housed medical offices and by not having access to the original blueprints, the construction company faced several unanticipated field conditions: removal of an existing underground fuel tank, removal of asbestos that was hidden from view, relocation and/or addition of electrical jacks, wiring and floor boxes, reworked footer at new entry due to existing electrical service, installation of new water line and tap, ungraded power & data outlets, addition of some structural steel columns. These unexpected field conditions delayed the project while assessments, discussion, solutions, and costs were determined and approved. Also, the Library's temporary bookmobile service ceased due to low usage. Even though we publicized temp bookmobile service, with all the onsite branch construction, patrons assumed that we had ceased all services. In addition, patrons wanted access to public computers and that service was not available on the bookmobile.

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)

	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	0	NA
4.b.	Average users per week (NOT cumulative)	0	NA
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
0	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).
 A. Final design process for furniture/finishes/equipment.
 B. Execution of AV contract with Torrence Sound via State of Ohio GSA program; review and approve AV shop drawings; review wage and hour rates to comply with Davis Bacon Act; attend weekly jobsite construction coordination meetings; receive AV equipment onsite; begin to build pre-state equipment.
 C. Library Staff draft final class curriculum.
 D. Library Staff confirm program and class instruction partners.

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	31	Unplanned owner changes.
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 grant application was written over a year ago and was based on several prior years of library service models, which have changed in the past few months: library circulation desk has been shortened, self-check-out stations are being installed, reference desks are smaller, and wireless mobile reference units are being introduced. These service changes will require some floorplan adjustments as well as time for the architects to issue new bulletins to the construction company. These owner changes will cause some further delays. We still expect to meet the original opening of the branch/Public Computer Center in early 2012.

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.

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		
Cost Classification	Total Cost (plan)	Matching Funds (plan)	Federal Funds (plan)	Total Cost	Matching Funds	Federal Funds	Total Costs	Matching Funds	Federal Funds
a. Personnel	\$135,133	\$40,540	\$94,593	\$0	\$0	\$0	\$0	\$0	\$0
b. Fringe Benefits	\$39,188	\$11,756	\$27,432	\$0	\$0	\$0	\$0	\$0	\$0
c. Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
d. Equipment	\$586,964	\$176,089	\$410,875	\$0	\$0	\$0	\$0	\$0	\$0
e. Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
f. Contractual	\$177,383	\$53,216	\$124,167	\$96,663	\$28,999	\$67,664	\$105,000	\$31,500	\$73,500
g. Construction	\$2,103,015	\$630,905	\$1,472,110	\$57,104	\$17,131	\$39,973	\$609,192	\$182,758	\$426,434
h. Other	\$49,253	\$14,776	\$34,477	\$2,944	\$883	\$2,061	\$8,000	\$2,400	\$5,600
i. Total Direct Charges (sum of a through h)	\$3,090,936	\$927,282	\$2,163,654	\$156,711	\$47,013	\$109,698	\$722,192	\$216,658	\$505,534
j. Indirect Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
k. TOTALS (sum of i and j)	\$3,090,936	\$927,282	\$2,163,654	\$156,711	\$47,013	\$109,698	\$722,192	\$216,658	\$505,534

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
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Empty space for additional information or comments.