FIRST PERFORMANCE PROGRESS REPORT
2010

1. Recipient Organization *(Name and complete address including zip code)*	2. Award Identification Number
Thomas Edison State College, 101 W. State St., Trenton NJ 08608-1101	34-41-B10520

3. Performance Narrative (Q1)

Please describe your project activities and progress for the first quarter of your award period. 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)

Federal expenditures to date: $300,281 for software license (Job and Career Accelerator); network equipment and circuits; mobile training lab laptops and projectors

Key milestones:

Staffing: The recruitment process began for both positions scheduled to be funded by this grant. Interviews were held, an offer was made and accepted, and the compliance officer and will start work on October 18, 2010. As of October 15, 2010 no suitable candidates have been identified for the E-rate Coordinator position. In the meantime, e-rate consultants were retained with Gates Foundation funds to assist with public library e-rate questions and to make a presentation to the libraries at our October 5 and 6 Broadband Launch Event sponsored by the Gates Foundation**.**

Marketing and Outreach:

Training and Programs: This multi-part milestone had the following activities-

1. Finalizing training curriculum: A conference call was scheduled for October 15, 2010 among representatives of the New Jersey Consortia of County Colleges, the New Jersey Library Association and the New Jersey State Library to finalize the curriculum and develop a training schedule for those public libraries involved in the South Jersey Works pilot project. After trainings are held in these libraries for both staff and customers, additional curriculum changes may be considered prior to developing a further calendar of trainings.
2. Developing training schedule: see above.
3. Procuring databases: The contract and invoice for Learning Express's Job and Career Accelerator electronic resource was completed and this database became available via a "soft launch" on September 23, 2010 prior to the official announcement during the NJ State Library's Broadband Launch Event October 5 and 6, 2010. The contract for Frost and Sullivan's Market Research Reports was completed on September 30, 2010.

There are two web-based portals associated with this grant program-

1. BTOP Program Portal for content from the New Jersey Network's Learning Links program: The portal is currently being re-designed by the New Jersey State Library's IT Department to make it easy to use by the public.
2. BTOP Portal for information concerning New Jersey's BTOP Project: This information is currently posted at: www.njstatelib.org/BTOP.

Broadband Upgrades: This multi-part milestone had the following activity -

1. Procurement for broadband upgrades will begin: All network equipment needed for the core equipment upgrades to Jersey Connect was ordered and began to arrive during this quarter; contracts were signed with a vendor to upgrade the three Jersey Connect circuits that connect the system statewide and all equipment needed at the individual library level for upgraded network connectivity was ordered.

Computers: The laptops to be used for the mobile training labs were ordered and received.

Significant project accomplishments: During the very first three months of this grant award, New Jersey State Library BTOP Project Staff accomplished:

- Notified and expressed our appreciation to our grant partners, supporters and participating libraries for their letters of support and willingness to be part of this initiative
- Handled all of the necessary preparations, in conjunction with our partner Connected Nation, to host a BTOP Launch event on October 5 and 6 funded by the Bill and Melinda Gates Foundation
- Submitted job descriptions to our affiliate Thomas Edison State College so that recruiting could begin for our two State Library staff members- grant compliance officer and e-rate consultant- and interviews for the compliance officer position were held
- Licensed the Job and Career Accelerator online resource for all NJ public libraries and their customers
- Met with partners New Jersey Network and New Jersey Consortia of County Colleges to discuss their roles in the grant program

Delays or Challenges: Since it is important to the sustainability of the BTOP Project that NJ public libraries be able to pay for the continued cost of their upgraded broadband connectivity, the State Library made the decision to issue an RFP for the Jersey Connect infrastructure upgrade.

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4. Performance Projections (Q2)
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)

Federal expenditures to date: $1,360,881 (projected)

Key milestones:

Staffing: (carried over from Y1Q1) Compliance Officer began work on October 18, 2010. The E-rate Coordinator position continues to be posted. Interviews will be held and a hiring offer will be made if a suitable candidate is identified.

Marketing and Outreach:

The project announcement was made to the NJ Library community and the launch event (convening) will be held on October 5 and 6, 2010. Promotional materials were ordered and will be received from Learning Express, the vendor providing the Job and Career Accelerator online resource. The State Library Marketing Staff required to implement the marketing plan are in place and will begin the production of public service announcements during Y1Q2.

Training and Programs:

1. Based upon a conference call held on October 20, 2010 among representatives of the State Library, New Jersey Library Association, NJ Council of County Colleges and the six county libraries participating in the SJ Works pilot project, the decision was made to hold the first six library staff training sessions at these six county libraries (which all have computer training labs) in the months of November and December 2010. The first training sessions for the public will be held at these six county libraries as well, with four sessions to be scheduled at each of the six libraries, for a total of 24 customer sessions by mid-January 2011. These plans are in line with our milestones for Y1Q2.
2. BTOP Program Portal needed for NJN Workforce Development content: The portal will be staged on a test site. New Jersey Network staff will provide the necessary descriptive program content so that library customers may work independently.
3. NJSL BTOP Portal: The new NJSL website should come online and content will continue to be added to this section of the site, especially the presentations from the BTOP Launch event.
4. Frost and Sullivan online resource invoice will be paid and service will become available from all NJ public libraries.

Broadband Upgrades: This multi-part milestone had the following activity-

Delivery of network equipment: This was already accomplished in Q1. During Q2, the equipment will be configured, tested and

deployed.

Delivery and configuration of network circuits: One circuit will be installed during the week of October 18, 2010 and configuration will be finalized by the end of October. The remaining two circuits will be completed in January 2011, approximately three weeks after the end of Y1Q2.

Library Broadband Equipment: Since the broadband upgrades will not begin until Y1Q3, the library broadband equipment will be installed in coordination with the circuit upgrades.

Library Broadband Upgrades: An RFP will be issued for the service in order to meet the requirements of the federal e-rate program. The RFP has an award date of November 15, 2010. Circuit delivery will begin in this quarter.

Computers: Mobile training lab computers (laptops) will be configured and staged during this quarter and will begin being assigned to the appropriate county college location. Pick up and delivery of the laptops will be coordinated with grant partner – the New Jersey Council of County Colleges.

Significant Project Accomplishments: We expect that during this quarter we will-

- Begin training sessions for library staff and customers
- Begin training sessions for library staff on the Job and Career Accelerator online resource
- Begin marketing both the training sessions and the availability of the Job and Career Accelerator
- Begin offering Frost and Sullivan Market Research Reports to NJ small and entrepreneurial businesses at their local public library
- Begin distributing promotional materials for Job and Career Accelerator to public libraries
- Produce public service announcements
- Network upgrades will begin-equipment and circuits
- Mobile training lab computers will begin being used in local training sessions

Delays or Challenges: We do not anticipate any at this time

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.	
5a. Typed or Printed Name and Title of Authorized Certifying Official	5c. Telephone *(area code, number and extension)*
	5d. Email Address
5b. Signature of Authorized Certifying Official	5e. Date Report Submitted *(Month, Day, Year)*