OMB CONTROL NUMBER: 0660-0037
EXPIRATION DATE: 12/31/2013

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	21-42-B10535	050950989

4. Recipient Organization

Kentucky Arts, Education & Humanities Cabinet P.O. Box 537, Frankfort, KY 406020537

5. Current Reporting Period End Date (MM/DD/YYYY)	6. Is this the last Report of the Award Period?
06-30-2012	◯ 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)
Nicole Bryan	
	7d. Email Address
	nicole.bryan@ky.gov
7b. Signature of Certifying Official Submitted Electronically	**7e. Date Report Submitted (MM/DD/YYYY):** 08-15-2012

Project Indicators (This Quarter)

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

By quarter end, all 46 libraries had received funds to purchase 301 desktops, 423 laptops, 58 printers, software, network equipment, installation and 17 subscriptions to Gale Career Transitions database. Forty four of the 46 libraries conducted formal training. In the case of the two libraries which did not, one had closed for part of two months to move to a new building and another missed one month of training when the director left. The libraries reported that 2,412 customers participated in classes including Computer Basics, Keyboarding, Online Job Searching, MS Office, Email, Internet, Resumes, Interview Skills, Facebook/Twitter, Small Business, Basic Web Page Design, Digital Media, Computer Maintenance, eBay, and Skype. Six libraries conducted classes off site at churches, community centers, the Salvation Army, senior centers and Housing Authority. After some of these directors presented at Kentucky Public Library Association (KPLA) and a BTOP Best Practice online meeting, many libraries indicated an interest in taking training out into their communities. To that end, 29 laptop carrying cases were purchased for 14libraries. Eleven libraries taught classes outside normal hours. 17,155 customers received individual assistance with basic computers, MS Office, Resumes, Online Job Applications, Job research, email accounts, unemployment, scanning documents, college applications, class enrollments, student loans, online courses, Social Security, and GED. The libraries reported that computer equipment was used by 229,530 customers. The E-Rate Coordinator traveled across the state presenting at KPLA and at 5 regional directors meetings. She trained 96 library staff members on technology planning. Seventy three library staff members participated in free appropriate training outside the grant. Many of these library staff members were taking classes in June about the Gale Career Transitions database that they had acquired through the grant. The BTOP listserv was used for communication and sharing of resources. Monthly Conference Calls transitioned to monthly online meetings about best practices. During this reporting time, library staff presented on job fairs, mobile laptop labs, outreach to the business community and partnerships with other public agencies. Many outreach, marketing, and partnership efforts continued. One library had their local McDonalds and Subway restaurants stuff the training flyer into the bags of food. Another received help from the local Highway Department. They permitted the library to use one of their electronic road repair signs to advertise their classes. Another library advertised their classes on the checkout receipts. Several libraries reported generating weekly lists of jobs available in their areas. One library is now the trainer for the Job Corps. The Unemployment Office is conducting Job Clubs in several libraries. One library partnered with KCTCS WorkKey Program to help temporary workers gain permanent positions. Another library reported being a part of a countywide Benefits Fair which was sponsored by a local agency. A total of 28 federal, local and school agencies along with banks helped those who had recently lost their jobs or faced other income hardships apply for benefits and other programs that would help them. The library brought three laptops and highlighted the Career Transitions database and handed out brochures about their computer classes. One library has partnered with their district small business office and has sponsored one Pre-Business Orientation Class during this period. One library hosted a breakfast meeting with local Adult Ed, colleges, community center and business representatives to get input into the training that they saw as needed in their community. The user share continued to be populated with subrecipient documentation that included quotes, expenditure reports, conference call notes, and marketing materials.

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	90	N/A
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).

School systems in Kentucky were required to build inclement weather days into their academic calendars based on the number of days

that schools were closed in the past. The unusually mild winter resulted in schools not using those built in days and many districts across the state completed their number of required instructional days as much as four to six weeks earlier than anticipated. These children have inundated the public libraries across the state and summer reading programs have expanded in order to provide structured programming to them. The end result is that the summer reading program has taken over facilities. Many subrecipient libraries have reported that they have no training room available in some locations except for Saturdays which didn't work for most people. It was also reported that some businesses which had hoped the libraries could train their staffs were disappointed because there was no space available. It has also been reported that there is a general slowdown of class attendance during summer. This summer has also seen extreme record breaking heat waves across the state that have driven people inside. Some libraries have seen a drop in face to face training attendance as a result of that. As was reported previously, libraries continue to see one on one assistance provided by library staff members to the public thrive and grow. Many libraries continue to struggle with the face to face formal training requirements of the grant. Adults who need help want it when they need it. Formal training does not meet their educational needs. Many libraries continue to report that during their formal training sessions, the skill levels of the participants are so diverse that the participants become frustrated and it has been necessary for libraries to add staff members to assist during class. Many libraries have reported during this quarter that interest seems to have shifted to productivity training rather than job related training. Some trainers have indicated that they are trying to incorporate job related topics into productivity classes. For example, one trainer has incorporated resume creation into their Word class.

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	733	N/A
4.b.	Average users per week (NOT cumulative)	55,565	N/A
4.c.	Number of PCCs with upgraded broadband connectivity	46	N/A
4.d.	Number of PCCs with new broadband wireless connectivity	0	N/A
4.e.	Number of additional hours per week existing and new PCCs are open to the public as a result of BTOP funds	503	N/A

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
ACT Test Prep	2	1	2
Appropriate Ways to Promote Yourself Online	2	4	8
Basic Keyboarding & Mouse	10	43	430
Basic Web Design	3	2	6
Blogging	2	3	6
Business Basics	11	49	539
Business Listings on MyOwenCountyKY.com	2	6	12
Career Transitions Database	7	24	168
Computer Basics	228	587	133,836
Computer Basics II	11	30	363
Computer Maintenance	2	4	8

Computing for Seniors	7	12	84
Cover Letters	3	7	21
Digitization Fundamentals	24	49	1,176
Dressing for Success	3	5	15
eBay	9	41	369
Email	91	162	14,742
Email Intermediate	1	1	1
Email Adv	2	6	12
eReaders	5	17	85
Facebook/Twitter	25	57	1,425
Intro to Internet	56	199	11,144
Internet Intermediate	2	8	16
Internet Adv	1	2	2
Internet Security & Popular Websites	9	28	252
Interview Skills	9	36	324
Intro to Value Line Investment Survey	2	3	6
Job Fair	5	61	305
Job Preparedness	20	52	1,040
Job Resources at the Library	1	51	51
KY Teleworks Job Program	3	54	162
Maximize Your Marketability	5	7	35
MS Excel	61	141	8,601
MS Excel Adv	2	4	8
MS Office	2	5	10
MS PowerPoint	30	58	1,740
MS Publisher	14	33	462
MS Word	83	223	18,509
MS Word Intermediate	6	26	156
MS Word Adv	2	10	20

Online Job Searching	54	133	7,182
Pinterest	2	8	16
Quicken	1	4	4
Resume Writing	45	94	4,230
Skype	2	5	10
Tax Help	9	24	216

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).

The two libraries which did not report training for at least one month during the last quarter will be training this next quarter. The one library which was closed due to moving has completed the move and the other is anticipated to have a new director. After a Kentucky Public Library Association session and a BTOP Best Practices session about mobile labs, 14 subrecipient libraries requested and received 29 cases to carry their laptops to locations outside of the libraries in order to reach more people in their communities. This action took place late in the quarter and a number of libraries reported in June that they were actively seeking sites away from their libraries in which to train. Subsequently, it is anticipated that more libraries will be training off site during the next quarter. Fourteen more libraries requested and acquired subscriptions to Career Transitions database. Two training sessions were held in June for library staff from those libraries. As a result, not many had actually deployed access to that resource for their customers during this quarter. Subsequently, reported use was low. However, many reported that they were planning on incorporating that database in their trainings and also were creating training events about that database. As a result of these activities, it is anticipated that more use will be reported in the next quarter.   The E-Rate Coordinator has scheduled two additional presentations at regional directors meetings. She will continue to maintain contact with E-Rate libraries by listserv, email and phone. She will also work directly with the Universal Service Administrative Company's School Libraries Division on behalf of subrecipient libraries as E-Rate issues arise. She will also deploy live online Erate Training on Form 486 and she will create and deploy a live online session about 21st Century Skills.

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**	97	N/A
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).

N/A

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	$121,037	$80,326	$40,711	$76,472	$47,819	$28,654	$80,296	$50,209	$30,086
b. Fringe Benefits	$28,961	$25,704	$3,257	$25,685	$22,060	$3,625	$26,969	$23,163	$3,806
c. Travel	$1,700	$1,200	$500	$978	$978	$0	$1,227	$1,027	$200
d. Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0
e. Supplies	$1,242,064	$299,281	$942,783	$1,417,307	$248,782	$1,168,525	$1,520,740	$258,733	$1,262,007
f. Contractual	$96,000	$19,200	$76,800	$78,146	$17,976	$60,171	$82,054	$18,875	$63,179
g. Construction	$0	$0	$0	$0	$0	$0	$0	$0	$0
h. Other	$307,690	$115,053	$192,637	$104,552	$104,552	$0	$133,169	$133,169	$0
i. Total Direct Charges (sum of a through h)	$1,797,452	$540,764	$1,256,688	$1,703,140	$442,167	$1,260,975	$1,844,455	$485,176	$1,359,278
j. Indirect Charges	$93,138	$0	$93,138	$7,706	$1,439	$6,267	$8,091	$1,511	$6,580
k. TOTALS (sum of i and j)	$1,890,590	$540,764	$1,349,826	$1,710,846	$443,606	$1,267,242	$1,852,546	$486,687	$1,365,858

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