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	39-42-B10578	048782569

4. Recipient Organization

Toledo-Lucas County Public Library 325 N Michigan Street, Toledo, OH 43604-6614

5. Current Reporting Period End Date (MM/DD/YYYY)	6. Is this the last Report of the Award Period?
06-30-2011	◯ 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)
Margaret Danziger	(419) 259-5256
	7d. Email Address
Deputy Director	margaret.danziger@toledolibrary.org

7b. Signature of Certifying Official	7e. Date Report Submitted (MM/DD/YYYY):
Submitted Electronically	08-26-2011

Project Indicators (This Quarter)

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

During the April-June quarter, significant progress has been made on the renovation/construction of Kent Branch to accommodate a Public Computer Center: saw-cut floor trenches and installed conduit pathways; built interior walls including metal studs, furrings, insulation, and drywall; installed electrical and plumbing rough-ins; installed mechanical system, new electrical service, underground utilities, fire protection, and roof/insulation system; ran overhead cable tray and pulled most of the data cabling; majority of exterior sidewalks. For cybermobile - secured storage/parking space; finished interior layout and design work with the vehicle manufacturer; reviewed engineering shop drawings of electrical, data networking, and communication systems; prep work for purchasing computer equipment. Staff worked on curriculum - email, Word 1 and 2, PC basics 1 and 2, internet basics, GED classes, health network, Learning Express, small business assistance, jobs searches, public grants awareness. Began partner confirmation and instructors to assist. Worked on PCC data collection procedures. Attended 2 webinars on Human Subjects Research; requested HSR exemption.

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	27	On schedule
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).

Since reporting several construction/renovation challenges from last quarter, the project from April-June 2011 has been smooth. The project is on schedule with construction/renovation completion date for early September 2011.

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 <u>cumulatively</u> 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	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).
order furniture; complete construction with all exterior site work and landscaping; all remaining glass and glazing; insulate ductwork and piping; complete fire alarms and security cabinet; painting and floor coverings, remaining cable racks, IT and AV racks and cabling, all electrical wall device installation, ceilings and light fixtures and lighting controls; plumbing fixture installations, testing and balancing all systems, punch list and final inspections. Library staff finish curricula, classes, programs. Confirm all partners and instructors. confirm training calendars for Kent Branch and the cybermobile. Review job descriptions for cybermobile driver and training staff. Work on data collection procedures/forms. Plan grand opening celebration for Monday, December 5, 2011

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**	43	On schedule.
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).
No major challenges are anticipated.

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	$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	$107,576	$32,273	$75,303	$115,076	$34,523	$80,553
g. Construction	$2,103,015	$630,905	$1,472,110	$726,298	$217,889	$508,409	$1,216,298	$364,889	$851,409
h. Other	$49,253	$14,776	$34,477	$6,497	$1,949	$4,548	$7,497	$2,249	$5,248
i. Total Direct Charges (sum of a through h)	$3,090,936	$927,282	$2,163,654	$840,371	$252,111	$588,260	$1,338,871	$401,661	$937,210
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	$840,371	$252,111	$588,260	$1,338,871	$401,661	$937,210

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