QUARTERLY PERFORMANCE PROGRESS REPORT FOR PUBLIC COMPUTER CENTERS

General Information		
1. Federal Agency and Organizational Element to Which Report is Submitted Department of Commerce, National Telecommunications and Information Administration	**2. Award Identification Number** 39-42-B10578	**3. DUNS Number** 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) 09-30-2011	**6. Is this the last Report of the Award Period?** ◯ **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 Margaret Danziger Deputy Director	**7c. Telephone (area code, number and extension)** 419-259-5256
	7d. Email Address margaret.danziger@toledolibrary.org
7b. Signature of Certifying Official Submitted Electronically	**7e. Date Report Submitted (MM/DD/YYYY):** 10-11-2011

Project Indicators (This Quarter)

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

Kent Branch construction phase is nearly complete. During the July-September quarter, we finished the roof, mechanical system, plumbing, electrical, interior walls, ceilings, fixtures, floor coverings, wall finishes, and exterior enhancements. The technology components have arrived and the head-end equipment has been rack-mounted in preparation for network configuration. Farber speciality Vehicle Inc. will deliver the Cybermobile in early October. The manufacturer has finished the fabrication work, flooring, electrical, reflective lights, interior wall treatment, computer desks, equipment cabinet, CAT 6 cabling, storage cabinets, generator and AV system. Fifty-six partnerships were confirmed and several new ones added. Training calendars for the first 6 months of 2012 are nearing completion for both Kent and the Cybermobile. Curricula for 7 basic classes (Mouse maneuvers, Basic internet 1 and 2, E-Mail, Basic computer use 1 and 2 and Word) are being drafted, as well as practice exercises and questions and short patron evaluations for each class. Job descriptions were reviewed. A fulltime Cybermobile driver/clerk position has been posted.

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	70	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).

There were no major challenges/issues during the July-September 2011 quarter.

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).

Kent Branch - We will work with the furniture vendors to deliver tables, desks, and chairs so we can finish wiring the furniture, set up computer equipment, library materials shelving, and work desks in preparation for final inspection, commissioning, and occupancy. Anticipated reopening of the branch is Tuesday, November 15th with staff, equipment collections and services in place. Technology-During the month of October, we will set up the router, firewall, switches, create the VLAN's, an active directory, patron authentications, servers, and placement/set up of computers, printers, software and the adaptive technology. Also, included will be indepth technology training for staff. Cybermobile - Remaining tasks to accomplish include the exterior graphics, wheelchair lift, trim, and commissioning followed by the installation and set up of the technology. The Cybermobile is expected to be delivered on Tuesday, October 11. Curricula - Finalize content and train staff on each class offering. Ohio Library Council (Ohio's public library membership organization will hold its 2011 convention in Toledo, October 26-28. A tour of Kent Branch and the Cybermobile are scheduled for a special field trip during the convention. Grand Opening -Planned for Monday, December 5, from 8-9am for VIP's and partners and form 9am-8;30pm for the public. BTOP classes at Kent Branch and on the Cybermobile will begin on Tuesday, January 3, 2012. Publicity - We will publicize the November "soft" opening of Kent Branch, the Grand Opening, classes and programs on our Website, through local media, flyers, and newsletters.

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	80	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).

We do not anticipate any challenges or issues during the October-December 2011 quarter

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	$22,522	$6,757	$15,765
b. Fringe Benefits	$39,188	$11,756	$27,432	$0	$0	$0	$6,531	$1,959	$4,572
c. Travel	$0	$0	$0	$0	$0	$0	$0	$0	$0
d. Equipment	$586,964	$176,089	$410,875	$163,845	$49,154	$114,691	$586,964	$176,089	$410,875
e. Supplies	$0	$0	$0	$0	$0	$0	$0	$0	$0
f. Contractual	$177,383	$53,216	$124,167	$133,781	$40,134	$93,647	$177,383	$53,216	$124,167
g. Construction	$2,103,015	$630,905	$1,472,110	$1,630,614	$489,184	$1,141,430	$2,103,015	$630,905	$1,472,110
h. Other	$49,253	$14,776	$34,477	$27,841	$8,352	$19,489	$49,253	$14,776	$34,477
i. Total Direct Charges (sum of a through h)	$3,090,936	$927,282	$2,163,654	$1,956,081	$586,824	$1,369,257	$2,945,668	$883,702	$2,061,966
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	$1,956,081	$586,824	$1,369,257	$2,945,668	$883,702	$2,061,966

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