FIRST PERFORMANCE PROGRESS REPORT
2010

1. Recipient Organization *(Name and complete address including zip code)*	2. Award Identification Number
Oklahoma Department of Libraries 200 NE 18th St. Oklahoma City, OK 73105	40-41-B10519

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)

Three part-time employees were hired to administer and report on the Get Connected @ Oklahoma Libraries project. The hiring of these employees completed the first milestone of the grant. Personnel costs represent 7.2% of the total budget with fringe benefits representing 1.7%, with expenditures to date of $18,640.84.

A graphic design firm was contracted to develop a project logo and tag line. One logo was selected, along with several tag lines which can be used on various advertising mediums to attract the end users attention and encourage use of the videoconferencing, educational data bases, and training available at the public libraries. This logo and tag line will be unveiled at the project kick-off event in December. The grant management staff has completed their portion of the second milestone, with advertising items produced by the graphic design firm completed in the following quarter. $1,892.00 of federal and $608.00 of matching funds will be expended next quarter.

A request for proposal from professional E-Rate companies was written by the project trainer, approved by the Oklahoma Department of Central Services, and sent to applicable vendors. The Oklahoma Department of Libraries will hire an E-Rate company to assist the 45 library project participants file complex E-Rate applications to assure sustainability for the higher broadband access which these libraries will receive. Issuing this request for proposal was the first step required for completion of another of Oklahoma Department of Libraries first quarter milestones. This third milestone will be completed in the next quarter.

Preparations are underway for a two day project kick-off event which will be held in December, 2010. Paid for by the Bill and Melinda Gates Foundation, this workshop will enhance public recognition and promotion of project objectives and inform library participants of implementation timeline, goals and compliance and reporting requirements.

The Bill and Melinda Gates Foundation awarded Oklahoma Department of Libraries a matching grant of $1,019,812.00 (approximately 30%).

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)

It is anticipated that significant project milestones will be attained during the second quarter of the Get Connected @ Oklahoma Libraries grant activities.

The librarians, technology staff, project partners and local community supporters will have met for the two day kick-off in December, 2010. The goal is that each attendee will have gained a better understanding of the project, the timeline, their responsibilities and how to promote the library and the new services.

The professional E-Rate company will have been selected and will be systematically meeting with librarians from the 45 library project participants. This company will receive $50,000.00 for their services. The E-Rate applications filed will be sophisticated requests based on the individual needs of each library to prepare for bandwidth increases. The Project Manager and Trainer will be assisting. E-Rate is a very time sensitive process and expected completion will be no later

than February 2011. This part of the project is very important as the more Priority One Telecommunications and Internet Access and Priority 2 Internal Connection requests paid by E-Rate the easier it will be to sustain the project with fewer dollars necessary from local libraries.

Three libraries will require enclosure of a section of the library to attain space for the videoconferencing lab. Project staff will write a Request for Proposal to select contractors for the three locations. The project timeline places this component of the project to be completed by the end of March, 2011. Federal expenditures are budgeted for $88,578.00, with matching of $28,472.00 totaling $117,050.00.

Two of the project staff will attend a two day workshop sponsored by the NTIA in Herndon, Virginia. Approximate travel budget is $3,000.00.

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 Susan McVey	5c. Telephone *(area code, number and extension)* 405-522-3173
	5d. Email Address smcvey@oltn.odl.state.ok.us
5b. Signature of Authorized Certifying Official	5e. Date Report Submitted *(Month, Day, Year)* **10-29-10**