

RECIPIENT NAME: State Library of Louisiana

AWARD NUMBER: 22-42-B10018

DATE: 07/28/2011

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

### QUARTERLY PERFORMANCE PROGRESS REPORT FOR PUBLIC COMPUTER CENTERS

#### General Information

<b>1. Federal Agency and Organizational Element to Which Report is Submitted</b>  Department of Commerce, National Telecommunications and Information Administration	<b>2. Award Identification Number</b>  22-42-B10018	<b>3. DUNS Number</b>  176036564
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**4. Recipient Organization**  
  
State Library of Louisiana 701 North 4th Street, Baton Rouge, LA 70802

<b>5. Current Reporting Period End Date (MM/DD/YYYY)</b>  06-30-2011	<b>6. Is this the last Report of the Award Period?</b>  <input type="radio"/> Yes <input checked="" type="radio"/> No
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**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.

<b>7a. Typed or Printed Name and Title of Certifying Official</b>  Bryan Babin	<b>7c. Telephone (area code, number and extension)</b>  (225) 342-6759
	<b>7d. Email Address</b>  bbabin@slol.lib.la.us

<b>7b. Signature of Certifying Official</b>  Submitted Electronically	<b>7e. Date Report Submitted (MM/DD/YYYY):</b>  07-28-2011
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**Project Indicators (This Quarter)**

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

All checkout laptops and accessibility workstations have been received and configured. We have delivered 340 of the 640 checkout laptops to 34 parishes (counties) statewide. We plan to have an additional 270 checkout laptops delivered to 27 parishes (counties) by July 22nd. This will leave only 30 checkout laptops to be delivered to the last 3 parishes (counties). There are issues on their end that need to be worked out. One of these last 3 parishes (counties) was wiped out during the 2005 Hurricane Katrina and is almost ready to move into their new library building so delivery is delayed. These remaining 30 laptops should be delivered by the end of next quarter. Through June 2011, 1,925 classes have been delivered to over 10,200 members of the general public. Online tutoring has flourished, with 32,558 tutoring sessions delivered to date. We have had over 83,100 hits to the Louisiana Jobs & Careers Center (LAJaCC) website. State Library representatives have also delivered presentations to various Louisiana Workforce Development & LSU Agriculture Center groups in the promotion of the training classes.

**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	52	We've already spent \$5,777,669 of our \$11,149,797 grant award. We are ahead of schedule having already delivered 1,925 training classes as of June 30, 2011. At this pace we'll have no problem in delivering the 2774 training classes as outlined in our BTOP stimulus grant award.
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).**

The logistics of delivering such a large number of classes over a broad geographic area continues to be challenging. To date we have delivered or have scheduled training in 45 of the 64 parishes (counties) across the state. Finding suitable meeting room space is an ongoing challenge. We have teamed up with Louisiana State University's Agriculture Center parish (county) agents to help deliver our training in parishes (counties) where there are no facilities to do so within the public library building. Reaction from the libraries hosting the training has been very positive, with many of them wanting to increase the number of sessions at their libraries.

A second challenge last quarter and this quarter has been the release of Microsoft's service pack 1 for Windows 7 and Trend Micro's release of service pack 3. Due to these significant upgrades/patches we were forced to re-visit all 640 checkout laptops prior to their delivery. We will be faced with the same type of issues next quarter on the 65 accessibility workstations This has been, and will continue to be very labor intensive. Not to mention time consuming.

And last, staff resources required to carry out all tasks associated with the grant continues to stretch existing State Library personnel to the limits. We've even had to add additional personnel to the project to handle the additional work involved in getting the checkout laptops upgraded and updated prior to delivery. But all involved do so willingly because they believe deeply in what we are doing.

**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 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	340	Due to a previous manufacturer's BIOS issue with the Dell laptops that caused slow performance of the laptops we had to halt our installations and implement a firmware upgrade. This fix resolved all issues but it caused us to delay the installation & configuration process.
4.b.	Average users per week (NOT cumulative)	0	Once all laptops are deployed usage statistics will be reported.
4.c.	Number of PCCs with upgraded broadband connectivity	0	N/A
4.d.	Number of PCCs with new broadband wireless connectivity	0	Year 2011, Quarter 3 (July - Sept) we will be installing wireless routers at our already existing PCC sites.
4.e.	Number of additional hours per week existing and new PCCs are open to the public as a result of BTOP funds	0	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
Business Skills Training - 3-Day	21	19	399
Business Skills Training - 2-Day	14	54	756
Business Skills Training - Full Day	7	291	2,037
Basic Computer Skills Training - Full Day	7	310	2,170
Basic Computer Skills Training - Half Day	3	889	2,667
Basic Computer Skills Training - Partial Day (2 hour)	2	1,778	3,556
Basic Computer Skills Training - Half Day	3	661	1,983
Career Enhancement Classes - Full Day	7	427	2,989
Consultant Training & Support	8	198	1,584
Computer Application Training	7	5,628	39,396

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).**  
 Throughout the next quarter, we plan to roll out the remaining 300 checkout laptops to the various Parishes (counties). Additionally, we plan on updating and upgrading the 65 accessibility workstations, develop a training course and start delivering these workstations and the associated training to 64 parishes (counties). The reason for the 65th accessibility workstation is for one unit to be located in our State Library building so that State Library staff can provide front-line support. We have a new basic accounting class that we'll begin to teach next quarter. We will continue to reach out to new Parishes (counties), as well as new branches in existing Parishes (counties) to reach more of the underserved. We now have held or scheduled public seated training classes in 45 of the 64 Parishes (counties) statewide.

**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	61	We anticipate the level of cumulative spending on our project to hit \$6,814,360 of our grant award amount of \$11,149,797. We are ahead of schedule having already delivered 1,925 training classes in the 2nd quarter of year 2. We have already scheduled and started to deliver enough training classes in year 2, quarter 3 to stay well ahead of our previously projected numbers as outlined in our BTOP stimulus grant award.
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).**

Juggling trainers, topics and locations will continue to be a challenge. We need to continue our efforts in doing some specific outreach to bring in more underserved and vulnerable populations. We have hired an additional temporary staff member to assist with distribution of the equipment, and that should make the process go more smoothly. Additionally, we have now entered the hurricane season, and it has the ability to greatly affect the current schedule. To be prepared for this, we are ahead in the delivery of our targeted goal of 2774 training classes.

We have recently partnered with the LSU Agricultural Extension Service to help us promote BTOP services in the very rural areas. To date, several presentations have been made to their clientele, with more being scheduled.

### 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.

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		
Cost Classification	Total Cost (plan)	Matching Funds (plan)	Federal Funds (plan)	Total Cost	Matching Funds	Federal Funds	Total Costs	Matching Funds	Federal Funds
a. Personnel	\$308,965	\$181,846	\$127,119	\$137,697	\$137,697	\$0	\$174,299	\$174,299	\$0
b. Fringe Benefits	\$55,614	\$32,733	\$22,881	\$36,003	\$36,003	\$0	\$46,629	\$46,629	\$0
c. Travel	\$23,550	\$13,500	\$10,050	\$11,625	\$8,525	\$3,100	\$16,942	\$11,944	\$4,998
d. Equipment	\$1,789,698	\$0	\$1,789,698	\$1,714,928	\$0	\$1,714,928	\$1,722,928	\$0	\$1,722,928
e. Supplies	\$451,000	\$1,000	\$450,000	\$89,384	\$51,020	\$38,364	\$105,484	\$54,620	\$50,864
f. Contractual	\$8,357,020	\$1,959,100	\$6,397,920	\$3,685,319	\$969,577	\$2,715,742	\$4,613,415	\$1,219,850	\$3,393,565
g. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
h. Other	\$163,950	\$163,950	\$0	\$102,713	\$102,713	\$0	\$134,663	\$134,663	\$0
i. Total Direct Charges (sum of a through h)	\$11,149,797	\$2,352,129	\$8,797,668	\$5,777,669	\$1,305,535	\$4,472,134	\$6,814,360	\$1,642,005	\$5,172,355
j. Indirect Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
k. TOTALS (sum of i and j)	\$11,149,797	\$2,352,129	\$8,797,668	\$5,777,669	\$1,305,535	\$4,472,134	\$6,814,360	\$1,642,005	\$5,172,355

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
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