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	23-41-B10524	002491384

4. Recipient Organization

MAINE STATE LIBRARY 64 State House Station, Augusta, ME 04333-0064

5. Current Reporting Period End Date (MM/DD/YYYY)	6. Is this the last Report of the Award Period?
12-31-2012	◯ 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)
Elissa Burke	
	7d. Email Address
	eburke@tilsontech.com
7b. Signature of Certifying Official	**7e. Date Report Submitted (MM/DD/YYYY):**
Submitted Electronically	02-21-2013

Project Indicators (This Quarter)

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

Training is ongoing at libraries with library staff utilizing resources available through the Information Commons learning web portal. Hardware and Equipment: Video Equipment, desktops and laptops are in use at libraries. Minor troubleshooting continues. Video conferencing equipment is being used with partners. Work continues this quarter with the Volunteer Lawyers Project for the Lawyers in Libraries initiative that allows volunteer lawyers to provide services to rural, low income Maine citizens. This currently includes legal clinics via video conferencing. The first session on Family law was held on October 16. Other sessions included End of Life Legal Issues in November and Consumer Legal issues in December. Veterans Legal Assistance is scheduled for January 2013. Work continues with the local IRS Communications and Stakeholder Outreach office to deliver training to small business and tax practitioners at public libraries. LearningExpress Library™ with the Popular Software tutorials is now available at all Maine Career Centers. Outreach Activities: The Maine State Library BTOP Project web portal, Information Commons, has been updated to promote the Lawyers in Libraries Project. The Maine State Library staff traveled to 10 libraries in the state to share ideas about sustainability of digital literacy efforts beyond the BTOP grant. Information was provided at these forums about national efforts by Institute of Museum and Library Services (IMLS) and Public Library Association (PLA) as well as the upcoming Connect2Compete program.

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	98	Progressing as expected.
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).

No significant challenges this quarter. We have re-assign tasks to meet staff match goals. We are finalizing a big PR event to ensure the public is aware of the program. Also preparing for final reporting and close out procedures.

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	542	All equipment is in place and available to the public.
4.b.	Average users per week (NOT cumulative)	11,000	Average users per week is based upon reports collected at all BTOP libraries for this quarter.
4.c.	Number of PCCs with upgraded broadband connectivity	0	NA
4.d.	Number of PCCs with new broadband wireless connectivity	0	NA

	Indicator	Total	Narrative (describe your reasons for any variance from the baseline plan or any other relevant information)
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
See attachment training sheet.	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).

Efforts will continue with local training. The Director of Library Development will be moving forward with BTOP libraries (and other public libraries in the state) in digital literacy efforts supported by the Maine State Library and national efforts, including the DigitalLearn.org and Connect2Compete efforts. We will be working towards close out with the libraries that have video conferencing equipment. We are also planning a celebration of what the libraries have accomplished during this grant and the work with our partners.

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**	100	We anticipate the project to be complete by next quarter.
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).

I believe we are on track to complete the project by the end of next 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	$126,735	$126,735	$0	$50,113	$50,113	$0	$126,735	$126,735	$0
b. Fringe Benefits	$52,510	$52,510	$0	$18,004	$18,004	$0	$52,510	$52,510	$0
c. Travel	$13,360	$0	$13,360	$9,522	$0	$9,522	$13,360	$0	$13,360
d. Equipment	$260,049	$0	$260,049	$281,605	$0	$281,605	$260,049	$0	$260,049
e. Supplies	$871,950	$52,000	$819,950	$842,808	$52,000	$790,808	$871,950	$52,000	$819,950
f. Contractual	$264,100	$0	$264,100	$255,592	$0	$255,592	$264,100	$0	$264,100
g. Construction	$0	$0	$0	$0	$0	$0	$0	$0	$0
h. Other	$362,936	$357,936	$5,000	$451,907	$449,261	$2,646	$362,936	$357,936	$5,000
i. Total Direct Charges (sum of a through h)	$1,951,640	$589,181	$1,362,459	$1,909,551	$569,378	$1,340,173	$1,951,640	$589,181	$1,362,459
j. Indirect Charges	$0	$0	$0	$0	$0	$0	$0	$0	$0
k. TOTALS (sum of i and j)	$1,951,640	$589,181	$1,362,459	$1,909,551	$569,378	$1,340,173	$1,951,640	$589,181	$1,362,459

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