

California State Library
Library Services and Technology Act

2005
OCTOBER 18 2005
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Quarterly Narrative Report

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Quarter:

- First quarter – Jul, Aug, Sept.
- Second quarter – Oct, Nov, Dec.
- Third quarter – Jan, Feb, Mar.

This report is due quarterly, thirty (30) days after each three-month period of the project's duration. Note that failure to submit these reports within the timeline of the grant program could jeopardize receipt of the final 10% grant payment. Submit ORIGINAL (please sign in blue ink) and TWO copies of the report to:

California State Library
Budget Office – LSTA
P.O. Box 942837
Sacramento, CA 94237-0001

Date: October 18, 2005

Grant Award ID #: 40-6416

1. **Grantee:** SAN BRUNO PUBLIC LIBRARY
2. **Project:** Local History Digital Resources
3. **Describe significant events of this project report period. Relate activities to specific project objectives. Attach project statistics, publicity, publications, etc.** During the project report period, library staff completed all required trainings for administering the grant, and selected the images that will be scanned. The library also selected one item to be conserved that will be included in the project. In addition, the library began the cataloging process. To date, 40 items have been assigned metadata. The library also received local press coverage of the grant when it was awarded. (see attached).
4. **Outline planned activities for the next quarter. Note: if these differ from activities proposed in the application for this period.** During the next quarter the library will continue to catalog images and will prepare the first shipment of 50 objects to be sent to the scanning vendor.
5. **Is the project on schedule as described and approved?** yes no
Is the project within budget as approved? yes no
 If either box is checked "no", describe what corrective actions are being taken.
6. **Note any other present constraints or foreseeable problems that may affect the outcome of the project. How can such problems be overcome?** None at this time

7. **Signature:** John A. Alito **Title:** Assistant Library Services Director
(Please sign in blue ink)

8. **Telephone:** 650.616.7017 **E-mail:** alita@plsinfo.org