

**California State Library  
Library Services and Technology Act**

**Quarterly Narrative Report**

**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:** January 25, 2006

**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, the first shipment of 50 items was sent to the scanning vendor. Upon receipt of the digital images, items were cataloged and uploaded to the California Digital Library Server. A local historian also reviewed the cataloging information and suggested changes. In addition, a very rare 155-year old letter was sent to a conservation laboratory for repairs and the creation of a protective enclosure.
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 next shipment of 50 objects to be sent to the scanning vendor. Some compound items will be included in this shipment
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 Alita **Title:** Assistant Library Services Director  
(Please sign in blue ink)

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