

California State Library
Library Services and Technology Act

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BUDGETS

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: January 12, 2007

Grant Award ID #: 40-6604

1. **Grantee:** San Bernardino Public Library
2. **Project:** Local History Digital Resources Project
3. **Describe significant events of this project report period. Relate activities to specific project objectives. Attach project statistics, publicity, publications, etc.** In compliance with the grant, the community survey was distributed to the California Room of the Central Library, 3 branch libraries and the history class of Dr. Joyce Hanson, with whom we've collaborated on previous local history grants. The results were tabulated. The second set of 50 items was entered in the database. 50 negatives were mailed to the designated company in early December. Two quality scanners are being evaluated before purchase. 150 images were listed on a spreadsheet per instructions. A sample of ten images were loaded onto Contentdm as was requested by Adrian Turner. A news release describing the project was distributed to local papers. Preliminary work has begun on the final set of negatives. Project Coordinator Ellen Lanto has made monthly progress reports to the advisory committee.
4. **Outline planned activities for the next quarter. Note: if these differ from activities proposed in the application for this period.** The last two sets of negatives will be mailed in, the first set in January and the last set in February. We will be loading the first 100 images on the Contentdm site and then we will be creating the library website. We will purchase the scanner and accessories.
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?** The decision was made by the committee that some of the portraits from the original collection were unuseable for the project because of identification problems. We substituted relevant historical photos from our selected time period.

7. **Signature:** Ellen Lanto **Title:** Senior Librarian
(Please sign in blue ink)

8. **Telephone:** 909.381.8239

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