

1-8-7

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CALIFORNIA STATE LIBRARY  
BUDGET

LSTA 7

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: 10/25/07

Grant Award ID #: 40-6814

1. **Grantee:** San Mateo County Library; Brisbane branch
2. **Project:** Library 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.** 2 library staff members attended 1 workshops in Southern California on how to use Content DM software. The second batch of photos were selected and sent in for digitization in consultation with two local history experts, Dolores Gomez and Christy Thilmany.
- 4.
5. **Outline planned activities for the next quarter. Note: if these differ from activities proposed in the application for this period.** 2 Library staff members will be participated in the fourth of four workshops. The next batch of photos will be sent.

- 6. 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.

7. Note any other present constraints or foreseeable problems that may affect the outcome of the project. How can such problems be overcome?

8. Signature: *Robert Mulawka* Title: *Branch Manager*  
(Please sign in blue ink)

9. Telephone: *650-591-0341 x 227* E-mail: *Mulawka@smcd.org*