

California State Library
Library Services and Technology Act

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BUDGETS

Quarterly Narrative Report
LSTA Form 7

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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 13, 2009

Grant Award ID #: 40-7008

- Grantee:** South San Francisco Public Library
- Project:** Local History Digital Resources Project
- Describe significant events of this project report period. Relate activities to specific project objectives. Attach project statistics, publicity, publications, etc.** This greatest concentration of effort has been obtaining pictures and entering them into the two different (to start) databases. To date, three shipments have gone out and two have returned after digitization. In addition, there have been trainings on copyright (held in Alameda), use of the metadata template and shipping procedures (in San Diego) and most recently, an introduction to Content DM - the third database to learn and it seems, this may be the most demanding one to learn. This was also installed on a workstation in our library for project use. We also participated in one conference call and attended a Digitization conference organized by Califa in San Francisco. Throughout this period, we have continued to meet with our Historical Society representatives and have been on the search for materials to obtain for the project - or at least to add to our collections, if not suitable to the immediate project.
- Outline planned activities for the next quarter. Note: if these differ from activities proposed in the application for this period.** In January, a presentation on the project will be made to our library board. The final group of 50 objects will be gathered and readied for shipment in early February. In the meanwhile, our 3rd shipment should be returned and checked prior to acceptance. We expect to decide on equipment purchases during this period as well. Once the final shipment goes out we will have to begin concentrating on use of Content DM.
- 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?** We started this project with two staff members involved but one left for another job just prior to the San Diego training and we are not able to replace this position at this time. So far, we have managed but the project is much more time consuming than anticipated. We have also run into problems obtaining pictures that were promised to us for the project. That has made us more creative in reaching out to the community suitable materials. Fortunately, we were advised by State Library to broaden our original concept and this is working out well.

7. **Signature:** Cheryl Grantano-Rick **Title:** Assistant Library Director
(Please sign in blue ink)

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