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BUDGETS

LSTA 7 page 1

2003 OCT 24 PM 1:30

F-083 IB

California State Library  
Library Services and Technology Act  
**Quarterly Narrative Report**

Quarter:

First quarter – Oct, Nov, Dec.

Second quarter – Jan, Feb, Mar.

Third quarter – Apr, May, Jun.

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 a total of **THREE (3)** copies of the report, one with original signature, to:

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

Date: October 20, 2003

Grant Award ID #: 40-5864

1. Grantee: San Francisco Performing Arts Library & Museum
2. Project: Digital Archive of Chinese Theater in California
3. Describe significant events of this project report period. Relate activities to specific project objectives. Attach project statistics, publicity, publications, etc.

This quarter we purchased and installed the new Epson Expression 1640XL-SE flatbed scanner and finalized the contract with Wylie Wong, who will be serving as the key subject consultant on the project.

4. Outline planned activities for the next quarter. Note if these differ from activities proposed in the application for this period.

Next quarter we will purchase the new film scanner, identify images with the subject consultant, and begin scanning and cataloging items. Wylie Wong will also begin updating the text for the online version of the Pear Garden of the West exhibition. Because the project is starting late due to the delay in receipt of LSTA funds, this phase of the project will be completed in the third quarter rather than the second as originally outlined in the application.

5. Is the project on schedule as described and approved?

yes

no

within budget as approved?

yes

no

If either box is checked "no", describe what corrective actions are being taken.

In our application, we projected that the project would be completed in April. At this time, we anticipate that the project will be completed in June, before the end of the grant period.

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

*Russell Tanah*

Signature and title of person completing report

(415) 255-4800 x14

Telephone

**QUARTER:**

- 1<sup>st</sup> Oct, Nov, Dec
- 2<sup>nd</sup> Jan, Feb, Mar
- 3<sup>rd</sup> Apr, May, Jun
- 4<sup>th</sup> Jul, Aug, Sep
- Liquidation

**Quarterly Financial Report**

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Grant Award I.D.: 40-5864  
2003 OCT 30 PM 2:39  
Fiscal Year: 2003/04

Send **THREE COPIES** of this report  
(one with an original signature) to:

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

**Project Title:** Digital Archive of Chinese Theater in California

**Grantee:** San Francisco Performing Arts Library & Museum

**Telephone:** (415) 255-4800

**Fax:** (415) 255-1913

**E-mail:** info@sfpalm.org

**Fiscal Agent:**

**Prepared by:** *Kate Tanel*

(Signature)

**Date:** 10/27/03

	Current Approved Budget (1)	1 <sup>st</sup> Quarter (2)	2 <sup>nd</sup> Quarter (3)	3 <sup>rd</sup> Quarter (4)	4 <sup>th</sup> Quarter (5)	Total Expended/ Encumbered (6)	Outstanding Encumbrances at Close of 4 <sup>th</sup> Qtr. (7)	Liquidation of Outstanding Project End Encumbrances (8)	Unexpended/ Unencumbered Balance (9)
a.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
b.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
c.	\$20,100	\$2,229	\$0	\$0	\$0	\$2,229	\$0	\$0	\$17,871
d.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
e.	\$1,400	\$350	\$0	\$0	\$0	\$350	\$0	\$0	\$1,050
f.	\$21,500	\$2,579	\$0	\$0	\$0	\$2,579	\$0	\$0	\$18,921

- a. Salaries and Benefits
- b. Materials
- c. Operating Expenses
- d. Equipment
- e. Indirect Costs
- f. TOTAL

**NOTE:** Failure to submit these reports within the timelines of the grant program could jeopardize receipt of final 10% grant payment.

Any budget adjustments or modifications must be shown on LSTA 8 page 2. If there are no changes to the current budget, page 2 need not be returned.