

**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: 1/24/06

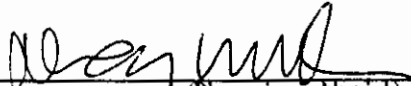
Grant Award ID #: 40-6407

1. **Grantee:** Glendale 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.** A community meeting was held in mid-November to discuss Glendale History and Special Collections and a survey was also developed to gather additional information on the needs of the respondents. The meeting also allowed this project to be introduced to the community members. The current survey results are attached and the survey is still on the library's website to gather additional input. The number of survey responses is currently low however we do know that those who responded have a high level of interest in the history of Glendale. An article describing the grant and the project has also been written for the Friends of the Glendale Public Library and Associates of Brand Library newsletters. The majority of the quarter was dedicated to preparing, sending and reviewing the first two shipments to Northern Micrographics. Unfortunately, the majority of the first shipment had to be resubmitted because of a color discrepancy that has now been resolved. Test images and metadata were also loaded into CONTENTdm and uploaded to the server. Basic metadata is being recorded in an Excel spreadsheet as each shipment is prepared -- this will assist with the final metadata creation.
4. **Outline planned activities for the next quarter. Note: if these differ from activities proposed in the application for this period.** The final two shipments will be sent January 20 and February 24. The first 100 images will be loaded into CONETNTdm along with the corresponding metadata. Additional metadata, including subjects, will be added to these records.

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 majority of the first shipment needed to be resubmitted because most photographs were scanned as black and white but should have been scanned in color. This has been communicated to Northern Micrographics and future shipments have more detailed notes included about scanning preferences.

7. Signature:  Title: Senior Library Supervisor
(Please sign in blue ink)

8. Telephone: 818-548-2010

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