

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: 10/31/05

Grant Award ID #: 40-6412


1. **Grantee:** Mill Valley Public Library
2. **Project:** Local History Digital Resources Program
3. **Describe significant events of this project report period. Relate activities to specific project objectives. Attach project statistics, publicity, publications, etc.** Staff attended kick-off meeting and workshops on project management, scanning, copyright, Metadata, and Contentdm. We have targeted two separate groups to help us fulfill the requirements of the service plan: third grade teachers in our community and the Mill Valley Historical Society. We have had multiple conversations with numerous third grade teachers in our community to more fully understand their needs related to an annual local history assignment and the requirements of the district curriculum. We have gathered input for how we can utilize the digitization project to improve the third grade assignment, asked for recommendations as to photo selection, and solicited volunteers to advise us throughout the year as we work on the project. We have also consulted with members of the Mill Valley Historical Society to advise us on photo selection and to explore opportunities for how our digitization efforts will complement their goals to make our collection more accessible to the public. As a library, we have recently focused our attention on improving our collection development practices. As part of this initiative we have started meeting monthly to discuss collection issues and are incorporating our History Room and the digitization project into these discussions. In this project report period, we have spent the majority of our time selecting photos we want digitized, compiling basic information in spreadsheet format, reviewing and refining these selections numerous times, and determining copyright status.
4. **Outline planned activities for the next quarter. Note: if these differ from activities proposed in the application for this period.** Our plan is to follow the schedule for shipping photos, reviewing quality of

images, and creating Metadata records using Contentdm as outlined in the timeline and shipping schedule. We will continue to work with third grade teachers, updating them on our work on the digitization project, and soliciting input for additional features we might incorporate to make this effort have a positive effect on the local history project. We will also advertise a position to hire a contract worker to help with this project.

- 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. We have not yet loaded the acquisition software but plan to do so in the next week. We have input data into an excel spreadsheet so we are not behind in gathering necessary information only in using the acquisitions software. Our library has been in transition with a management position vacant and our History Room librarian about to retire. We felt it was critical to make our photo selection before using the acquisition software to be able to ship on time. Our staff is also very tech savvy so we are not overly concerned about being able to dowload and utilize the software. Our management position has now been filled and we are advertising to fill our History Room position. These actions will ensure that the rest of this project will be implemented in a timely fashion.

- 6. Note any other present constraints or foreseeable problems that may affect the outcome of the project. How can such problems be overcome? The most difficult part of implementing the project so far has been "inheriting" the grant. The fact that the person who wrote the grant left as we were awarded the grant resulted in some initial confusion and a time crunch. However, since many grant participants seem to voice the similar concerns of transition and time constraints, I would put more energy into helping participants understand not only that the selection of materials happens very quickly, but that it is very time consuming. Also, it would be very helpful to let participants know how grantees typically spend their grant budget.

7. Signature:  Title: Deputy City Librarian  
(Please sign in blue ink)

8. Telephone: 415-389-4292 ext. 115 E-mail: abrenner@cityofmillvalley.org