

**California State Library**  
**Library Services and Technology Act**

**Quarterly Narrative Report**

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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:** 10/30/05

**Grant Award ID #:** 40-6413

1. **Grantee:** Oakland 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.** In July, a committee of staff from impacted departments (technical services, adult reference services and development) was convened and met to plan and prepare for the completion of this project, delegating specific duties. Late in the month, Project Director Steven Lavoie and his immediate supervisor, Jean Langmuir, Senior Librarian for Art, Music, History & Literature, attended a morning-long orientation about the program held at UC offices here in Oakland. Many of the issues raised during the session had previously been resolved locally, e. g., requirements as to copyright, technical and logistical requirements, impact on staffing, etc. During August, the project director and one other member of library staff attended all five of the training sessions mandatory under this project. The in-house task force met to resolve staffing issues, make budget allocation and solve various logistical questions, such as location of the computer workstation. A framework for a service plan was established, with the project director assigned to produce draft language which will be finalized in November. The project director provided more detailed information to Califa about certain of the non-standard items proposed for digitization. Computer installation was completed early in September and the required software acquired and installed. A library assistant was recruited to provide assistance for the project, his earnings funded through proceeds of the grant, after permission was obtained for that spending from the grant's administrator. He received his training and began work with the project director to prepare the first 50 items (of the 200 involved) for digitization and documentation in CONTENTdm.

4. **Outline planned activities for the next quarter. Note: if these differ from activities proposed in the application for this period.** 1. A quarterly conference call (with project participants, grantors' staff) will help finalize the procedures for shipping to the vendor and for drafting and implementing the service plan. 2. Selection of the first 50 items will be completed, the items inventoried, shipped and received back with the digital files. Files will be checked for quality control and CONTENTdm records compiled. 3. The service plan will be completed and implemented. 4. The next 50 items will be selected and shipped, with the procedures repeated when the time is appropriate. 5. Consultation with members of the community will occur, with the results incorporated into the selection of materials.

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?** No other present constraints or foreseeable problems.

7. **Signature:** Leslie Rodd **Title:** Supervising Librarian  
(Please sign in blue ink)

8. **Telephone:** 510-238-6932

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