

**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:** 2/2/06

**Grant Award ID #: 40-6415**

1. **Grantee:** Richmond Public Library
2. **Project:** All American City: Richmond, 1900-1946, A Visual Portrait
3. **Describe significant events of this project report period. Relate activities to specific project objectives. Attach project statistics, publicity, publications, etc.** The community survey was completed. A copy of the blank survey form is included with this report, as requested in the instructions for completing quarterly reports. As of today we have received just over 50 responses but the survey will be ongoing up to the end of the project. The 20 sample metadata records were created and transmitted to CDL. The creation of metadata records for the remainder of the first shipment photographs continued. Quality control of the images from the first shipment was completed. For the continuation of this project into the foreseeable future (well beyond the life of this project) we purchased a Nikon digital camera, a Hewlett-Packard inkjet printer capable of producing high quality digital photographs up to size 13"x19" and two Dell notebook computers. The selection of the second shipment of fifty photographs and the necessary paperwork associated with it was completed.
4. **Outline planned activities for the next quarter. Note: if these differ from activities proposed in the application for this period.** A community scan will be completed in the third quarter. The creation of metadata records will continue. Quality control of the images received from Northern Micrographics will continue. The next two shipments will be sent on time per the instructions.
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? There are no present constraints or foreseeable problems that may affect the outcome of the project.

7. Signature: *Linda Holmes*                      Title: Project Director  
(Please sign in blue ink)

8. Telephone: (510) 620-6562                      E-mail: linda\_holmes@ci.richmond.ca.us