

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: 1-30-06

Grant Award ID #: 40-6420

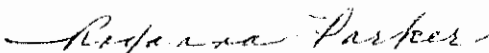
1. Grantee: Sutter County Library
2. Project: Local History Digital Resources Program
3. Describe significant events of this project report period. Relate activities to specific project objectives. Attach project statistics, publicity, publications, etc. 1. First 50 photographs were sent to imaging vendor on schedule. 2. Second 50 photographs selected for 2<sup>nd</sup> shipment.
4. Outline planned activities for the next quarter. Note: if these differ from activities proposed in the application for this period. 1. Send 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> shipments of photographs to imaging vendor. 2. Begin to work with advisory group to complete metadata for photographs that have been scanned.

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 three constraints that will impact the project during the grant year. 2nd qtr: Linda Valdez, Project Coordinator, was unavailable mid-November through December for medical leave. 3<sup>rd</sup> qtr: Sutter County Library will be closed 2 weeks (February 25 - March 12, 2006) for carpet installation in the reading rooms, with preparation for this major building project taking additional pre and post staff time. 4<sup>th</sup> qtr: Back staff workroom of the library will be closed

approximately 3 weeks (dates not yet known) for asbestos abatement and replacement of tile flooring. Each of these constraints is unavoidable, and project staff are aware of their impact. Project staff and advisory group will work around the construction dates to keep the scanning shipments and preparation of metadata on schedule.

7. **Signature:**  **Title:** Director of Library Services  
(Please sign in blue ink)

8. **Telephone:** (530) 822-7140

**E-mail:** rparker@co.sutter.ca.us