

California State Library  
Library Services and Technology

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BUDGETS

Quarterly Narrative Report

2006 OCT 18 PM 1:02

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: October 10, 2006

Grant Award ID #: 40-6600

1. **Grantee:** Arcadia Public Library
2. **Project:** Local History Digital Resources Project

**Describe significant events of this project report period. Relate activities to specific project objectives. Attach project statistics, publicity, publications, etc.** Library staff (Jackie Faust-Moreno and Mary Beth Hayes) attended the CDL project kickoff and Copyright workshop on July 18 and 19, 2006. A staff report was submitted to the Arcadia City Council to accept the grant. This allowed the City Council to learn about the project. On August 24 library staff (Yvonne Ng and Alycia Wood) attended the CDL Scanning Preparation workshop. On August 25, Yvonne Ng and Jackie Faust-Moreno attended the CDL/OCLC training on CONTENTdm. After all the training, supplies were ordered to ship the items off to the vendor. Staff began selecting items for the first fifty images to be shipped. Once this was completed, the Reference Librarians started work on the the metadata needed for the images. The Technical Services Supervisor assisted with valid subjects to be included for the metadata, The shipping list was prepared for the first shipment. CONTENTdm software was installed on two workstations.

In regards to the Service Plan, The Preservation/Digitization Arcadia Committee, serving as an advisory group, began working on the project by suggesting subjects of interest and addressing the potential copyright problems. Meetings were held on July 27th and September 7th. Members of the Committee include: Library Services Manager (J. Faust-Moreno), Adult Reference Supervisor (M. Hayes), Local History Librarian/ Reference (Y. Ng), Ruth & Charles Gilb Arcadia Historical Museum Curator (A. Woods), IT Specialist (C. Wiggins) and Technical Services Supervisor (K. Meacham.) This committee will continue to meet monthly to advise the project team. An online survey to garner

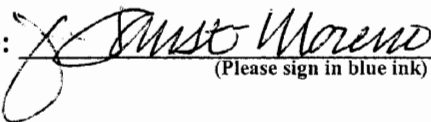
community interest and participation for the Project was developed and launched with Zoomerang software on August 1st. The link to the survey is given on several pages of the Library's and Museum's websites. A blurb concerning the survey was in the City's monthly newsletter in September. This survey will be active for three months. A blog entry was created on the Library's blog to receive more responses to the survey. Paper copies of the survey were passed out at the September meetings of the Arcadia Historical Museum Commission, The Friends of the Arcadia Public Library Board, and the Arcadia Public Library Board of Trustees. Additional paper copies are available at the Reference Desk and the Museum. In addition the Library Services Manager spoke at the Library Board Meeting concerning the Project. This was our community meeting. Items discussed were the scope of the project, what the staff is obligated to do for this grant, along with where the images will be displayed once the project is complete.

**3. Outline planned activities for the next quarter. Note: if these differ from activities proposed in the application for this period.** Three shipments to the scanning vendor will be accomplished during the next quarter, equally 150 images. These images will be quality checked. Staff will begin adding metadata to CONTENTdm as the digitized images are returned from vendor. The results from the survey will be compiled and staff will followup with those that gave their name and address for the survey. We will want to continue to promote the project and try to receive additional material to add to the collection. We will finalize the post survey and then launch it on the Library's website.

**4. 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.**

**5. Note any other present constraints or foreseeable problems that may affect the outcome of the project. How can such problems be overcome?**

**6. Signature:**  **Title:** Library Services Manager  
(Please sign in blue ink)

**7. Telephone:** 626-821-5565

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