

California State Library
Library Services and Technology Act

RECEIVED
CALIFORNIA STATE LIBRARY
BUDGETS

Quarterly Narrative Report

2007 JAN 18 PM 1: 10

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: January 16, 2007

Grant Award ID #: 40-6600

1. **Grantee:** Arcadia Public Library
2. **Project:** Local History Digital Resources Project
3. **Describe significant events of this project report period. Relate activities to specific project objectives. Attach project statistics, publicity, publications, etc.** The Preservation/Digitization Arcadia Committee (PDA), our Advisory group, met on October 3rd and December 15th to discuss the Project and to work on items for inclusion. We have selected images that are of special interest to the Arcadia community. We delegated tasks to each member of the PDA so that the Project work can be handled while continuing our everyday assignments. A rare issue of the Arcadian Observer, with the history of the World War I balloon school, was photographed locally since the pages were very brittle. This was then sent for digitization and future inclusion in the California Digital Library (CDL.) Three shipments of fifty photographs each were sent to Northern Micrographics for digitization. With each shipment we are learning more and more about the procedure. Adrian Turner and Trudy Levy have been patient in answering our questions and guiding us through the scanning and CONTENTdm process. Jackie Faust-Moreno and Yvonne Ng participated in the conference call for the grant participants on November 8th.
4. **Outline planned activities for the next quarter. Note: if these differ from activities proposed in the application for this period.** The fourth shipment of fifty photographs will be sent to Northern Micrographics. Arcadia Public Library staff will continue working on the metadata for the images. Jackie Faust-Moreno will update the Arcadia Public Library Board of Trustees on the Project at their January 2007 meeting. Special posters and cards from Calisphere will be supplied to those Board members with connections to the schools, for distribution and to build up interest in the 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.

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

7. Signature: *J Faust Moreno* Title: Library Services Manager
(Please sign in blue ink)

8. Telephone: 626-821-5565

E-mail: jfaust-moreno@sbcglobal.net