

California State Library  
Library Services and Technology Act

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BUDGETS

Quarterly Narrative Report  
2007 FEB 13 PM 1:42

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:

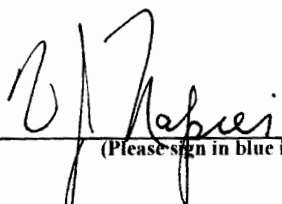
California State Library  
Budget Office – LSTA  
P.O. Box 942837  
Sacramento, CA 94237-0001

Date: 2/8/07

Grant Award ID #: 40-6603

1. **Grantee:** Placentia Library District
2. **Project:** Local History Digital Resource
3. **Describe significant events of this project report period. Relate activities to specific project objectives. Attach project statistics, publicity, publications, etc.** We have completed selecting our 200 hundred photographs. Our team of volunteers has completed a metadata worksheet for each photo. The last shipment of 50 photos are due to be returned next week. We have just started a careful review of the metadata and are uploading items into ContentDM.
4. **Outline planned activities for the next quarter. Note: if these differ from activities proposed in the application for this period.** All effort now is in uploading accurate records into ContentDM
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:**

Handwritten signature in blue ink that reads "V. Napier". The signature is written over a horizontal line.

(Please sign in blue ink)

**Title:** Mr.

8. **Telephone:** 1-714-528-1925 x207

**E-mail:** [vnapier@placentalibrary.org](mailto:vnapier@placentalibrary.org)