

California State Library
Library Services and Technology Act

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BUDGETS

Quarterly Narrative Report 2006 NOV -3 PM 3: 23

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: 10/20/2006

Grant Award ID #: 40-6606

1. **Grantee:** Whittier 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.** Received training on grant specifics, copyright issues, cataloging graphical materials and ContentDM. Installed ContentDM. Selected 200 images for grant project. Began inputting scanning requirements into Data Entry Tool.
4. **Outline planned activities for the next quarter. Note: if these differ from activities proposed in the application for this period.** Procure shipping materials and ship images for scanning. Catalog and load images into ContentDM. Test scanned graphic files.
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?** None.

7. **Signature:** Marsha J. Weeks **Title:** Branch Services Librarian
(Please sign in blue ink)

8. **Telephone:** 562-464-3471

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