

California State Library
Library Services and Technology Act

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 BUDGETS

Quarterly Narrative Report

2008 JAN 25 PM 7:55

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

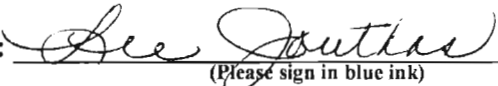
Date: 01-17-08

Grant Award ID #: 40-6807

1. **Grantee:** Alameda County Library
2. **Project:** California 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.** During this period, preliminary metadata worksheets for 150 photographs were completed by the Library's intern and library staff. Two shipments have been sent to Northern Micrographics and the Library has received and reviewed two CDs with the first 100 digital images. Lee Jouthas attended the workshop on Contentdm in early December. A plan of service was discussed with the advisory group, the Dublin Heritage Preservation Association, at their October meeting.
4. **Outline planned activities for the next quarter. Note: if these differ from activities proposed in the application for this period.** Next quarter we will still be focused on importing the preliminary metadata into contentdm and finalizing the cataloging on all the images. The last 50 photographs are on schedule to be shipped to Northern Micrographics on January 25th. Plans are moving forward to spend the approximately \$4,000 in grant money on a media kit to publicize the project. The media kit will include a color brochure and possibly a short video that could be added to our websites. The other \$1,000 will be spend on archival supplies.
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 foreseen at this time.

7. Signature:  Title: Dublin Library Manager
(Please sign in blue ink)

8. Telephone: 925-803-7266

E-mail: ljouthas@aclibrary.org