

California State Library
Library Services and Technology Act

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BUDGETS

Quarterly Narrative Report
LSTA Form 7

2009 APR 29 AM 8:33

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

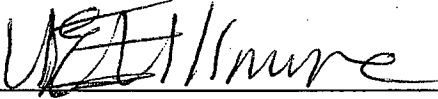
Date: April 1, 2009

Grant Award ID #: 40-7001

1. **Grantee:** City of Commerce 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.** Staff continued to collect metadata during this quarter, with "MANDATORY" fields taking precedence and other fields being completed as possible. In a conversation with Adrian Turner, we decided to add street addresses and their corresponding latitude/longitude coordinates wherever possible so that California Digital Library users would be able to click directly to the site and, if possible, view the site as it is today. A new scanner and computer were ordered. The scanner was delivered and the computer was invoiced. The \$1,876 cost for the two items are included in the financial report for this quarter. Note: the City of Commerce Public Library is in compliance with CIPA. All photographs were received in good order and reviewed for inclusion. Interest within city government is high regarding the results of the project because of the upcoming 50th anniversary in January, 2010.
4. **Outline planned activities for the next quarter. Note: if these differ from activities proposed in the application for this period.** Staff will complete adding metadata, review photographs once again, and upload them to the CONTENTdm server. In addition, staff will attend a conference call and a review call, and John Marquette will attend the OCLC Western conference in Reno on June 4 and 5.
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:  Title: Director of Library Services
(Please sign in blue ink)

8. Telephone: (323) 722-6660, x2217 E-mail: evelynf@ci.commerce.ca.us

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