

California State Library
Library Services and Technology Act

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BUDGETS 7/1/2004

Quarterly Narrative Report
LSTA Form 7

2009 FEB -2 PM 1:29

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: 01/20/2009

Grant Award ID #: 40-7004

1. **Grantee:** Escondido Public Library Pioneer Room
2. **Project:** Local History Digital Resources Project (LHDRP)
3. **Describe significant events of this project report period. Relate activities to specific project objectives. Attach project statistics, publicity, publications, etc.** The staff of the Pioneer Room and Library Admin had met to determine what collection would be used for this project. It had been decided that our Eloise Perkins Collection was a good choice for this scanning project. Perkins had been a reporter for the local North County Times (Times-Advocate) newspaper during the 1970's and her collection consists of such things as manuscript material, literature, and a significant amount of photographs. We decided to work with a limited selection of photographs pertaining to the City of Escondido and San Pasqual Valley as well as the surrounding San Diego County areas. We have included several of the local Missions; the Anza-Borrego Desert State Park; the Cuyamaca Rancho State Park; the towns of Julian, Vista, Santa Ysabel, San Marcos; and the City of San Diego. We have gathered an ample amount of metadata pertaining to nearly all of the 200 photographs. By the end of the second quarter we had the first three batches of shipments sent and returned. The last group of 50 images were also selected in preparation for processing and shipping. The returned images and CD's were reviewed and found to be of an acceptable quality. As all of this was taking place we also participated in several training workshops and teleconferences that proved to be of great value. We have stayed well within budget as we were somewhat conservative in purchasing archival supplies for working on this project. As we enter into the final phases of processing the collection we foresee the need to purchase an adequate stock of additional archival supplies. Library Admin, the Friends of the Pioneer Room, and other support groups have been kept apprised of our progress and future plans. We are looking forward to the next phase of the project throughout the remaining quarters of the grant year.

4. **Outline planned activities for the next quarter. Note: if these differ from activities proposed in the application for this period.** Upon receiving the last batch of images that will have been sent out to Northern Micrographics we will then do our final review. We plan to continue with matching and preparing the metadata for the upcoming CONTENTdm database process.

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?** At this time there are no apparent problems.

7. **Signature:** Helene D. Idels **Title:** Helene D. Idels, Archivist
(Please sign in blue ink)

8. **Telephone:** 760-839-4612/4315 **E-mail:** hidels@escondido.org