Status Report on WCLH Mini-Grant 2017 to the Fitchburg Historical Society

Mini Grant Project
The Fitchburg Historical Society (FHS) requested funds to purchase hardware and software to begin implementing their long-term plan to digitize their collection of photographs and documents and to develop a database to store and organize their records and digitized collection. In addition, when practical, items in the digitized collection would be put on our newly developed Website (www.fitchburghistory.org). This would allow interested individuals to view our collection without having to make an appointment to visit our FHS office in the Fitchburg Public Library.

Purchases (summarized in Appendix A)
1. Equipment
We purchased **two 2 Tb Western Digital My Passport external hard drives**: one to store our FHS data and one to back up data. This was necessary, as the Fitchburg Public Library has provided us with a computer and basic software but the internal hard drive has limited capacity and the library does not backup computer hard drives.

2. Software
Due to our limited types of collection items, our restricted budget and limited experience with computer databases we elected to purchase **FileMaker Pro 16** on the advice of our collection advisor Elizabeth Leith (Senior Curator, Department of Anthropology, University of Wisconsin, Madison). She also provided a basic template for organizing collections.

Adobe Photoshop Elements 2018 was purchased to optimize the scanned photographs and documents in our collection.

3. Storage containers
Having obtained significant discounts on our hardware and software, we obtained permission from Richard Bernstein (Appendix B) to purchase several archival approved polypropylene storage containers with our left over grant money. Holes were drilled in the upper sides to provide needed ventilation. These containers were necessary to rectify deficiencies noted in a Preservation Assessment performed on our collection in the spring of 2017. The new storage containers were very useful in organizing our collection for inclusion in our database. We plan to purchase a couple more storage containers to better organize our collection.

Collection Digitization Progress
1. Photographs
1080 photographs were scanned at 600 dpi, adjusted using Adobe Photoshop Elements 18 and saved in jpg format for use in our database. Copies were also made at 72 dpi at native size and thumbnail size for use on our Website.

2. Newsletters
Our complete FHS Newsletter collection, currently 92 issues dating from 1989, was scanned and saved as pdf searchable files. Text from the Newsletters was also extracted for use in our FHS Database for quicker and more complete searches.

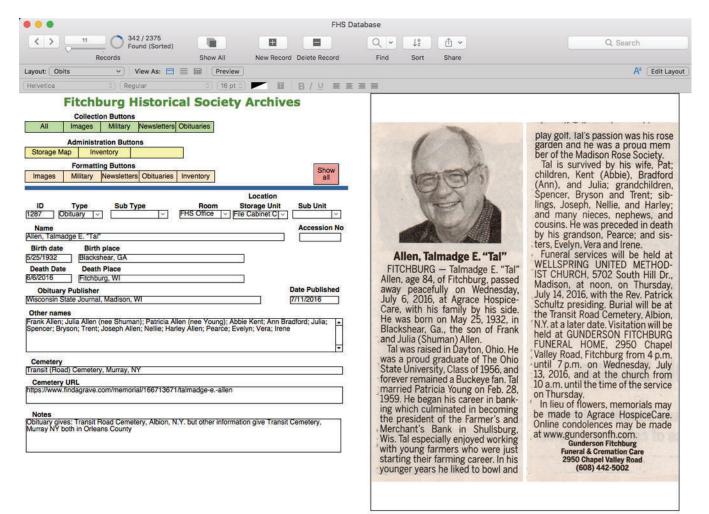3. Military Records
Military records of over 100 Fitchburg residents serving in the Civil War and World War I were extracted from our collection and organized in a tabular format. Information includes name, rank, birth and death dates, enlistment and end of service dates and Company/Division they served with. The tables also contain embedded links to Company/Division histories and cemetery information.

4. Obituaries

Our entire collection of approximately 1000 obituaries of people with a Fitchburg connection were scanned with the help of our advisor Elizabeth Leith and 6 of her students who were working on a community service project. They also helped extract from our obituary collection all names mentioned in the obituary, birth and death dates and places, publication information and links to websites containing cemetery information. So far 342 obituaries were optimized in Adobe Photoshop Elements 2018 and stored in jpg format at 300 dpi and 72 dpi. This project was made possible by obtaining permission from the Wisconsin State Journal and the Unified Newspaper Group to reproduce, store and publish this collection.

5. Accession Records

Our complete file of accession records has been scanned in pdf format. These digitized files still need to be optimized. A better accession number system will be developed and then text will be extracted and the information put into our FHS Database.

Picture 1: Screen image of an obituary record in our FHS Database

Database Development

Using a template for collection management we entered our digitized photograph collection including descriptions and photograph locations. As our database grew with different collection types (Newsletters, Military, Obituaries), we customized the fields for each collection type (Picture 1). The records contain links to either high-resolution photographs or searchable pdf files that automatically appear in each record. Searches can be done on each collection type or on the whole collection.

We have reorganized and imported into our FHS Database our Excel spreadsheet containing about 800 subject areas in our collection with document locations as part of the data management section in our FHS Database. This information can be searched separately or as part of a universal search of our database.

Due to the limited database expertise of most of our FHS board members our most recent project was to make our database more user friendly. This involved setting up clickable buttons that run scripts making it extremely easy to move from one collection type to another and do searches on individual collection types or on our complete data set (Picture 1).

Website Development
1. Photograph Collection
A searchable pdf file containing subjects, descriptions and thumbnail images from our FHS Database photograph collection was prepared. This file was placed on our Wordpress server with a link to it on our FHS Collection webpage. Clickable links on the thumbnails in the pdf file bring up native size 72 dpi images allowing viewers to search and see most of our photograph collection on their computer, tablet or smartphone. This format was devised so that the large pdf file would load quickly on slow Internet connections. This file and linked images contain the majority of our photographic collection.

2. Newsletter Collection
pdf files of all 92 FHS Newsletters were placed on our Publication webpage and as one large pdf file containing all our Newsletters on our FHS Collection webpage. These pdf files are searchable.

3. Military Collection
Our military information on over 100 soldiers from Fitchburg that served in either the Civil War or World War I is available on our Military Service webpage along with links to their Company/Division history and cemetery information.

4. Obituary Collection
At present, our Obituary webpage has a link to a searchable pdf file containing obituary information from 342 obituaries of people associated with Fitchburg. In addition, there is a list containing surnames starting with A through F that have links to their obituaries in jpg format and links to cemetery information. This is an ongoing project that will take considerable time to complete but will allow viewers to search not only for deceased individuals but also for their relatives on their computers, tablets and smartphones.

Appendix A

Finances

Item	Est Cost	Act Cost
Registration Methods for the Small Museum	$31.00	$40.98
2 x WD My Passport 2TB External USB 3.0 HDs ($80 each)	$160.00	$149.98
Adobe Photoshop Elements 15	$100.00	$69.99
FileMaker Pro 16	$329.00	$197.00
Sub total cost	$620.00	$457.95
Storage containers (approved additional request)		$86.66
Total cost		$544.61
Requested grant	$310.00	
Matching funds	$310.00	
Total	$620.00	$544.61
Currently unused funds to be spent at a later date		$75.39

Receipts

1. **Adobe Photoshop Elements 2018**

Nov 11 2017

Order Number: ▆▆▆▆▆▆▆▆▆▆

Order Status: Picked Up
1 item

Payment Method

▆▆▆▆▆▆

$69.99

Order Summary

Product Total	$69.99
Sales Tax, Fees & Surcharges	$0.00
Tax Exempt Coverage	Full
Order Total	**$69.99**

Item Details

Photoshop Elements 2018 MacWindows

SKU: 5982901
Serial Number: ADB00PH166569680260
Quantity: 1

Store Pickup

WEST MADISON WI

Pickup Person:
Allan Tereba ▆▆▆▆▆▆

Item Total	$69.99
Product Price	$69.99
Sales Tax, Fees & Surcharges	$0.00
Tax Exempt Coverage	Full

Status: Picked Up

Your item was picked up on 11/11/2017

2. FileMaker Pro 16

FileMaker®
An Apple Subsidiary

INVOICE
Original

Invoice No.
Invoice Date   11/13/2017
Ship Date   11/13/2017
Customer No
Purchase Order No
Shipping Term   Dest/Freight Prepaid
Payment Terms
Ship Via

BILL TO
Fitchburg Historical Society Allan Tereba FITCHBURG WI 53711 USA

SHIP TO
Fitchburg Historical Society Allan Tereba FITCHBURG WI 53711 USA

Contract No: 41216120

Item No.	Ordered	Quantity Shipped	Back Ordered	Product No. Description	UOM	Unit Price USD	Amount
010	1	1	0	FM161241LL	EA	197.00	197.00
				FM Pro 16; BOGO - 2 licenses NP EDU			
011	2	2	0	RTL-FMP16EDU	EA	0.00	0.00
				BND FM PRO 16 NP EDU			

DO NOT PAY

Total invoice amount:	197.00
Paid via credit card:	197.00
Product Total:	197.00
Tax:	0.00
Freight Charges:	0.00
Sundry:	0.00
Total Due in USD:	0.00

This invoice has been paid by Credit Card.
Thank you.

Corporate address (do not send checks to this address)
FileMaker, Inc. 5201 Patrick Henry Drive, SANTA CLARA, CA 95054 USA

3. **Two WD My Passport 2 Gb external HD**


```
Welcome to Best Buy #208
       7357 W TOWNE WAY
       MADISON, WI 53719
        (608) 829-1188

Val #:000136-618042-610041-278573-475125-058

0208 041 6798 10/26/17 10:13

         TAX EXEMPT

5605528  WDBYFT0020B              74.99
MY PASSPORT 2TB BLACK
   79.99 Was Price
   5.00- PRICE MATCH COMP
   Sales Tax                       0.00
5605528  WDBYFT0020B              74.99
MY PASSPORT 2TB BLACK
   79.99 Was Price
   5.00- PRICE MATCH COMP
   Sales Tax                       0.00

         Subtotal               149.98
        Sales Tax                 0.00
         =================
            Total              149.98

TEC Cert.Key:     CASH          160.00
             CHANGE CASH         10.02

    Other Savings:              10.00
    Total Savings:              10.00

My Best Buy
Member ID
```

4. **Registration Methods for the Small Museum**

Your Amazon.com order of "Registration Methods for...". Inbox ×

Amazon.com To ▮▮▮▮▮   1/8/18, 6:53 PM

amazon   **Order Confirmation**

Hello Allan Tereba,

Thank you for shopping with us. You ordered "Registration Methods for...". We'll send a confirmation when your item ships.

Details

Order # ▮114-6457078-5254629▮

Arriving: Ship to:
Monday, January 15 –   **Allan Tereba**
Friday, January 19   ▮▮▮▮▮▮▮▮▮▮▮▮

[View or manage order]

Total Before Tax: $38.84
Estimated Tax: $2.14
Order Total: **$40.98**

We hope to see you again soon.

Amazon.com

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5. Storage Containers

MENARDS®
Dedicated to Service & Quality™

Dear Barb Tereba,

Thank you for ordering from MENARDS.COM®, where you will always Save *BIG* Money®! Below you will find the details of your order. Please keep this e-mail for your records.

To track the status of your order from MENARDS.COM®, click on the order number below.

Ship to Store

- Order # MADI30360976
- Transaction ID: 7919
- Register ID: 75
- Store Number: 3598

MADISON WEST
430 COMMERCE DRIVE
MADISON, WI 53719

Description	Quantity	Status	Price
Sterilite® Gasket 12 Quart/5 Gallon Clear Storage Tote Model Number: 19324306	1	Processed	$6.99

Order Summary:

Order Confirmation Number: ████████
Order Date: 01/19/2018
Merchandise Subtotal: $6.99
Sales Tax: $0.38

Order Total: $7.37

Check your gift card balance here >

Payment Information:

Visa - ***********, $7.37

Billing Address:

Barb Tereba
████████████
MADISON, WI 53711
US
Phone: ████████

7

◎ TARGET
EXPECT MORE. PAY LESS.

FITCHBURG - 608-819-1522
01/26/2018 09:47 AM EXPIRES 04/26/18

```
HOME
002020285      UTILITY TUB    T   $14.82  ↓
               3 @ $4.94 ea
               Saved $1.65 off $16.47
002021114      56QT BOX CLR   T    $9.98
               2 @ $4.99 ea

                   SUBTOTAL      $24.80
   T = WI TAX  5.5000% on  $24.80    $1.36
                      TOTAL      $26.16
            VISA CHARGE    $26.16
            AID: A0000000031010
            VISA CREDIT

         ↓ INDICATES SAVINGS
```

FITCHBURG - 608-819-1522
01/18/2018 12:42 PM EXPIRES 04/18/18

```
GROCERY
212120148      BUSHS BEST    FN     $0.99
HEALTH-BEAUTY-COSMETICS
049000219      DIAL          T      $0.76
HOME                        return
002020183      UTILITY BIN   T      $4.99
002020362      UTILITY TUB   T      $4.99
002020406      66 QT BOX     T      $7.99
002021159      UTILITY BIN   T     $15.99
253010711      UPUP FOOD ST  T      $2.29

                   SUBTOTAL      $38.00
   T = WI TAX  5.5000% on  $37.01    $2.04
                      TOTAL      $40.04
            VISA CHARGE    $40.04
            AID: A0000000031010
            VISA CREDIT

  REC#2-8018-2106-0084-8938-4 VCD#750-251-747
```

◎ TARGET
EXPECT MORE. PAY LESS.

FITCHBURG - 608-819-1522
02/02/2018 10:12 AM EXPIRES 05/03/18

```
HOME
002021114      56QT BOX CLR   T   $17.96  ↓
               4 @ $4.49 ea

                   SUBTOTAL      $17.96
   T = WI TAX  5.5000% on  $17.96    $0.99
                      TOTAL      $18.95
            VISA CHARGE    $18.95
            AID: A0000000031010
            VISA CREDIT

         ↓ INDICATES SAVINGS
```

◎ TARGET
EXPECT MORE. PAY LESS.

FITCHBURG - 608-819-1522
01/24/2018 08:37 AM EXPIRES 04/24/18

```
HOME
002020285      UTILITY       T    $4.94  ↓
               Saved $0.55 off $5.49

                   SUBTOTAL       $4.94
   T = WI TAX  5.500       n   $4.94    $0.27
                      TOTAL       $5.21
            CASH PAYMENT   $20.00
            CHANGE DUE     $14.79
```

Appendix B

Approval to buy storage containers

Subject: RE: Mini grant questions
From: RICHARD ALLEN BERNSTEIN - To: allan5750@charter.net - Date: May 31, 2018 at 11:37 AM

Electronic is fine.

Yes you can find something else to spend the money on. As long as it relates to collections care or access.

Richard Bernstein, Southern Region
Local History-Field Services
Office of Programs and Outreach

Wisconsin Historical Society
816 State Street, Madison, WI 53706
608 264 6583
rick.bernstein@wisconsinhistory.org

Wisconsin Historical Society
Collecting, Preserving and Sharing Stories Since 1846

From: Allan Tereba
Sent: Tuesday, May 29, 2018 6:36 PM
To: RICHARD ALLEN BERNSTEIN
Subject: Mini grant questions

Rick,

I have two questions about our obligations to submit a report on the status of our mini grant received last July.

1. Does a paper copy of the report have to be sent or can we submit an electronic copy in pdf format?

2. After buying all the requested items in the grant and archival quality storage containers you gave us permission to buy we still have $75.39 left of which $37.70 is WCLH grant money. What is the procedure for returning this money or do we have additional time to buy additional items that may come up over the next couple of years as we continue to develop our database?

We are making faster progress than expected on our multi year digitization project thanks to our Collection Advisor Elizabeth Leith and her 6 students. Our database continues to be refined and expanded and most of our digitized items are being put on our website.

Thank you for answering these questions.

Allan Tereba
President, Fitchburg Historical Society