

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.

The screenshot displays the 'FHS Database' web application interface. At the top, there's a navigation bar with 'Records' (11/342 / 2375 Found (Sorted)), 'Show All', 'New Record', 'Delete Record', 'Find', 'Sort', and 'Share' buttons. Below this is a 'Layout' dropdown set to 'Obits' and a 'View As' section with icons for list, grid, and preview views. The main content area is titled 'Fitchburg Historical Society Archives' and features three sections of buttons: 'Collection Buttons' (All, Images, Military, Newsletters, Obituaries), 'Administration Buttons' (Storage Map, Inventory), and 'Formatting Buttons' (Images, Military, Newsletters, Obituaries, Inventory). A 'Show all' button is also present. The record form for ID 1287 is shown, with fields for Name, Birth date, Birth place, Death Date, Death Place, Obituary Publisher, Date Published, Other names, Cemetery, Cemetery URL, and Notes. To the right of the form is a large image of Talmadge E. 'Tal' Allen, a man with glasses, and a detailed obituary text. The obituary text describes his life, family, and funeral services.

Fitchburg Historical Society Archives

Collection Buttons: All Images Military Newsletters Obituaries

Administration Buttons: Storage Map Inventory

Formatting Buttons: Images Military Newsletters Obituaries Inventory

Show all

ID: 1287 Type: Obituary Sub Type: Location: FHS Office Room: File Cabinet C Storage Unit: Sub Unit:

Name: Allen, Talmadge E. "Tal" Accession No:

Birth date: 5/25/1932 Birth place: Blackshear, GA

Death Date: 8/6/2016 Death Place: Fitchburg, WI

Obituary Publisher: Wisconsin State Journal, Madison, WI Date Published: 7/11/2016

Other names: Frank Allen; Julia Allen (nee Shuman); Patricia Allen (nee Young); Abbie Kent; Ann Bradford; Julia; Spencer; Bryson; Trent; Joseph Allen; Nellie; Harley Allen; Pearce; Evelyn; Vera; Irene

Cemetery: Transit (Road) Cemetery, Murray, NY

Cemetery URL: <https://www.findagrave.com/memorial/166713671/talmadge-e-allen>

Notes: Obituary gives: Transit Road Cemetery, Albion, N.Y. but other information give Transit Cemetery, Murray NY both in Orleans County

Allen, Talmadge E. "Tal"

FITCHBURG — Talmadge E. "Tal" Allen, age 84, of Fitchburg, passed away peacefully on Wednesday, July 6, 2016, at Agrace Hospice-Care, with his family by his side. He was born on May 25, 1932, in Blackshear, Ga., the son of Frank and Julia (Shuman) Allen.

Tal was raised in Dayton, Ohio. He was a proud graduate of The Ohio State University, Class of 1956, and forever remained a Buckeye fan. Tal married Patricia Young on Feb. 28, 1959. He began his career in banking which culminated in becoming the president of the Farmer's and Merchant's Bank in Shullsburg, Wis. Tal especially enjoyed working with young farmers who were just starting their farming career. In his younger years he liked to bowl and play golf. Tal's passion was his rose garden and he was a proud member of the Madison Rose Society.

Tal is survived by his wife, Pat; children, Kent (Abbie), Bradford (Ann), and Julia; grandchildren, Spencer, Bryson and Trent; siblings, Joseph, Nellie, and Harley; and many nieces, nephews, and cousins. He was preceded in death by his grandson, Pearce; and sisters, Evelyn, Vera and Irene.

Funeral services will be held at WELLSRING UNITED METHODIST CHURCH, 5702 South Hill Dr., Madison, at noon, on Thursday, July 14, 2016, with the Rev. Patrick Schultz presiding. Burial will be at the Transit Road Cemetery, Albion, N.Y. at a later date. Visitation will be held at GUNDERSON FITCHBURG FUNERAL HOME, 2950 Chapel Valley Road, Fitchburg from 4 p.m. until 7 p.m. on Wednesday, July 13, 2016, and at the church from 10 a.m. until the time of the service on Thursday.

In lieu of flowers, memorials may be made to Agrace HospiceCare. Online condolences may be made at www.gundersonfh.com.

Gunderson Fitchburg Funeral & Cremation Care
2950 Chapel Valley Road
(608) 442-5002

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	<u>\$329.00</u>	<u>\$197.00</u>
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	<u>\$620.00</u>	<u>\$544.61</u>
Currently unused funds to be spent at a later date		\$75.39

Receipts

1. Adobe Photoshop Elements 2018

Nov
11
2017

Order Number: [REDACTED]

Order Status: Picked Up
1 item

Payment Method

[REDACTED]

\$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: ADB00PH1665696
80260
Quantity: 1

Store Pickup

WEST MADISON WI

Pickup Person:
Allan Tereba
[REDACTED]

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



INVOICE

Original

Page: 1 of 1

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

BILL TO

Fitchburg Historical Society
Allan Tereba
[REDACTED]
FITCHBURG WI 53711
USA

SHIP TO

Fitchburg Historical Society
Allan Tereba
[REDACTED]
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 FM Pro 16; BOGO - 2 licenses NP EDU	EA	197.00	197.00
011	2	2	0	RTL-FMP16EDU BND FM PRO 16 NP EDU	EA	0.00	0.00

DO NOT PAY

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

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

Certificate of Origin: Unless otherwise indicated, FMI products listed above were assembled in the United States and/or Singapore.

INVOICE - TERMS & CONDITIONS: These Terms and Conditions will apply to all products and services ordered from FileMaker, Inc. ("FMI") in the absence of a written agreement signed by FMI. Although these Terms and Conditions may conflict with the terms and conditions, if any, specified by the Customer in the Customer's order form or otherwise, FMI acceptance of Customer's order is subject to these Terms and Conditions. Any term, provision, or condition in conflict with, or in addition to or in modification of any of these Terms and Conditions shall not be binding upon FMI unless such term, provision or condition is in writing and signed by an officer of FMI. All use of the FMI software is subject to the FMI software license terms provided by FMI. A warranty is granted directly to the end user customer as stated in the FMI software license, and FMI makes no other warranties. All prices are exclusive of federal, state and local, excise, sales, use and similar taxes and shall be payable by Customer. Time of payment is of the essence. Unless stated otherwise, all payments shall be in U.S. dollars. FMI may charge interest at the maximum rate permitted by law or on any overdue amounts owed to FMI. FMI shall also be entitled to collect from Customer all costs of collection of amounts owed by Customer to FMI including reasonable attorney's fees. FMI will not provide any credit for products returned without FMI's prior authorization. FMI does not permit the return of, or offer refunds for Volume License software orders. FMI's aggregate liability (if any) shall in no circumstances exceed the cost of any products purchased to which the claim relates, except as prescribed by law. IN NO EVENT SHALL FMI BE LIABLE FOR INCIDENTAL, INDIRECT, CONSEQUENTIAL OR SPECIAL DAMAGES OF ANY NATURE EVEN IF ADVISED OF THE POSSIBILITY OF THE SAME. The remedies set out in these terms shall be each party's sole and exclusive remedy for any breach of this agreement by the other party. These Terms and Conditions shall be governed by and construed in accordance with the laws of the State of California, excluding that body of law applicable to conflict of laws. The parties agree that the exclusive jurisdiction and venue of any action with respect to this order shall be the Superior Court of California for the County of Santa Clara or the United States District Courts of the Northern District of California, and Customer and FMI each submit itself to the exclusive jurisdiction and venue of such courts for the purpose of any such action. This software is subject to all laws, regulations, orders or other limitations on the export and reexport of commodities, technical data and software. You must not export, reexport, resell or transfer any FMI software or technical data (a) in violation of any such limitations imposed by the United States or any other appropriate national government authority, or (b) to any country for which an export license or other governmental approval is required at the time of export, without first obtaining all necessary licenses or approvals.

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: [REDACTED]

CASH 160.00
CHANGE CASH 10.02

Other Savings: 10.00
Total Savings: 10.00

My Best Buy Member ID [REDACTED]

4. Registration Methods for the Small Museum

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

☆ Amazon.com To [REDACTED] 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 # [REDACTED]

Arriving: Monday, January 15 - Friday, January 19	Ship to: Allan Tereba [REDACTED]
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[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

5. Storage Containers

My Account Help Center MENARDS.COM Shop Online

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 # **MADK0360976**
- 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: [REDACTED]
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
[REDACTED]
MADISON, WI 53711
US
Phone: [REDACTED]



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 BUSHES BEST FN \$0.99

HEALTH-BEAUTY-COSMETICS

049000219 DIAL T \$0.76

HOME

~~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



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



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



HOME

002020285 UTILITY TUB T \$4.94 ↓
Saved \$0.55 off \$5.49

SUBTOTAL \$4.94
T = WI TAX 5.5000% on \$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 - [REDACTED] - 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 [REDACTED]
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
[REDACTED]