



Grant Category	Application Number	Grant Number
Digitization of Library Historical Material Level 2 (Competitive)	046	

<b>GENERAL INFORMATION</b>
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Applicant Library System Waukesha County Federated Library System	Applicant Agency Dwight Foster Public Library	
Project Administrator Ms. Amy Lutzke	Email alutzke@fortlibrary.org	Phone (920) 563-7790

Project Title
Jefferson County Union/Hoard's Dairyman Digitization

County / Counties Served by Project
Jefferson County, other counties and states in U.S.

People Served by Project <i>Estimated</i>	Federal Funds Requested	Federal Congressional District(s) Served by Project	DUNS Number
20,000	\$9,280	1 2 5 6	159324326

<b>PROJECT INFORMATION</b>
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Primary Purpose	Project Intent
Convenient access and quality library services for all residents	Improve users' ability to discover information.

<b>EVIDENCE OF NEED</b>
<i>Maximum Points for Competitive Grants: 10</i>

**Justification for the Project**

Our desire to provide information to a broad range of users as conveniently as possible is a motive behind the desire to provide online access to these materials. Digitization of Wisconsin newspapers has already been identified as a state priority. More and more users are expecting convenient, searchable, online access to these materials for their use. Our library was selected to participate in the WI Newspaper pilot project. This project is intended to set standards for newspaper digitization in WI and provide a one-stop shot through the WI Newspaper Association for researchers to access these materials. This grant is intended to help us complete a subset of our newspaper collection that will be added to the WI Newspaper Association site.

The Jefferson County Union is a newspaper that was started and edited by W.D. Hoard, an early Wisconsin governor. Mr. Hoard also started the premier dairy industry publication Hoard's Dairyman, which is still published today. The insert began in 1885 and was published as a part of the Union. Both of these publications are important parts of Fort Atkinson and Jefferson County history. They are also very important to the history of the dairy industry in Wisconsin.

The library, museum and the W.D. Hoard & Sons company all receive off-site requests for information from the Jefferson County Union and historic Hoard's Dairyman. Providing access to this information online will also make it more accessible to students conducting research in our school district. The searching capability of digitized materials enhances their value to both library staff and patrons when seeking information from these sources.

Fort Atkinson's estimated 2014 population was 12,430

Jefferson County's estimated 2014 population was 84,395

Dwight Foster Public Library's service population in 2014 was 21,568

Estimated total circulation for the Dwight Foster Library in 2014 is 204,277

In addition to improved access to these materials our desire is to preserve them for the future.

Waukesha County Federated Library System did not receive any LSTA digitization money in 2015.

Note: the Dwight Foster Public Library and all Jefferson County libraries will be joining the Waukesha County Federated Library System in 2016 under the new library system name: Bridges.

**PROJECT OUTCOMES***Maximum Points for Competitive Grants: 20*

Intentional and Measurable Outcome(s) of the Project

Goal:

Digitized microfilm is prepared according to standards necessary to be included in the WI Newspaper Association newspaper collection.

Goal:

Provide online access to the Jefferson County Union and Hoard's Dairyman through national, state and local venues.

**PROJECT ACTIVITIES***Maximum Points for Competitive Grants: 45*

Activity 1

Type: Content

Mode: Creation

Format: Digital

Description:

Prep the scanned microfilm by splitting the 2-up images, cropping and deskewing them and breaking the large files into month/year/page. Run the data conversion tool. Insert captured text and metadata within the TIFF. Remake the index. Run the OCR on images. Create PDF data from TIFFs.

Evaluation:

Review samples of the completed microfilm. Run searches to determine quality of OCR and indexing.

**BUDGET AND BUDGET NARRATIVE***Maximum Points for Competitive Grants: 20*

**Budget.** Complete the following charts and narrative budget page. Include requested amounts for LSTA and match funds allocated in support of the project. There is no requirement that LSTA funds be matched with local funds; however, both match funds and LSTA funds for the project will be taken into consideration when evaluating the budget. Matching funds may include both existing and new budget items for direct expenditure on the project. For this purpose, existing or in-kind budget items may include space, equipment, salaries, fringe benefits, supplies, and other related costs. Federal funds received by public libraries must be deposited with the library's municipality per Wis. Stats. s. 43.58(2). Federal audit requirements must be met.

If the project includes indirect costs, the amount cannot exceed the federal indirect cost rate your municipality has negotiated with a federal agency. If your municipality requires indirect costs to be assessed on your federal projects but does not have a negotiated rate, indirect charges may not exceed 10% of total LSTA funds requested

Category	Match Source	Match Funds	LSTA Funds
Salaries/Wages/Benefits	In-kind	\$240	\$0
Consultant Fees		\$0	\$0
Travel		\$0	\$0
Supplies/Materials		\$0	\$0
Equipment		\$0	\$0
Services	Local	\$4,073	\$9,280
Indirect Costs		\$0	\$0
Total Match and LSTA Funds		\$4,313	\$9,280

**Budget Narrative**

Outline the project budget in narrative form under the following categories. If both local and LSTA funds will be used, please specify by source within the categories. Explain how the various budget items are applicable to the proposed project.

**Salaries, wages, and benefits.** Include position titles (but not names) and number of FTEs in description. Provide sufficient detail to assure that LSTA funding is not supplanting local funding.

Project manager: 10 hrs at \$24 per hour = \$240

**Services.** Include description of services provided. Describe databases here; include names of vendors.

Match Funds:

Cost to scan 19 years of microfilm (already complete) = \$2033

Processing microfilm into WNA collection - .12 per page/17000 pages = \$2040

LSTA Funds: (contracting with Northern Micrographics)

Data Prep - \$50/hr, 2 hr estimate = \$100

Split 2-up images - 8500 images X .10/image = \$850

Crop/Deskew - 17,000 images X .27/image = \$4590

OCR TIFF images - 17,000 images X .12/image = \$2040

Data Conversion - 17,000 images X .05/image = \$850

Create Multi-page PDF Image + Text - 17,000 images = \$850