



Jericho House



Josiah Dennis Manse



West Dennis Graded School House

## *Dennis Historical Society*

On behalf of the Dennis Historical Society (DHS), I am pleased to submit ten copies of an application for Grant to the Town of Dennis Community Preservation Committee for:

*Integration of the Dennis Digital Archive with the  
Digital Commonwealth at the  
Boston Public Library*

As discussed at the April 2018 CPC Meeting, DHS initiated a course correction for the Digital Archive last fall and started a collaboration program with the Digital Commonwealth (DC) through the Boston Public Library (BPL) to host our site. This was a direct result of the concerns expressed by CPC and the resulting lower grant for 2019.

With the recent decision by the CPC and approval by the Selectmen to extend financial support beyond April 30, 2018, using current contract unused funds, DHS will continue our work through the end of this calendar year. As we do that we will be increasing our knowledge of the DC each month. As a result, I would request that the review of this grant application be near the end of your review window so we can be as knowledgeable as possible of this ongoing collaboration effort.

To the best of my knowledge, this application completely and fully complies with the requirements of the Application for Dennis Community Preservation Funds.

Sincerely,

Robert W. Poskitt

508-394-0310

BobPoskitt@comcast.net

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Post Office Box 607  
South Dennis, Massachusetts 02660

**Application for  
Dennis Community Preservation Funds  
Fiscal Year 2020 Funding**

Integration of the Dennis Digital Archive with the  
Digital Commonwealth at the  
Boston Public Library

Requested by  
The Dennis Historical Society



**Application for**  
***Integration of the Dennis Digital Archive with the***  
***Digital Commonwealth at the***  
***Boston Public Library***

**SYNOPSIS**

1. ***Project Title:*** Integration of the Dennis Digital Archive with the Digital Commonwealth at the Boston Public Library.

2. ***Organization Name:*** The Dennis Historical Society.

3. ***Amount Requested from CPA funds:*** \$33,650

4. ***Purpose:*** Historic Preservation

5. ***Project Site Location:***

Dennis Historical Society Library, West Dennis Library, Rte. 28, West Dennis,  
Boston Public Library, Boston, MA and private homes.

Digital Archive Availability: World Wide Web.

6. ***Synopsis of Project:***

The Dennis Historical Society Archive is an Internet accessible archive of the history of Dennis, MA. DHS is honored to have had the continuing support of the CPC that has allowed the Town of Dennis to become a statewide leader in providing its historical archives to the international public. This application proposes funding to collaborate with the Digital Commonwealth of the Boston Public Library to host our archive in the future.

## APPLICANT INFORMATION

7. **Project Title:** Positioning of the Dennis Digital Archive with the Digital Commonwealth of the Boston Public Library.

8. **Organization Name:** The Dennis Historical Society.

9. **Address:**

P.O. Box 607

South Dennis, MA 02660

E-mail:

Website: [www.dennishistsoc.org](http://www.dennishistsoc.org)

Digital Archive: [archive.dennishistsoc.org](http://archive.dennishistsoc.org)

Also easily accessed by internet search terms such as "Dennis Archive" or variants thereof.

10. **Federal Tax Identification Number** - 04-2624741

11. **Contact Person:**

Robert W. Poskitt

Project Manager

248 Main St.

South Dennis, MA 02660

508-394-0310

E-mail: [BobPoskitt@comcast.net](mailto:BobPoskitt@comcast.net)

11a. **Name of the Person Who Will Receive the Funds:**

Lawrence Symington, DHS Treasurer

## APPLICANT BACKGROUND

### *12. Applicant History:*

The Dennis Historical Society (DHS) was formed in 1963 to accept gifts of Dennis-related artifacts for use in the Jericho Historical Center that had been presented to the town in 1962. The Dennis Historical Society by charter is an educational organization established to stimulate an interest in local history, to promote scholarly effort, to foster the continued collection and preservation of historical data and material, and to cooperate with individuals and other organizations having similar interest. Its **MISSION** is to preserve, promote, and present the history of Dennis, Massachusetts.

DHS is a non-profit organization whose only sources of funding are membership dues, donations, book sales and occasional fund-raising activities. The Society annually hosts a dozen historical presentations and other functions. DHS owns most of the artifacts in and has oversight of three Town of Dennis owned museum properties each of which is operated by their own committee and open to the public on regular published schedules. These museums are:

*1801 Jericho Historical Center:* Built by Theophilus Baker and gifted to the Town of Dennis in 1962. It is listed on the State Register of Historic Places. It is open seasonally several days a week from June until September for special events and tours.

*1736 Josiah Dennis Manse Museum:* It was purchased by the town in 1967 and completely restored in 2011. This is the original home of the first settled minister of the town. It is listed on the National Register of Historic Places, in the MA Cultural Resource Information System, and is covered by a MA Historical Commission preservation restriction.

*The 1867 West Dennis Graded School* was restored in 2002 and is listed on the National Register of Historic Places, in the MA Cultural Resource Information System, and is covered by a MA Historical Commission preservation restriction.

The DHS maintains a comprehensive library at and under agreement with the West Dennis Public Library. DHS also sponsors programs of historical interest for its members and the general public and interacts with other Cape Cod historical

organizations through its membership in the Cape and Islands Historical Assoc. DHS is also a member of the Dennis Chamber of Commerce.

**13. Names of Directors:**

*President - Diane Rochelle*

*Vice Presidents - David Talbott, Terri Fox*

*Recording Secretary - Bonnie Hempel*

*Corresponding Secretary - Ruth Derick*

*Treasurer - Larry Symington*

*Asst. Treasurer - June Howes*

**14. Summary of Comparable Projects Completed:**

*Dennis Manse Restoration (CPA Grants from 2006 - 2011)*

*Historic Artifacts Preservation (CPA Grant 2007)*

*Oil Painting Conservation (CPA Grant 2013)*

*Framed Glass Protection (CPA Grant 2013)*

*Howes Cemetery Restoration (CPA Grant 2017)*

*Development of the Digital Accessible Archive (CPA Grants 2006 – 2018)*

**PROJECT INFORMATION**

**15. Project Concept**

***Project Background***

More than ten years ago the Dennis Historical Society recognized that historical preservation efforts by themselves were of limited use unless the items were made available to the public for viewing and research. The late Burt Derick had previously embarked on a personal multi-year effort to collect and digitize all of the written and photographic material pertaining to the history of Dennis. These were not just his family's archives and records as he had been very active over

many years soliciting historical information from the many town families he and his mother Pauline Wixon Derick had known for a life time. These efforts included DHS books and records plus those borrowed from other sources. Burt and his family were responsible for collecting and saving more than 200 individual collections from the residents of Dennis.

Under the leadership of the late Peter Howes, the effort was organized to determine the best way to provide this historic knowledge to the world at large. The result became the Searchable Digital Archive. The Community Preservation Committee of Dennis, with great foresight, has funded this effort which today has resulted in one of the largest searchable historical archives of any historical society in the state.

### ***Change of Direction***

On Sept. 18, 2017 DHS was informed by the CPC that funding for the Digital Archive was being substantially reduced compared to the last grant application request. The reason was related to several specific concerns including (among them) multiple redundant entries and the inability to search the archive for concise information. The recommendation from the CPC was for DHS to address these issues and then return in the future for funding.

After a review of the above by the Board of DHS new personnel were assigned to help lead this project. Contact was initiated with other area historical societies to assess their status in digitizing their archives. A couple meetings with the Historical Society of Yarmouth resulted in contact and meetings with the Boston Public Library (BPL) and Digital Commonwealth. Digital Commonwealth is a non-profit state collaborative organization that provides resources and services to support the creation, management, and dissemination of cultural heritage materials held by MA libraries, museums, and historical societies. They currently have over 130 member-institutions across the state. In 2010 BPL took over the role of maintaining and promoting the Digital Commonwealth site.

DHS had made contact with Digital Commonwealth in the past (prior to 2010) and had wanted to apply for an evaluation and inclusion in their archive. At the time their backlog was so large that no action occurred.

BPL is currently very active with over 20 major state organizations including museums and state institutions. On the Cape alone BPL is partnering with 19 organizations including historical societies, local museums, town municipalities, newspapers and local colleges including Cape Cod Community College. These institutions have been successful in significantly improving the access of their records and archives to millions of people around the world as the Digital Commonwealth is now part of the Digital Public Library of America.

In early discussions with BPL it became apparent that if DHS were to work with them we would have to make a choice between BPL's Hosting the Digital Archive or Harvesting it. The two are as follows:

**Hosting:** BPL would make a copy of everything including the descriptors and metadata. They then would replicate the DHS repository on their site and we would no longer manage the Archive. DHS would, however, be able to add to the Archive as new collections are donated to the Society. Costs of professional archivists would occur on an as needed basis. Cost of maintaining the DHS site would then become BPL's ongoing responsibility.

**Harvesting:** BPL would make a full copy of the indices that is currently in our archive. DHS, however, would maintain the repository and the annual site costs. The problem here is that no changes could be made to the repository. If changes were made, the link to BPL would be broken and items could not be readily found. In this case DHS would run in parallel with BPL and pay annual site fees.

After further discussions BPL requested that we sign their Agreement of Collaboration as a way to indicate our intent to work with them. That was completed in December 2017. In addition to expanding the public usage of the Digital Archive, the next DHS objective was to eliminate the need for long term management and cost of maintaining the Digital Archive. As a result the decision was made to work with BPL and have them eventually host the site (as opposed to harvesting it).

#### 16. **Project Goals/Objectives:**

Collaborative work has been underway with BPL since early this year. BPL assigned one of their archivists to work with DHS' two professionals to start this process. Early work focused on understanding how BPL was organized.

The **Objective** of this phase is to **understand the BPL nomenclature and determine, on a batch by batch basis, what changes should to be made within the DHS Digital Archive to be compatible with BPL.** This objective will continue well into 2019 as each new batch uploaded to BPL is a learning experience for both DHS and BPL.

In February BPL asked DHS to select a collection that represented a portfolio of simple-to-more complex items and forward it to them for analysis. They felt this was the best way to start to learn about the DHS archive and the descriptors/nomenclature we use. The next several weeks, however, were spent defining the word 'collection.' Collections within DHS represent a variety of historical items from letters and logs to postcards and photographs while BPL defines it as a set of like items. As DHS got started a large amount of time was consumed in understanding each party's definition of commonly used words like 'collection.'

DHS' second submittal was a group of items of a similar nature, all being postcards that had essentially similar type of metadata. The set of postcards was sent to BPL but conflicting time priorities within BPL resulted in our not hearing back from them until March.

As this work began it became apparent that a number of the items in the DHS Digital Archive were not as well defined as they could have been. For example, DHS has discovered that some people are referred to under multiple names as Charlie, Uncle C, Charles Sears, and grandpa. What we had not found out until recently is that these 4 names refer to the same person in letters and logs. Based upon that new information some changes need to be made to the descriptors so researchers can locate the correct people and their histories. It is important, therefore, to work on these items NOW and make the needed changes before being uploaded to BPL.

During the past several years, there has been a lot of emphasis to upload more items onto the Digital Archive than to do the needed research to define the items with better descriptors. As a result there is a growing list of needed corrections that can now be worked on in preparation for the next batch upload to BPL.

### ***Data Ownership and Copyrights***

All original material copyrights are retained by the original copyright owner. Only the metadata is affected by the copyright agreement of the Digital Commonwealth of BPL. This has little or no consequence to DHS.

### ***Transition to BPL***

The following procedure has been supplied by the Chief Archivist from BPL for transitioning the DHS Digital Archive to BPL Digital Commonwealth:

1. DHS chooses items/images and quantity to be exported to BPL.
2. Accompanying metadata is forwarded in Excel spread sheets. This has to clearly match up with the specific images and be qualified by BPL to confirm to their standards. Detail work needs to be done here as future changes will become more difficult and time consuming.
3. We correct discrepancies and then the BPL archivists do the transformation work to make sure the detailed DHS metadata will work within the BPL system.
4. Assuming number 3 is OK, DHS sends collection descriptions and rights and relevant licensing information for the batches that are completed.
5. BPL archivists forward finished batches to their own inhouse web developer to upload to the BPL repository.
6. Steps 1 through 5 are repeated as many times as necessary until everything is in the BPL repository.

Feedback from BPL is that the timing for completion is not well understood at this early stage of collaboration. Each batch upload provides BPL with new understanding of the depth and complexity of the DHS archive. The fastest transition to date with BPL has been a little more than one year. That project, however, was a very large collection of photographs (only) that had very consistent descriptors and accompanying metadata. With more variation in the items comes a longer transition time. It is our expectation that this transition could take up to 2 years but that could vary by 6 months either way.

***Efforts and Financing in 2018 and 2019***

Based on the agreement of the CPC in April 2018, funding of this re-positioning effort will continue beyond 4/30/18 through the end of this year utilizing the remaining funds from the last 2017 grant as follows:

**Budget for May 2018 through December 2018**

Archivist	34 weeks	\$16,200
Database Admin.	34 weeks	3660
Admin. Costs		930
	Total	\$20,790

These costs will be covered by the contract extension beyond April 30, 2018.

**Budget for January 2019 through April 30, 2019**

Starting Jan. 1, 2019, the following costs will be assumed by DHS until 4/30/2019:.

Archivist	17 weeks	\$8100
Database Admin.	17 weeks	1830
Admin/Atmire Costs		6700
	Total	\$16,630

The above Admin./Atmire costs, being funded by DHS, include a one- time, year-end 2018 bonus (paid by DHS in January 2019) for both the Administrator and the Archivist. This bonus will be tied to quantifiable objectives to insure needed

progress by year end 2018. That bonus in effect increases the hourly rate of the Administrator from \$20 to \$22.50 and the Archivist from \$15 to \$17.50.

**Budget for May 1, 2019, through December 30, 2019:**

DHS proposes to further increase the hourly rate to \$25/hr for the Database Admin and \$20/hr. for the Archivist.

Archivist	34 weeks or 1000 hrs. @ \$20/hr.	\$20,000
SS/Medicare		1530
Database Admin.	170 hrs @ \$25/hr	4250
SS/Medicare		325
MA Unemployment		395
	<b>Total</b>	<b>\$26,500</b>
<b>Oher Costs</b>		
Fratus		\$600
Workers Comp Insurance		300
Digital Commonwealth		50
Atmire		6200
	<b>Other Total</b>	<b>7150</b>
	<b>GRAND TOTAL</b>	<b>\$33,650</b>

The DHS contract professionals have expressed concern on numerous occasions about their hourly rate. It has become more of an issue recently as they have met with and spent time with their BPL archivist counterparts in Boston. BPL archivist hourly rates, as P2 state employees, vary from \$28 to \$38/hr. Supervisory personnel at a P4 grade earn \$35 to \$47/hr. With their location being in the heart of Boston, those rates are about 5 to 7% higher than elsewhere in the state.

It also is well known that any interruption or delay in collaboration with BPL will result in other organizations moving ahead and obtaining more BPL professional help, at DHS expense. DHS feels it is very important that we keep these two professionals throughout the entire collaboration process due to their unique knowledge and experience with this archive.

### ***Project Staff***

Mitzi Krueger is the technical lead and the professional architect. Mitzi has recently obtained her Masters in Library Science and has substantial prior experience with complex data bases. Her computer skills are key to the progress to date on this project. She is currently employed by the Town of Yarmouth Library System and we expect that she will continue her part time supervisory work on this program.

Chloe Krueger has been the working archivist on this program in a part time to full time basis. She is a fully knowledgeable and meticulous worker. Her future employment with the Archive is dependent on her future plans.

### ***17. Describe any legal issues, ramifications, impediments about the project.***

This proposal is for the period commencing May 2019 to April 2020. Staffing at that time may be different than now. While no personnel changes are anticipated at this time, we are aware that personnel changes may occur during the program. If that were to occur we will seek to locate someone with the requisite computer expertise and digital archive experience.

New staff would require training on both the methods of inputting data but more importantly on how to create metadata which uniquely identifies each item. We are committed to insure proper management, data protection, and transitional training as needed.

**18. Describe how this project accomplishes the goals and objectives of the CPA**

This project fully meets the goals and objectives “for the acquisition, preservation, rehabilitation and restoration of historic resources” as stated in section 5(b)(2) of the Community Preservation Act: Enabling Statute - M.G.L. ch. 44B.

This project also meets the goals and intent of History Sections 1,2,5,6 and 7 in the document Town of Dennis Community Preservation Committee Application and Criteria.

**19. Describe how this project is relevant to the current and future needs of Dennis**

Scholars and students worldwide can access the growing inventory and its data for research and casual interest. All of the Archive is fully accessible and available to all from computers in homes, schools, and libraries. With BPL eventually hosting this Archive, however, it will be readily searchable through all search engines worldwide including Google.

The history section in the Town of Dennis Community Preservation Committee Application and Criteria best summarize below the relevance of this proposal effort:

Protect, preserve, enhance, restore.....cultural.....resources of significance.

Preserve and enhance town owned properties (in this case antique records) of historical significance.

Provide permanent protection of historic resources

Identify, preserve, and enhance the heritage of the Town of Dennis

And finally.....optimize the use and enjoyment of the town’s historic resources by residents and visitors.

**20. Describe how this project relates to the Dennis Local Comprehensive Plan**

The plan established goals and minimum performance standards for a town’s preservation of its heritage as it preserves history electronically as opposed to physically.

We believe that this effort is fully in compliance with the goals of the Dennis Local Comprehensive Plan, as preserving the historic material described herein provides that human face of history in the Town of Dennis without which the rest of us would have no character.

**20a. *Anticipated start and end dates of the project***

*Start: May 1, 2019      End: April 31, 2020*

**21. *Total CPA Funding Request***

*\$33,650.00*

**22. *Financial Plan and Discussion***

*See Section 16, Project Goals and Objectives*

**23. *Evidence of interest from potential lenders:*    *N/A***

**24. *List of funding sources, including private/public in-kind:*    *N/A***

**25. *For Community Housing Projects, a "sources and uses of funds" exhibit:*  
*N/A***

**SUPPORT DOCUMENTS**

**26. *Letters of support:*    *N/A***

**27. *References:*    *None***

**28. *Other relevant materials specific to the project:*    *None***

**29. *Copy of most recent US Tax Form 990:*    *Available upon request***

**30. *Certificate of non-collusion:*    *Attached***

**CERTIFICATE OF NON-COLLUSION**

*The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.*

*Chief Executive Officer(s):*

DIANE ROCHELLE  
*Name (print)*

\_\_\_\_\_  
*Name (print)*

Diane Rochelle  
*Signature*

President  
*Title*

April 26, 2018  
*Date*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*