

Community Services Department - Cultural Service Contracts FY2016 Quarterly Report

Check one:

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| <input checked="" type="checkbox"/> | July –September 2015 |
| <input checked="" type="checkbox"/> | October-December 2015 |
| <input checked="" type="checkbox"/> | January-March 2016 |
| <input checked="" type="checkbox"/> | April-June 2016 |

Contractor: **Los Alamos Historical Society**

Address: 1050 Bathtub Row, Los Alamos, NM 87544 (currently in temporary space at 475 20th St.) Telephone: 662-6272
Hours of Operation: 9:30 a.m. to 4:30 p.m. Monday-Friday; 11:00 to 4:00 p.m. Saturday-Sunday
Name and Title of Person completing this report form: Heather McClenahan, Executive Director, with assistance from Archivist Rebecca Collinsworth and Museum Educator Aimee Slaughter

The following services were agreed to in the contract:

SECTION A. SERVICES:

Contractor Services. For each County fiscal year Contractor shall:

- a. Maintain displays, exhibits, programs, and conduct other activities relating to the history of Los Alamos in the Los Alamos Historical Museum and Fuller Lodge;
- b. Disseminate information to the public regarding activities of the Historical Museum;
- c. As needed, evaluate the condition of the historical walking tour signs and homestead markers and make recommendations to the Community Services Director or designee for any needed repairs or replacements;
- d. Update and print the homestead and walking tour maps and brochures, as needed;
- e. Staff and operate the Historical Museum and bookstore, keeping it open to the public during hours that will provide for maximum public access within available funding levels; Contractor shall be expected to keep the Museum open seven (7) days per week except for LANL snow days and the following four (4) holidays: Thanksgiving, Christmas, New Year’s Day and Easter. The hours of operation are usually: Sunday - 1:00 to 4:00 p.m.; Monday through Saturday - 9:30 a.m. to 4:30 p.m. (summer schedule) and 10:00 a.m. to 4:00 p.m. (winter schedule.) Hours are subject to such reasonable exceptions as may be granted, in writing, by the Community Services Director for good cause shown.
- f. Maintain oversight of museum collections in the archives in keeping with standard museum practices of preservation, conservation, and insurance requirements;
- g. Provide access to the archival collections for researchers and scholars; and
- h. Collaborate with other cultural service providers on a minimum of two (2) events, activities or programs during the fiscal year.

- i. Create specific history education programs of interest to youth and families in Los Alamos and surrounding areas in the following manner:
 - (1) Increase history-related programming and services aimed at young people. Such programming could include, but will not be limited to: history bees; outreach "suitcase" visits to local schools and civic clubs; junior docent training/program; family fun days and field trips; a young explorer summer camp, and camp-ins;
 - (2) Work with the Historical Museum staff to develop and market the events, programs, and services of the museum;
 - (3) Work to increase visitation to the Los Alamos Historical Museum, Fuller Lodge and the Los Alamos downtown area;
 - (4) Develop displays, exhibits, programs, and conduct other activities relating to the history of Los Alamos in the Los Alamos Historical Museum and Fuller Lodge;
 - (5) Work with the local (and surrounding area) schools and teachers to promote the use of the collections and activities of the museum;
 - (6) Coordinate teams of volunteers and/or interpreters of Los Alamos history;
 - (7) Manage resources and apply for grants related to history education and/or local historical preservation; and
 - (8) Work on audience advocacy in order to raise awareness of the Los Alamos Historical Museum as a resource within the community by working with local cultural and community organizations to develop partnerships, collaborations, and special programs to serve their unique needs.

2. Deliverables. Contractor shall provide:

- a. An annual financial review performed by an independent party with acknowledged financial experience to include, at a minimum, all financial records relating to the contract period, and furnishing County with a copy of the first such review by September 30, 2013. A copy of the Contractor's most recent financial audit performed by an accountant or accounting firm may be accepted in lieu of the financial review. This provision shall survive termination of the Agreement.
- b. Written reports, on forms provided by County, covering each three (3) month period of the term of the Agreement, with the first period beginning July 1, 2013. The reports will include financial information describing Contractor's use and expenditures of County funding and, at a minimum, summary information on:
 - (1) The efforts undertaken and the results of Contractor's solicitation of meaningful participant input and/or feedback and a demonstrated willingness to act on this information;
 - (2) The level of participation, reported by age, gender, and residence of the participants, in the various programs, events, and other activities associated with Contractor services and activities; and
 - (3) The estimated level of increased visitation to the Los Alamos area as a result of the contractor's events, programs, and services, if applicable;
 - (4) The level and results of Contractor's collaboration and coordination of effort with other community service providers;

- (5) A description of any applications for grants or solicitations for other funding sources related to the scope of work and the status of the applications or solicitation efforts; and
- (6) A description of the Contractor's efforts to market/advertise events, programs and services,

Contractor shall furnish these reports to the County Community Services Director within thirty (30) days after the end of each reporting period.

Narrative information:

Summary information addressing services provided and the requirements in Section A.

1. Contractor Services and 2. Deliverables above:

4th Quarter (April – June 2016):

<p>1. Services</p> <p>a. Maintain Displays & Conduct Programs:</p> <ul style="list-style-type: none"> • This quarter saw the most intense work yet for the new exhibits for the Los Alamos History Museum Guest Cottage and the Hans Bethe House. Our crew of six, which includes four staff members and two volunteers, spent approximately 220 “people” hours this quarter reviewing exhibit scripts and designs. Final reviews should commence in July, and fabrication begins in August. If everything stays on schedule, exhibits will be installed during the second quarter of FY17. • The Society's April lecture featured New Mexican Nikki Nojima Louis, a Japanese internee, discussing what happened to her family during World War II. She spoke to about 75 people in Mesa Public Library. • At the Historical Society's annual meeting in May, the Pajarito Players of the Los Alamos Little Theater put on a reading of the play “Farm Hall” in Fuller Lodge. Approximately 95 people attended the excellent performance about the German physicists who were captured and held in England at the end of WWII. • Three of our staff members, Museum Director Judith Stauber, Registrar Stephanie Yeaman, and Intern Kallie Funk traveled to Japan to visit with museum colleagues in Hiroshima and Nagasaki. They gave a presentation on their trip to community stakeholders and will give a public talk to kick off the 2016-17 lecture series in September. • Each Thursday in April and May, the Historical Society hosted its docent-training program. Thirty people, both new and existing volunteers, participated. Topics included the visitor experience, the Ancestral Pueblo people, homesteading on the Pajarito Plateau, the Los Alamos Ranch School, the Manhattan Project, the buildings of Bathtub Row, and Los Alamos and the Cold War. • The Historical Society hosted a brief program with our AmeriCorps interns, showing some of the work they did during the spring semester to collect 20 oral history interviews about life in Los Alamos during the Cold War period. • In June, the Society hosted two book signing programs with former laboratory director Sig Hecker, featuring his new book, <i>Doomed to Cooperate</i>, published by Bathtub Row Press. • For other educational programs for the quarter, see section i below. <p>b. Disseminate Information:</p> <ul style="list-style-type: none"> • The Museum staff trip to Japan was written about in the <i>Santa Fe New Mexican</i> as well

as newspapers in Hiroshima, Tokyo, and Nagasaki.

- Postcards were mailed to 400 people in April for the April lecture and in June about the June 28 book signing for *Doomed to Cooperate*.
- In June, Executive Director Heather McClenahan participated on the KUNM radio call-in show to discuss the establishment of the Manhattan Project National Historical Park.
- The Historical Society's new newsletter, which was completely redesigned and printed in color, made its debut in June. The newsletter was sent to 600 addresses in New Mexico and twenty other states. It is also featured electronically on our website.
- The call to the Annual Meeting in May was mailed to 600 addresses in New Mexico and twenty other states.
- An ad about the Museum being in temporary space was shown at the Reel Deal Theater during part of this quarter.

c. Walking Tour Signs and Homestead Marker Conditions:

The Homestead markers in the Historic District remain in good condition.

The script for new Walking Tour signs was written during this quarter and went into the editing and graphic design processes. Some sign locations and information will be different, and the Historical Society staff is working with Linda Matteson in the County Manager's office, the National Park Service, and LANL/DOE partners on the content and placement.

The new signs will be the same size but will be landscape rather than portrait style to accommodate more photos and text. New frames will need to be purchased and installed for the new signs as the old frames have become sun faded.

d. Update Walking Tour Maps:

With a grant from Los Alamos MainStreet that covered half the cost, new walking tour maps were printed at the end of this quarter. No changes were made, but a significant edit is proposed before the next printing, if the new Walking Tour signs are installed this summer.

e. Staff and Operate the Historical Museum & Shop:

The Los Alamos History Museum's temporary space was open every day during the quarter, 9:30-4:30 on weekdays with volunteers and 11-4 on weekends with paid staff.

f. and g. Collections Oversight and Access:

Museum Renovation Project:

- **Developing Scripts and Audio selections for New Exhibits:** our registrar is the archives' representative on LAHS's design committee to develop the script for new exhibit spaces and story panels. She is also creating a list of audio and video assets that may be incorporated into the new exhibit design for visitors using earphones.
- **Scanning Historical Images for New Exhibits:** working with lists submitted by Quatrefoil, our archivist scanned file images and catalog records for possible inclusion in new exhibit spaces. As of the end of this quarter, approximately 570 images had been submitted.
- **Designing new spaces for artifact display:** our curator worked directly with the Quatrefoil chief designer to fit exhibit artifacts into new cases and redesigned spaces. He continued working with objects returning to collections from long-term exhibit.

Research Requests:

26 requests since April 1 included these topics: Project Y scientists and veterans; LA Ski Club,

AAUW Collection, LASL Community News, 1940s Santa Fe, Project Y censorship and security stations, Main Gate 1945, building Trinity Site, repurposed Sundts, baseball at Central School, square dancing at San Ildefonso 1946, Pack House chimney restoration, Evelyn Frey's piano, LASL scientists.

Document/Photo Cataloging Completed:

- 32 uncataloged images requested by Quatrefoil for exhibit purposes
- George and Satch Cowan Archives: 34 folders from the LASL/LANL subdivision of this large collection.

Artifact Cataloging Completed:

- Uncataloged artifacts from former permanent exhibits that needed catalog records and conservation measures. These include the 109 East Palace gate header and the Project Y SED unit flag
- Uncataloged wooden implements from the Homestead-era collection

Library Book Digital Cataloging Project:

159 books, both new volumes and those formerly cataloged on card sets

Registrar's Duties:

- 11 donor entries between April 1 and June 30, 2016 with accompanying correspondence, gift agreements and donor files.
- Maintenance of the LAHS membership database (@600 members)
- Annual June membership solicitation mailing (@600 members)

Guest Curator:

Underwritten by grants from the Delle Foundation, our guest curator continued working on the George and Satch Cowan archival materials. She's now organizing a collection of Satch's letters and papers.

Volunteer Projects:

- Obituary Master File: collected from the Monitor, LA Daily Post, Albuquerque Journal and New Mexican newspapers (on-going)
- Management of the newspaper and periodical collections (on-going)
- Sorting and arranging the Elmore letters, a Manhattan-era collection of correspondence

Digital Imaging Project:

Captured: images of 1950s life in Los Alamos from a loaned photo album (Coulter family)

Committee Participation:

- Registrar: LAHS Exhibit Design Committee: interacts with Quatrefoil exhibit designers on a bi-monthly basis to make design choices and decisions for the new museum campus exhibits
- Archivist: LAHS Archives and Collections Committee: standing committee providing oversight for collections activities
- Archivist, Registrar, Curator: LAHS Accessions Management Committee: evaluating donations to the collections from the public guided by the Historical Society's mission statement and collecting guidelines

Training:

- Registrar and Curator: AASLH–sponsored Collections Management and Practices (Denver, June 9 and 10, 2016)
- Curator: Paint Analysis, National Park Service (Santa Fe)
- Curator: Film Digitization and Storage (NM State Records & Archives, Santa Fe)
- Curator: Firearms Collecting for Museums (Webinar)

h. Collaborate with other Cultural Service Providers:

- The Historical Society collaborated with the Los Alamos Little Theater for the May reading of *Farm Hall*.
- In April, the Society hosted a table at the PEEC Earth Day festival and in May for ChamberFest
- The Society was heavily involved during the quarter in planning for ScienceFest 2016, in collaboration with Los Alamos MainStreet, Los Alamos County, the Los Alamos Arts Council, and numerous other cultural service providers and local businesses.
- The Society continues to work with the National Park Service, Los Alamos County, DOE/LANL, and the Bradbury Science Museum on planning for the Manhattan Project National Historical Park.
- Historical Society board and staff participate in the Los Alamos Creative District and the Los Alamos MainStreet Futures boards.
- Please see section i for collaborations with other cultural service providers for the History Adventures summer children's program.

i. Museum Education Program:

- Provided lesson in schools: April 26th (hour-long lesson to 2nd grade classes, reaching 40 students); March 10th (hour-long lesson to 3rd grade classes, reaching 54 students); May 13th (hour-long lesson to 3rd grade classes, reaching 50 students); June 27th (hour-long lessons to summer school students, 1st–6th grade, reaching 70 students)
- Tour scheduling and coordination for groups visiting the Los Alamos History Museum.
- Mentorship of AmeriCorps oral history interns: weekly meetings, contacting potential interview candidates, supervising final video production; internships ended with end of spring semester
- Mentorship of Community Internship Collaboration (CIC) education intern: three meetings per week, supervision of cumulative project (draft syllabus for fall History Wednesdays program). Participated with intern in XQ: The Superschool Project filming of History Wednesdays, highlighting the CIC internship program.
- History Wednesdays: prepared and led weekly lessons through the spring semester.
- Biweekly phone meetings with Quatrefoil Associates, design team working on museum campus redesign. Regular meetings with interpretation committee on the redesign project.
- Provided guidance and advice for reader's theater production of David Cassidy's play "Farm Hall," presented at May 17 annual meeting of the Historical Society
- Helped prepare Fuller Lodge west wing classroom space for County management starting July 1.
- April 1: tour for 30 college and university faculty participating in a Chautauqua Short Course
- April 21: homeschool field trip, 6 students
- April 23: ran table at PEEC Earth Day Festival
- April 28: tour for 33 middle schoolers from Wilkinson School in Half Moon Bay, California

- May 4: tour for 35 kindergarten and 5th grade students from Barranca Elementary
- May 11: tour for 31 kindergarten students from Barranca Elementary
- May 17: Los Alamos Historical Society annual meeting
- May 17: phone interview with students from Albuquerque Tech Leadership High School
- May 19: tour for one class of Mountain Elementary 4th graders
- May 19: presentation for Historical Society docent training
- June 2: History on Tap about *Doomed to Cooperate*, 22 attendees
- June 3: tour for class of 36 college students from Southern Methodist University
- June 11: ran table for Chamberfest
- June 13: presented lesson for PEEC summer camp, reaching 23 students

2. Deliverables

a. Independent Financial Review:

An audit for FY14 and FY15 was turned into Los Alamos County during the last quarter.

b. 1. Feedback:

No formal feedback was taken at Historical Society programs or in the Museum this quarter. Spoken feedback for the lectures was 100 percent good or excellent. Spoken feedback for History Wednesdays (from the students and their parents) was 100 percent good or excellent. Spoken feedback for the book signings was 100 percent excellent.

Spoken feedback in the museum is generally positive, although visitors express disappointment that they are here during the museum renovation and that the Manhattan Project National Historical Park is “established” but not really “up and running.”

b. 2. Participation:

In spite of being in temporary space, the museum saw 13,958 visitors during the quarter, a ten percent increase over the same quarter last year.

While History Wednesdays, a program for children in K-3 held weekly during the school year wrapped up, History Adventures, the weekly summer program, began. Please see section i above for more information.

Lecture attendance was 75 in April and 95 in May.

The June book signings drew about 180 people.

b. 3. Increased visitation as a result of services:

The Historical Society partnered this quarter with others involved in the MPNHP to create a new brochure, detailing for visitors what they can see in downtown Los Alamos related to the Manhattan Project. Until the new park ranger was hired, the Society’s volunteers also oversaw the NPS passport stamp. We know from visitor feedback that the park is sparking interest. The Historical Society will continue its role preserving and protecting our community’s history, since survey after survey shows it is the biggest draw to Los Alamos for visitors.

b. 4. Collaboration with other service providers:

Please see 1.h. above

b. 5. Grant applications and other funding sources:

- Historical Society volunteers are beginning to wrap up the *History is Here* campaign.

Efforts included 50 solicitations for the Legacy Society and an outreach to Historical Society members who had not yet been contacted about donating to the campaign.

- The staff trip to Japan in April was funded through a \$10,000 grant from the National Trust for Historic Preservation. The grant requires a match, and Historical Society members have so far donated half of the match.
- Sales in the Museum Shop and of Historical Society publications were \$22,891. The Museum Shop Manager is working to decrease inventory to decrease the amount of items that will need to be moved after October.
- A grant was received from Los Alamos MainStreet for half the cost of the Walking Tour brochure reprint.
- Volunteers and staff are actively seeking sponsorship support for both the 2016 Gala and the 2016-17 lecture series.

b. 6. Advertising efforts:

Please see 1.b. above

3rd Quarter (January – March 2016):

1. Services

a. Maintain Displays & Conduct Programs:

- Work continued at a rapid pace this quarter on the new exhibits for the Guest Cottage and the Hans Bethe House. Final designs should be complete next quarter and fabrication is expected to begin in the summer. The Historical Society's Museum Committee hosted two public meetings, one in January and one in March, to go over the designs with stakeholders and other interested members of the public.
- Work also continued on refining the exhibits in the temporary space. Some small artifacts were added to represent the Ranch School and the Trinity test. At least one, possibly two, more cases will be added next quarter.
- The Society's January lecture featured lab retiree and historian Gerry Strickfaden discussing "Atomic Connections: Other Manhattan Project Sites in the Southwest." Two lectures this quarter were held in Mesa Public Library while construction is going on in Fuller Lodge. In February, UNM-Valencia history professor Richard Melzer, always a popular speaker, discussed spies in Los Alamos during the Manhattan Project. In March, for women's history month, the Society sponsored a very popular Rosie the Riveter, a Chautauqua program from the New Mexico Humanities Council.
- For information on children's and other educational programs conducted by the Historical Society, including History Wednesdays, see section "I" below.

c. Disseminate Information:

- The Historical Society's March Newsletter featured history of the Hanford site and B Reactor, one of our sister sites in the Manhattan Project National Historical Park. The newsletter was sent to 600 people.
- Postcards were mailed to nearly 300 people for each of the monthly lectures.
- The lecture speakers were featured monthly on KRSN. In addition, the executive director spoke on KRSN about the docent training program.
- Six e-blasts were sent to 670 people about all the Historical Society's events and related programs, such as the Little Theater's presentation of the one-man show about Einstein.
- Articles about the Society's lectures, docent training program, and Museum Classroom were published in the Los Alamos Monitor and the Los Alamos Daily Post.

- Information about the Museum's team trip to Japan to visit the museums and staff in Hiroshima and Nagasaki were published in the Los Alamos Daily Post, the Santa Fe New Mexican, and the Japan Times.
- The Historical Society's executive director spoke at Rotary Club about the Manhattan Project National Historical Park and renovations and new exhibits at the Museum.
- At a talk by former laboratory director Sig Hecker, the Historical Society promoted his upcoming book, *Doomed to Cooperate*, which is being published by our own Bathtub Row Press.
- Both the executive director and museum educator were interviewed for several National History Day projects.
- The Museum's Facebook and Twitter pages, on which something is posted almost daily, combined have more than 2,600 followers.
- The Historical Society provided a walking tour of the historic district for members of the New Mexico Region 5 tourism council and for the regional directors of the National Park Service.
- All lectures (except March) were recorded by PAC-8 and put on the Society's YouTube Channel

d. Walking Tour Signs and Homestead Marker Conditions:

This quarter, work began in earnest for a complete redesign of the walking tour signs. With Linda Matteson, the county's point person for the Manhattan Project National Historical Park, the Society's executive director created a photo documentation of all of the walking tours signs for both placement and content. All of this information was shared with the Society's exhibit design firm, Quatrefoil, which is designing the new signs. Inquiries were placed with several sign companies about pricing. In addition, the Society's Museum Director spoke to the Parks & Rec board about changes to the walking tour and other amenities, such as a crushed rock barrier for the Ancestral Pueblo site and Romero Cabin, for the "museum campus." Designs for the new signs will be complete in the next quarter.

At this time, all homestead marker signs appear in good repair.

e. Update Walking Tour Maps:

The Walking Tour map that was printed last quarter is still in use. They will be redone when the new signs are installed. Additionally, the Historical Society worked with the laboratory, the county, and other Manhattan Project National Historical Park partners to develop a new Manhattan Project-specific guide that is being printed by the National Park Service and will be available next quarter.

e. Staff and Operate the Historical Museum & Shop:

The Los Alamos Historical Museum was open in temporary space every day this quarter except Jan 1. Thanks to our wonderful volunteers, the museum was able to be open M-F from 10-4 with paid staff on the weekends from 11-4.

f. and g. Collections Oversight and Access:

Museum Renovation Project:

- **Artifact and Audio Asset Lists for New Exhibits:** Working with our design firm, Quatrefoil, our registrar continued working with the list of individual artifacts that might potentially be selected for the new exhibits and began assembling an audio asset list to accompany new exhibit panels.
- **Image Lists for New Exhibits:** Working with lists submitted by Quatrefoil, the archivist scanned matching file images and catalog records for possible inclusion in new exhibit

panels. As of the end of this quarter, approximately 350 images had been submitted.

- **Conserving the Old Exhibit Artifacts:** Our curator continued to work with the objects returning from long term exhibit, providing cataloging where none existed, cleaning, replacing missing ID tags and evaluating condition. Those artifacts exhausted by poor exhibit conditions and length of time on exhibit will be taken back into the collections storage area.

Research Requests:

29 requests since January 1 included these topics: Project Y soldiers, scientists and structures; H.H. Brook Ranch; Denver Steels; selection of Trinity Site; transition between the Ranch School and Project Y; Civic Auditorium; Guest House architectural details; Los Alamos Schools; manifestation of atomic power symbolism in popular culture; Boy Scout Troop 22; Mayer's Inconclusive Meeting of the Theoretical Megaton Group; Los Alamos Chamber of Commerce.

Document/Photo Cataloging Completed:

Uncataloged images requested by Quatrefoil for exhibit purposes

Artifact Cataloging Completed:

Uncataloged Homestead-era small farm tools
Uncataloged Ranch School-era small artifacts

Library Book Digital Cataloging Project:

67 books, both new volumes and those formerly cataloged on card sets

Registrar's Duties:

- 14 donor entries between January 1 and March 31, 2016 with accompanying correspondence, gift agreements and donor files.
- Maintenance of the LAHS membership database (@600 members)

Collection Management Projects:

- Installed: artifacts on the hanging rack for non-conforming objects
- Installed: oversize maps on the large map rack

Volunteer Projects:

- Obituary Master File: Collected from the Monitor, LA Daily Post, Albuquerque Journal and New Mexican newspapers (on-going)
- Management of the newspaper and periodical collections (on-going)
- Los Alamos Historical Society Papers: sorting, culling and organizing (on-going)

Committee Participation, Collaborations:

- Registrar: LAHS Museum Design Committee: interacts with Quatrefoil exhibit designers on a weekly basis to make design choices and decisions for the new museum campus exhibits
- Archivist: LAHS Archives and Collections Committee: standing committee providing oversight for collections activities
- Archivist, Registrar, Curator: LAHS Accessions Management Committee: evaluating donations to the collections from the public guided by the Historical Society's mission statement and collecting guidelines

h. Collaborate with other Cultural Service Providers:

- The Historical Society continues to play a key role in the development of the Manhattan Project National Historical Park. The executive director serves on the citizens advisory committee as well as the three subcommittees and the “partners” group that meets bi-weekly. The Society participated in the park’s foundation workshop in February and is contributing to the development of the foundation documents.
- Society board members and staff continue to participate in the Los Alamos Creative District, serving on the district subcommittees and the MainStreet Futures Board.
- In January, the Historical Society began discussions with the Santa Fe Opera and New Mexico History Museum about cooperating for educational programs for two upcoming opera productions. This is a long-term project for 2017 and 2018 that will bring a great deal of publicity to Los Alamos. More information will be forthcoming.
- The Historical Society continues to help coordinate the Cultural Coffee Klatch, which will be featured next quarter in a national magazine, “Informal Learning Review.”
- Noting that 2017 will be the 100th anniversary of the Los Alamos Ranch School, the Society began encouraging other cultural service providers in our community to figure out ways to celebrate that important history.

f. Museum Education Program:

- Provided lessons in schools: February 4–16 (twenty-minute lesson to 4th and 6th grade classes at Mountain Elementary, reaching 90 students); February 19 (hour-long lesson to 7th grade classes, reaching 93 students)
- Mentorship of AmeriCorps oral history interns: weekly meetings, contacting potential interview candidates, supervising final video production; January 15 mid-program evaluation with program supervisor at New Mexico Highlands and both interns
- Began assisting with planning of April–May volunteer training series
- Biweekly phone meetings with Quatrefoil Associates, design team working on museum campus redesign
- National History Day: attended meetings at Los Alamos High School, answered email questions from students, judged the March 4th Farmington regional
- January 4 and 15: work days cleaning the Guest Cottage in preparation for the start of county renovations
- January 27: working committee meeting on planned 2018 Lab History conference in Los Alamos
- February 8: Manhattan Project National Historic Park community meeting
- February 18, 25, and March 3: informal educators meetings preparing for summer programming
- February 22: stakeholders meeting on Design Development plans from Quatrefoil Associates
- February 25: quarterly docent meeting
- March 9: History on Tap (20 people in attendance)
- March 10: staff development day, connecting with peers at the New Mexico Museum of Natural History & Science and the National Museum of Nuclear Science & History in Albuquerque
- March 16: staff meeting with Tracy Atkins, interim superintendent of the Manhattan Project National Historic Park
- March 16: docent training meeting on new point of sale system in Museum Shop
- March 18: meeting on staged reading of “Farm Hall” planned for annual meeting
- March 22: tour for visiting travel writer

- March 30: tour for National Park Service Regional Directors

2. Deliverables

a. Independent Financial Review: The Historical Society’s FY14 and FY15 audit, completed in March, will be sent to the Community Services Department under a separate e-mail.

b. 1. Feedback:

Formal visitor surveys are not being conducted at this time because of the construction in the Guest Cottage and Fuller Lodge. The best source for feedback during this time of transition is our docents. They are hearing disappointment that the full museum is not open but also excitement for the changes that are coming with the new exhibits and the opening of the Bethe House. Attendees at lectures (being held at Mesa Public Library while the Lodge is under renovation) have given 100 percent positive feedback about the speakers. One attendee complained by e-mail that he could not hear the February lecture well.

g. 2. Participation:

The Historical Museum had 8,785 visitors for the quarter, more than a 50% increase from the same quarter last year. We were somewhat stunned by nearly 4,000 visitors in March but both Bandelier National Monument and the Visitors Centers say the increase is consistent with their visitation numbers. Anecdotally, we can say that numerous visitors to the temporary space are coming because they have heard about the new Manhattan Project National Historical Park, and some come in the door just to get their National Park Passport stamped.

Lectures and programs were attended by 357 people. 29 researchers used the archives.

h. 3. Increased visitation as a result of services:

As noted above, the Historical Museum is seeing an increase in visitation because of interest in the Manhattan Project National Historical Park. We will continue to partner with the park and with Los Alamos County to serve those visitors. Just before the end of the quarter, a significant number of visitors who also planned to visit Trinity, made trips to Los Alamos. More than a dozen out-of-town visitors took the Historical Society’s tour to Trinity, bringing visits to local hotels and restaurants.

i. 4. Collaboration with other service providers:

Please see 1.h. above

j. 5. Grant applications and other funding sources:

The Museum Shop and publications income was \$10,555. Income from memberships was \$3,855. Income from the Trinity Tour was \$6,011. Income to the *History is Here* fundraising campaign totaled \$16,958.

As both the museum and archives staffs are working on the new exhibits, no new grant applications were made during the quarter.

k. 6. Advertising efforts:

Please see 1.b. above

2nd Quarter (October – December 2015):

1. Services

a. Maintain Displays & Conduct Programs:

The big news during this quarter for the Historical Museum was the move out of the Ranch

School Guest Cottage and into temporary space at 475 20th St. (Thank you to Los Alamos County for that space!). We designed all new exhibits to fit into the site, and had an amazing group of volunteers help move furniture and shop merchandise. In addition, volunteers from throughout the community turned out to help pack up and move artifacts from the Museum to the Archives. The 20th St. space is also serving as the temporary headquarters for the Manhattan Project National Historical Park, so Historical Society volunteers are assisting those visitors, as well.

In October, in place of the regular monthly lecture, the Society hosted a season premiere party for WGN's *Manhattan* television show at Time Out Pizza. The staff attended public showings at Timeout for every episode during the season (15 weeks) and then answered questions about the historical accuracy or other topics raised by the audience. As during last season, portions of the discussions were published on the Society's website and placed on display in the Museum.

The Society's November lecture featured Judith Avila, an author sponsored by the New Mexico Humanities Council, who wrote spoke Chester Nez, one of the original WWII Code Talkers.

Historical Society staff, board, and volunteers participated in the grand opening ceremony for the Manhattan Project National Historical Park Visitors Center in Los Alamos on Nov. 11, including having the temporary museum/visitors center open for visitors to get their national park passports stamped.

Quatrefoil Associates, the exhibit design firm hired by the Society, met with stakeholders this quarter to go over the conceptual designs for exhibits in the Guest Cottage, the Bethe House and the Oppenheimer House. After significant input, the concepts were approved and the design development phase of the project started. The Society will continue to hold stakeholder and public meetings to gather input as the process moves forward.

I. Disseminate Information:

The Museum's Facebook page, which is updated with either history-related or program-related information almost daily, reached 1,900 likes this quarter.

The Historical Society had a display in the White Rock Visitors Center in September and October that featured information about the museum and shop.

The Historical Society's successful grant to fund staff travel to Hiroshima and Nagasaki (see more info below) was covered in the Los Alamos Daily Post.

Postcards and e-mails were sent to nearly 1,000 people for each of the events listed above. In addition, the December newsletter went out to our 600 members in 21 states.

The lecture speaker was featured on KRSN before her talk.

Los Alamos Monitor and Los Alamos Daily Post ran press released on all of the programs mentioned above as well as the museum move to temporary space and the Manhattan Project National Historical Park.

Beginning in November, in time for the holiday movie season, the Historical Society had an ad at the Reel Deal Theater promoting the move to temporary space.

All lectures were recorded by PAC-8 and put on the Society's YouTube Channel.

m. Walking Tour Signs and Homestead Marker Conditions:

The walking tour signs remain in good repair this quarter. The prototype signs developed by Los Alamos National Laboratory for its new app at the Ice House Memorial and at the Oppenheimer House should soon be removed by the laboratory. The app is expected to be active in the next quarter. In the meantime, the Society has begun discussions with our exhibit design firm, the lab's Visible Team, the Bradbury Science Museum, Bandelier Superintendent Jason Lott (representing the National Park Service), and Los Alamos County (Linda Matteson) to develop new signs for the walking tour that meet NPS standards.

n. Update Walking Tour Maps

With the assistance of cartographer Andi Kron as well as graphic support from the Los Alamos Commerce and Development Corp., new walking tour brochures were released in time for Balloon Fiesta in October. The printing was made possible by a matching grant from Los Alamos MainStreet. Ten thousand copies were printed. When this batch runs out (estimated summer 2016), they will be updated with the latest information pertaining to the Historic District and reprinted.

e. Staff and Operate the Historical Museum & Shop:

The Los Alamos Historical Museum was open every day this quarter except Oct. 19-21, when the shop and museum were closed for the move to temporary space, and Dec. 25. Thanks to our wonderful volunteers, the museum was able to be open M-F from 10-4 with paid staff on the weekends from 11-4.

f. and g. Collections oversight and Access:

Museum Renovation Project:

- **Removing Artifacts from Exhibit:** From mid-October to mid-December, the Archives & Collections team re-directed most of its efforts toward removing artifacts from the old exhibits in the Guest House. This required some dismantling of permanent exhibit spaces attached to the museum walls. Objects were packed carefully, then transferred to temporary space in the Archives & Collections area in the Municipal Building. Once transferred, the artifacts were examined with an eye to conservation needs, damage caused by exhibit conditions and poor or missing labels. The conservation process is expected to continue for an extended period of time under the curator's direction.
- **Building a List of Artifacts for New Exhibits:** Working with our design firm, Quatrefoil, our registrar constructed an extensive list of individual artifacts that might potentially be selected for the new exhibits. Object details such as dimensions, general description and photographs of each piece were assembled in an Excel document and submitted to exhibit planners.
- **Building a body of Images to Include in New Exhibits:** Following the removal of objects from old exhibits, the archivist began pulling a body of potential images to use in Quatrefoil's planning for new exhibits. As with the artifacts, time periods ranged from pre-Columbian to end of the Cold War. As of the end of this quarter, approximately 175 images had been submitted for possible inclusion.

Research Requests:

23 requests since October 1 included these topics: Project Y machinists and buildings; Project Y people visiting Bandelier; Project Y Main Gate; J.R. Oppenheimer images; Wingfoot trailers; Nagasaki bombing mission & Crew C-15; Sundt Company structures at Project Y; TA-1 with

Ashley Pond; Fuller Lodge history; North Community Fire Station; LA Ranch School alumnus L. Mackie Woodruff; H.H. Brook Ranch; Los Alamos 1949-1955 (images); Central School; old Army hospital; William Thonson; Groves' secretary Jean O'Leary.

New Archives Equipment/Tools:

Installed: second flatbed scanner and Adobe Photoshop software on the IMAC

Document/Photo Cataloging Completed:

Bowers, Tenney, Long and Martin Collections: Project Y employees engaged in recreation activities

Library Book Digital Cataloging Project:

29 books, both new volumes and those formerly cataloged on card sets

Registrar's Duties:

- 4 donor entries between October 1 and December 31, 2015 with accompanying correspondence, gift agreements and donor files.
- Maintenance of the LAHS membership database (@600 members)

Collection Management Projects:

- Evans Collection: continued repairing Don Juan Theater scrapbook
- Artifact Preservation: working with professional conservator to evaluate at-risk artifacts coming back from extended exhibit

Volunteer Projects:

- Monitor Photo Negative Collection: long-term project to create finding aides for more than 100 boxes of uncataloged contact sheets/negative strips (more than 10,000 contact sheets or 160,000 individual images). Image matching from Monitor news clippings (on-going)
- Obituary Master File: collected from the Monitor, Albuquerque Journal and New Mexican newspapers (on-going)
- Management of the newspaper and periodical collections (on-going)
- Los Alamos Historical Society Papers: sorting, culling and organizing (on-going)

Digital Imaging:

- Customer orders included requests from individuals (Nolan, Bascetta, Singleton, Woodruff, Ledbetter) as well as governmental and commercial applications (*Santa Fe New Mexican*, Let's-pix and Spivey (LAC))
- In-house applications: 2nd Coulter family photo album: marking images for scanning

Committee Participation, Collaborations:

- Archivist: LAHS Archives and Collections Committee: standing committee providing oversight for collections activities
- Archivist, Registrar, Curator: LAHS Accessions Management Committee: evaluating donations to the collections from the public guided by the Historical Society's mission statement and collecting guidelines
- Tour of Collections area for LANL personnel (October)

h. Collaborate with other Cultural Service Providers:

This quarter, the Historical Society worked with the **Los Alamos Arts Council** to host the Fuller

Lodge Open House as part of WinterFest. Through the **New Mexico Humanities Council**, the Historical Society brought in Cipriano Vigil, who sang and taught about New Mexico folk music traditions.

The Historical Society's executive director led the **Leadership Los Alamos Cultural Session** in Fuller Lodge in November.

In cooperation with the **AmeriCorps program** at **New Mexico Highlands University**, the Historical Society is working with two interns who are collecting and producing about 20 oral histories on the Cold War and the role Los Alamos played in it. Funding for the program is being matched by the Society's *History is Here* campaign.

The Museum Shop participated in **Small Business Saturday**. Funds raised that day went to support the programs of the Society.

The Historical Society continues to coordinate the **Cultural Coffee Klatch**, a regional group of cultural service providers that meets monthly to discuss programming and collaboration.

Historical Society board and staff members also served on the **Creative District Advisory Committee** and contributed to the programming and infrastructure subcommittees.

The Society's executive director serves on the **citizens' advisory board** for the Manhattan Project National Historical Park, the **MainStreet Futures Committee**, and the board of directors for the **Los Alamos Commerce and Development Corp.**

o. **Museum Education Program:**

- Provided tours: October 8
- Presented lessons in schools: October 1 (hour-long lesson to one 2nd grade class at Aspen Elementary, reaching 16 students); October 5 (hour-long lesson to one 3rd grade class at Piñon Elementary, reaching 22 students); October 6 (hour-long lesson to one 3rd grade class at Piñon Elementary, reaching 22 students); November 4 (hour-long lesson to two 4th grade classes at Chamisa Elementary, reaching 36 students); November 23 (hour-long lesson to one 2nd grade class at Aspen Elementary, reaching 12 students); December 17 (hour-long lesson to three 3rd grade classes at Aspen Elementary, reaching 58 students)
- National History Day: attended meetings at Los Alamos High School; answered email questions from students; Nov 29 video interview for student project
- Biweekly phone meetings with Quatrefoil Associates, design team working on museum campus redesign
- Research and review of interpretative plans and materials related to campus redesign
- October 9–10: attended Society for the History of Technology annual conference in Albuquerque
- October 13: presentation for Caroline Herschel Night at White Rock library
- October 21: Quatrefoil Associates site visit
- October 23: Fourth Friday program
- October 30: Trick or Treat on Main Street
- November 19–22: attended History of Science Society annual conference in San Francisco
- December 2: website meeting
- December 3: History on Tap (14 attendees)

- Participated in SmithsonianX online course “Teaching Historical Inquiry with Objects”
- Began forming a working committee to consider hosting the 2017 Lab History conference in Los Alamos
- Began preparing for February community night at PEEC

2. Deliverables

a. Independent Financial Review:

In October, the Historical Society contracted with Loftis and Associates, an accounting firm in Albuquerque for a two-year audit. The results of that will be available early in the next quarter. In the meantime, the quarterly financial review from Jim Dinkel, CPA, will be sent under separate cover.

p. 1. Feedback:

Because of the move to temporary space, no formal feedback was collected this quarter. However, museum docents are always available and accept feedback from visitors. The one thing we heard this quarter, specifically, was disappointment that the museum was in temporary space. For travelers from Germany and Australia who probably won't be this way again, it is regrettable but unavoidable with the renovations. Feedback for lectures and other programs was 100 percent positive.

q. 2. Participation:

The Historical Museum had an estimated 9,200 visitors for the quarter. (Note, this is an estimate based on past attendance and sales. The museum's door counter was damaged during the move and the replacement counter was not installed until mid-December.) This number is down by about 300 visitors for the same time last year but can easily be explained by the move from the Guest Cottage to temporary space.

Lectures and programs were attended by 585 people. Twenty-three researchers used the archives.

r. 3. Increased visitation as a result of services:

As might be expected with the move to the temporary space and being closed part of October, visitation to the museum during the quarter was down approximately 300 over the same time last year. Still, the museum staff and volunteers have worked to set up and staff the shared space with the national park visitors center, which should bring more visitors to town.

s. 4. Collaboration with other service providers:

Please see 1.h. above

t. 5. Grant applications and other funding sources:

During this quarter, the Historical Society received a \$10,000 grant for two staff members (Museum Director Judith Stauber and Registrar Stephanie Yeamans) to travel to Hiroshima and Nagasaki to meet with colleagues at the museums in those communities. They will also be visiting the U.S. Embassy in Tokyo to discuss the initiative and with the daughter of Hans and Rose Bethe, who lives in Kyoto. The travel is the first part of an initiative that will include a traveling exhibit, lectures, panel discussions, and workshops. Matching funds are being solicited from the New Mexico Humanities Council and members of the community.

The Society also received a \$2,000 grant from the Emily L. Bradley Memorial Fund to develop the community classroom in the west wing of Fuller Lodge.

The *History is Here* fundraising campaign continues with a goal of \$7 million. In this quarter, the \$4.1 million mark in gifts and pledges was reached. Of the funds raised, \$1.8 million is being used for capital projects such as the new exhibits in the Guest Cottage and Bethe House, acquisition and repairs of the Bethe House, a community classroom in the west wing of Fuller Lodge, furniture and supplies for the new archives facility, and a new part-time curator. The remaining funds and pledges will be put into the Historical Society's permanent endowment fund to help support staffing, building maintenance, publications, and other programs into the future.

Sales in the Museum Shop and of Historical Society publications were \$23,455

The Society's end-of-year charitable giving campaign raised \$16,900.

u. 6. Advertising efforts:

Please see 1.b. above

1st Quarter (July – September 2015):

1. Services

a. Maintain Displays & Conduct Programs:

In commemoration of the 70th anniversary of Trinity, the Historical Society hosted an event on July 16 at the historic Hans Bethe House. Our Museum Educator "live tweeted" from the logbook of the Trinity meteorologist, going through a nearly minute-by-minute listing of the morning's events. About 30 people attended the program, which began at 4:30 a.m. At 5:29, participants stood at the same window Elsie McMillan and Lois Bradbury did to see light from the Trinity blast.

The Trinity event kicked off ScienceFest, "The Secret City Unlocked," in which the Historical Society was an active partner. Along with a special exhibit on Jack Aeby, the photographer who took the only color picture of Trinity, the Society hosted a dozen tours of the Historic District over the three days, assisted with introductions for the play about Edith Warner, "Sunrise at Otowi" at the Little Theater, and provided volunteers for information booths. The focus on community history for this event proved to be very popular with visitors and resulted in the highest month of visitation the Museum has ever had (12,000) in July and one of the best one-day sales days (\$2,100) we have ever had.

The Society hosted a weeklong series of events in August to commemorate the 70th anniversary of the end of WWII. On Aug. 11, New Mexico State Historian Rick Hendricks presented a lecture to about 75 people about the role New Mexico played during WWII. On Aug. 12, the Atomic Film Festival showed "Japan's Longest Day," a 1967 film about the Japanese military's reaction to the Emperor's decision to surrender. James Kunetka, author of the new book, "The General and Genius," held a reading and book signing at the Hans Bethe House on Aug. 13. On Aug. 14, the Society hosted a bell ringing and moment of silence in Fuller Lodge to remember those lost and those who sacrificed in the war.

Later in July, a new exhibit, "Kids Make History," was displayed in the changing exhibit space. This exhibit incorporated numerous projects that students had completed during classroom visits by the Museum Educator throughout the school year as well as interactive ways for visitors to participate in Los Alamos history projects.

In preparation for the move to temporary space, the "Secret City" exhibit was redone and

displayed in the Manhattan Project room of the Museum. Its theme of “People, Place, and Community” fit with the interpretive themes developed over the last two years during the development of the Strategic Interpretive and Program Plan.

In July, staff, volunteers, and other community stakeholders met with Quatrefoil Associates, the firm hired by the Historical Society to design new exhibits for the Museum Campus, including the Guest Cottage, Romero Cabin, the Hans Bethe House, the Oppenheimer House (conceptual design) and outdoor interpretive spaces in the Historic District. This three-day kickoff session allowed the firm to see the campus, measure the spaces, learn what the community finds important, and to begin conceptualizing exhibit designs.

The Society’s 2015-2016 lecture series is in celebration of the 70th anniversary of the end of WWII. In September, a panel of four WWII survivors presented “Witnessing World War II.” It included Mary Zemach, who was at Pearl Harbor when it was bombed; Mia McLeod, who lived through the Nazi occupation of Holland; Joe Bergstein, who survived the Bataan Death March and spent the war as a POW; and Chick Bergstein, who fought in the Battle of the Bulge and helped liberate Europe. It was a remarkable program with more than 100 people in attendance.

The Historical Society hosted History On Tap on Sept. 3, with Bandelier Superintendent Jason Lott speaking on the formation of the Manhattan Project National Historical Park.

The Museum also participated Fourth Fridays (see section i below).

v. Disseminate Information:

Postcards and e-mails were sent to nearly 1,000 people for each of the events listed above. In addition, the September newsletter went out to our 600 members in 21 states.

Staff members spoke on KRSN about programs and the fundraising gala, and each of our lecture speakers was featured before their talks.

Los Alamos Monitor and Los Alamos Daily Post ran press released on all of the programs mentioned above.

All lectures were recorded by PAC-8 and put on the Society’s YouTube Channel.

The Museum staff worked with PAC-8 and the Reel Deal Theater to produce an advertisement, which will run next quarter reminding audiences of the Museum’s move to the temporary location.

w. Walking Tour Signs and Homestead Marker Conditions:

The walking tour signs remain in good repair this quarter. The prototype signs developed by Los Alamos National Laboratory for its new app remain in place at the Ice House Memorial and at the Oppenheimer House, even though the app is not yet active. When the app is ready to roll out in 2016, the Society will work with the lab’s Visible Team and the Bradbury Science Museum to improve all of the signs. We anticipate and hope the National Park Service will also be involved in the discussions.

x. Update Walking Tour Maps

Work continued this quarter with cartographer Andi Kron to update the walking tour map to

include the Nature Center. Andi reoriented the map and included numerous photographs of area sites and attractions. Then work began with Natalie Glass, the new graphic designer at the Los Alamos Commerce and Development Corp. to re-do the entire brochure. New colors, fonts, and some new text were added. The Historical Society applied for and received a grant from Los Alamos MainStreet to cover half the printing costs. A print order of 10,000 was placed with the Los Alamos Monitor. The new map was expected to be ready for the Balloon Fiesta crowds.

e. Staff and Operate the Historical Museum & Shop:

The Los Alamos Historical Museum was open every day this quarter. Thanks to our wonderful volunteers, we were open M-F from 9:30-4:30 with paid staff on the weekends from 11-4.

f. and g. Collections oversight and Access:

Research Requests:

The archives received 42 requests since April 1, which included these topics: obituaries and background information for Project Y veterans; Central School; Peggy Pond Church photo albums and papers; TA-1; History of White Rock; Monitor newspapers; geology of the Valles Caldera and Jemez Mountains; Bences Gonzales; Trinity Site and Test; 1980s Los Alamos; government housing images; Cliffside Development Corp.; Peter Miller image collection; Einstein letter; Western Area housing; Frederick Ashworth; Leona Marshall Libby; Fuller Lodge alterations; JR Oppenheimer Memorial Committee Papers; Bandelier brochure; 1965 LAHS graduating class; LAHS yearbooks; LARS guest house; Bethe House; Oppenheimer House; interviews with Trinity Test veterans; Joan Hinton; Jane and David Hall; Berlyn Brixner's photo equipment for the Trinity Test; Manhattan-era images for NM True TV; Metzger's service stations; LA Airport hangars and incinerator building; Manhattan-era party and recreation images; Dr. James Nolan; Near Shima Hospital panoramic prints

New Archives Equipment/Tools:

- Installed: library bookshelves to replace incorrect earlier shelving installation
- Purchased and installed: sitting area cabinet
- Installed: oversize map rack

Artifact Cataloging Completed:

Items from the Jasinski, Cowan, Bartlett and Homestead Collections

Document/Photo Cataloging Completed:

- George and Satch Cowan Archives: 7 folders from the Santa Fe Institute subdivision of this large collection.
- Images from these collections: Parsons, Martin, Nottrott, Hillhouse, Zia Company
- Editing: a series of mis-identified government housing images

Library Book Digital Cataloging Completed:

30 books, both new volumes and those formerly cataloged on card sets

Registrar's Duties:

- 9 donor entries between July 1 and September 30, 2015 with accompanying correspondence, gift agreements and donor files.
- Maintenance of the LAHS membership database (@600 members)

Volunteer Projects:

- Monitor Photo Negative Collection: long-term project to create finding aides for more

than 100 boxes of uncataloged contact sheets/negative strips (more than 10,000 contact sheets or 160,000 individual images). Image matching from Monitor news clippings (on-going)

- Obituary Master File: collected from the Monitor, Albuquerque Journal and New Mexican newspapers (on-going)
- Management of the newspaper and periodical collections (on-going)
- Los Alamos Historical Society Papers: sorting, culling and organizing (on-going)
- Research Library book collection: creating a digital catalog (on-going)

Collections Management Projects:

- Sorting and filing clippings for the vertical information files
- Evans Collection: stabilizing scrapbooks and prepping other materials for storage

Intern Projects:

- Kallie Funk (Los Alamos High School) continued working on the critical task of marking and tagging papers, photographs and artifacts from recently donated materials
- Christina Moore returned during August this summer to help inventory the BAER Project collection of papers, organize the VHS tape collection and set up artifact drawers for medals, pins and ribbons

Digital Imaging:

- Customer orders included requests from individuals (Fox, Theisson, Howe, Castringius, Guise) as well as governmental and commercial applications (Santa Fe New Mexican, Bradbury Science Museum, Let's-pix, Mullen-Heller Architects, New Mexico True TV, Spivey (LAC) and Ploeger (LAC))
- In-house applications: Bences Gonzales book project (Slaughter and Turner) and 5 Stauber requests
- Approximately 230 scanned images loaned from the Baird Collection (prints and negatives) which form a comprehensive background for early Los Alamos ranchers H.H. and Cassy Brook as well as Brook's partner, Mackwood Hopper

Committee and Event Participation, Collaborations, Training:

- Archivist: LAHS Archives and Collections Committee: standing committee providing oversight for collections activities
- Archivist, Registrar, Curator: LAHS Accessions Management Committee: evaluating donations to the collections from the public guided by the Historical Society's mission statement and collecting guidelines
- Collaboration with Bradbury Science Museum on a phone/tablet app for LA Historical District structures
- Collaboration with Mullen-Heller Architecture PC on plans for the re-model of the Historical Museum in the LARS Guest Cottage
- Training sessions for library book cataloging with new software

h. Collaborate with other Cultural Service Providers:

This quarter the Historical Society participated in *ScienceFest: The Secret City Unlocked*, a Los Alamos MainStreet and Los Alamos Creative District event held in July. Society staff members were part of the planning team from the beginning.

On July 24, Aug. 28, and Sept. 25, the museum staff participated in Fourth Fridays, a program

of the Los Alamos Creative District.

After taking the summer off, the Cultural Coffee Klatch came back together in September for a two-hour meeting. Most of the discussion centered on how to improve Fourth Fridays as well as other programming ideas for downtown.

Historical Society staff and board members continue to serve on the Creative District Advisory Board and provide historic and preservation advice to the Fuller Lodge/Historic Districts Advisory Board. They also participate in the County Council's Manhattan Project National Historical Park advisory group.

y. Museum Education Program:

- Provided tours: July 7, 16, 18, 22, 31; August 14; September 16, 17, 18, 19 (two tours), 24
- Presented lessons in schools: August 31–September 14 (2 20-minute lessons to each of the three 5th grade and three 6th grade classes at Mountain Elementary); September 23 (hour-long lesson to three 4th grade classes at Mountain Elementary, reaching 52 students); September 29 (hour-long lesson to one 2nd grade class at Aspen Elementary, reaching 17 students)
- Volunteer meetings: September 3, 28
- Oral history meetings: July 9, August 17, September 23
- Meetings with Quatrefoil Associates, design team working on museum campus redesign: July 20–22, August 18, September 17, September 28
- Fourth Fridays: July 24, August 28, September 25
- Lesson development: lessons on primary/secondary sources and on plagiarism for 5th and 6th graders; lesson on the Los Alamos Ranch School for 3rd graders
- Preparation for presentation at Lab History 9 conference (October 11) on museum renovations and creation of museum campus
- July 7, 14, 21: History Adventures (weekly summer program for K–3 children)
 - Over the 8 week program, 414 children participated (with an average of 52 children attending the 10 and 11 am sessions every week)
 - 2 sessions presented by the Museum Educator; other 6 sessions presented by partners, organized by the Museum Educator
 - Some comments from the summative evaluation: “Good fun while learning some history”; “Interesting variety of activities and presentation”; “Nice use of local themes”; “Like that each time is different and people were brought in from different areas that specialized in certain history topics”; “I loved this program and would love more of these offered”
- July 23: Installed “Kids Make History” exhibit in museum
- July 24: taught YCC class
- July 29: Fuller Lodge Historic District Advisory Board public meeting
- July 30, August 13: STEM/STEAM maker space meeting
- August 7: created email mailing list for our volunteers
- August 10: table at Los Alamos Public Schools welcome breakfast
- August 11: meeting with Mountain Elementary librarian
- August 13: meeting with Bradbury Science Museum educator
- August 14: bell ringing for the 70th anniversary of the end of WWII
- August 17: fall temporary exhibit meeting
- August 26: meeting about library system's women in STEM activities in October

- August 27: work on LANL's VR app
- August 27: edited summaries of the summer docent training series
- September 1: created flyer on our educational tours for distribution at the Santa Fe Teacher Resource Fair
- September 3: History on Tap
- September 15: National History Day meeting at the high school
- September 22: planning for regular viewing parties of *Manhattan* (beginning October 13)

2. Deliverables

a. Independent Financial Review:

A quarterly report from James Dinkel, CPA, will be sent separately. The financial records of the Los Alamos Historical Society are available for review in the office of the Executive Director. Please note that due to the amount of money raised by the Society in FY14 and FY15, the state Attorney General's office requires that the organization undergo an audit. The audit will be conducted in October 2015 and the results should be available for the next quarterly report.

z. 1. Feedback:

The Historical Society continues to receive feedback via interactive exhibits, comment solicitation in exhibits, interactions between visitors and docents and guides, and surveys at lectures and other programs. Visitor concerns (such as problems with the museum bathroom) are addressed immediately. The feedback tends to be overwhelmingly positive because our visitors and participants are interested in the history that we are able to show and teach them.

aa. 2. Participation:

The Los Alamos Historical Museum had 21,530 visitors for the quarter, a 55 percent increase over the same quarter in 2014. Part of this can be attributed to the nearly 12,000 visitors we had in July, many of whom came for ScienceFest. Setting aside July, which was our highest monthly attendance ever, visitation was still 25 percent above August and September of 2014.

Visitors to the Historical Museum and participants to Los Alamos Historical Society programs this quarter ranged in age from pre-school to 80+ years of age. Gender was fairly evenly split, with slightly more women than men participating in most programs. They came from every state in the nation and 21 countries, with the highest number of visitors from New Mexico.

bb. 3. Increased visitation as a result of services:

We repeatedly heard from ScienceFest visitors that the reason they came to Los Alamos was to learn about the history. Granted, this was a self-selected audience, but the July visitation numbers do show increased visitation as a direct result of the services provided by the Historical Museum.

cc. 4. Collaboration with other service providers:

Please see 1.h. above

dd. 5. Grant applications and other funding sources:

The annual membership drive took place in July and generated \$26,438 for the quarter. Sales in the Museum Shop and of Bathtub Row Press publications were \$39,862.

The *History is Here* fundraising campaign continues with a goal of \$7 million. In this quarter, the \$4 million mark in gifts and pledges was reached.

In September, the Society held its second annual Gala and Experience Auction fundraising event. It netted \$10,000 and will fund a new point-of-sale system for the Museum Shop as well as an oral history collection program, which will be done jointly with the AmeriCorps Museum and Media studies program at Highlands University. We will report more on this program in the next quarter.

The Historical Society received a \$4,800 sponsorship from Los Alamos National Bank for the 2014-2015 lecture series.

ee. 6. Advertising efforts:

Please see 1.b. above

Notable Achievements/Improvements:

4th Quarter (April – June 2016):

Three of our staff members, Museum Director Judith Stauber, Registrar Stephanie Yeaman, and Intern Kallie Funk traveled to Japan to visit with museum colleagues in Hiroshima and Nagasaki. Their grant-funded trip sparked dialog between our museums, and we hope will lead to further cooperation and information sharing in the future.

Doomed to Cooperate, a 972-page, two-volume book about American and Russian lab-to-lab cooperation at the end of the Cold War was released to great acclaim by our publishing division, Bathtub Row Press. Two book signings were held with editor Sig Hecker, former director of Los Alamos National Laboratory, during the quarter.

The membership of the Los Alamos Historical Society, upon the recommendation of the Board of Directors, changed the name of the museum to the Los Alamos History Museum. The name will be rolled out with the grand re-opening.

Through the AmeriCorps program at Highlands University, the Historical Society was able to collect 20 video oral histories from a wide-range of people who lived in Los Alamos through the Cold War.

3rd Quarter (January – March 2016):

We are pleased to report that “Meet Bences Gonzales,” a new children’s coloring and activity book published by Bathtub Row Press, has won the Pablita Velarde Award for the best children’s book from the Historical Society of New Mexico.

Sig Hecker’s book about the American and Russian laboratory cooperation at the end of the Cold War – a two volume, nearly 1,000-page tome – to be published by Bathtub Row Press, was designed and edited this quarter.

The staff members participating in the Japan trip left just at the end of the quarter. We will report on their trip in the next quarter’s report.

History Wednesdays

- New afterschool program for students in first, second, and third grade

<ul style="list-style-type: none"> ○ Promoted the program and registered students: 5 students participating ○ Created policies for participation and for classroom behavior ○ Lesson planning for weekly two-hour lessons centered on hands-on history activities <p>Community Internship Collaboration (CIC)</p> <ul style="list-style-type: none"> ○ CIC is a partnership program between Los Alamos High School, UNM-LA, and local businesses ○ Created job description for new education intern position ○ January 12: mentorship meeting ○ January 15 and 19: conducted three interviews with applicants ○ Supervision of new education intern, three afternoons / week <p>Introduction to the History of Technology: Steam Power to Modernity</p> <ul style="list-style-type: none"> ○ UNM-LA Community Education class, four lectures, February 3–24; 5 students ○ 1.5 hour classes comprised of lecture and discussion ○ Prepared lecture slides, selected readings, presented lectures and guided discussion of readings and lecture <p>March 21: Museum Classroom Open House</p> <ul style="list-style-type: none"> ○ Planned, promoted, prepared for, and ran event, welcoming the community into the Historical Society and Museum’s newest education space in the west wing of Fuller Lodge (formerly the Archives and Collections area)

2nd Quarter (October – December 2015):

Staff and volunteers installed new exhibits and set up the Museum Shop in the temporary location at 475 20th St. so that the space would be open and ready for visitors when the Manhattan Project National Historical Park (which shares the space) was officially established. While it still needed a few tweaks, the temporary space was ready to open on Saturday, Nov. 28 for Small Business Saturday.

The Historical Society’s executive director participated in the Manhattan Project National Historical Park Scholar’s Forum Nov. 9-10. The team of about 20 scholars is assisting the National Park Service with developing its interpretive themes for the park. They also participated in the official signing ceremony when the secretaries of energy and interior signed their memorandum of agreement that officially created the park.

In the Museum Education Program:

- Presented “Interpreting Los Alamos: The Manhattan Project, the Cold War, and a Community Museum” to the Lab History 9 conference, October 11
- *Meet Bences Gonzales* coloring and activity book
 - Finalized layout with illustrator and decided on retail price
 - Promoted the book, which is now available in the Museum Shop
- Museum Classroom
 - Continued planning cleaning, organization, and set up of new Museum Classroom space, upstairs in the west wing of Fuller Lodge, for opening at the beginning of the spring semester.
 - New classroom furniture installed with help enlisted from the Los Alamos Derby Dames.
 - Applied for grants to help support furnishing the Classroom, and received support from the Emily L. Bradley Memorial Fund.

- Planned new History Wednesdays after school program for children in first–third grades. Started lesson plans, advertised, and set up registration for the free program.
- Viewing parties of WGN’s *Manhattan* TV series
 - As we did last year, hosted live viewing parties at Time Out Pizza for the ten-episode second season
 - Worked with the Society intern to write a reaction to each episode, for publication in local press, the Society’s website and Facebook page, and in the Museum
- Museum move to temporary space
 - Assisted with planning and implementation of setting up the new temporary museum in the Community Building, including moving artifacts and installing exhibits
 - Assisted with moving artifacts and exhibits out of the Guest Cottage and with cleaning the Guest Cottage
- Mentorship of AmeriCorps interns
 - Mentorship of two students at New Mexico Highlands University who began an oral history internship with the Society through AmeriCorps.
 - Supervised selection of people to contact about being interviewed for an oral history.
 - Trained interns in how to conduct oral histories and shadowed first two interviews.
 - Regular communication in person, on the phone, and over email.

1st Quarter (July – September 2015):

As noted above, July 2015 was the highest month for attendance in the museum’s history, with more than 12,000 visitors. ScienceFest was a big part of that, with an estimated 1,900 visitors during the festival. We also had one of our best sales days ever on the Festival Friday, with more than \$2,100 in sales.

The second edition of “Quads, Shoeboxes, and Sunken Living Rooms,” Craig Martin’s book about housing in Los Alamos, was republished.

In September, the Historical Society held its second annual gala event. It was a beautiful evening of dancing and dining and netted \$10,000 for the organization.

In the Museum Education Program:

- July 1 presentation to the Fuller Lodge Historic District Advisory Board meeting, providing information on the current and future use of the 2nd floor of Fuller Lodge
- July 16: Dawn of a New Era event, marking the 70th anniversary of the Trinity Test
- Bences Gonzales activity book
 - Project with a contract illustrator to create an activity book for kids based on the life of homesteader and Ranch School and Manhattan Project/AEC employee Bences Gonzales
 - July 2 meeting; subsequent email collaboration on illustrations for coloring pages
 - Archival research into the biography of Gonzales
- Museum Classroom project
 - The Museum Classroom in the 2nd floor west wing of Fuller Lodge should be set up for classes starting in the spring 2016 semester. This involves organizing and

- storing the back inventory of Bathtub Row Press books (also stored in that space), setting up new classroom furniture, and cleaning, organizing, and decorating the room.
- Worked with a Boy Scout to set up the book storage, with shelves donated from the old White Rock Library, for his Eagle Scout project. Meetings July 14, 28, September 1; email discussions; moving day September 19.
 - Desks and chairs ordered, delivered September 30.

Opportunities/Dreams/Recommendations/Problems:

4th Quarter (April – June 2016):

As has been previously discussed with county staff, the Historical Society is investigating charging admission to Museum visitors when the Museum reopens. Society board members and volunteers have spent this quarter researching museum admission and budget planning. We will be talking with staff soon in the upcoming quarter.

Our grand opening is still on schedule for the end of the year. A date will be announced in August.

Problems continue with the humidity levels in the archives storage space fluctuating way outside of proper archival standards. We appreciate the county staff’s diligence in working on the issues (as well as working on the continuing problem of water coming into the storage space). We eagerly await a permanent fix to these issues.

3rd Quarter (January – March 2016):

We hope to announce next quarter the dates for the History Museum Campus grand opening (likely at the end of this year).

Thank you to all of the county departments – Community Services, Community Development, Parks and Recreation, Public Works, Manager’s Office, and others – who are working with us to renovate the Guest Cottage and to develop the new Museum Campus (not to mention keeping the archives safe). We appreciate all the help, hard work, dedication, and support from so many on the staff.

2nd Quarter (October – December 2015):

We appreciate the open communication with Project Manager Wayne Kohlrust for the Guest Cottage and Fuller Lodge renovations. Juggling the architects and the exhibit design firm is a challenging task, and we are grateful for his efforts to keep everyone informed and in touch.

We are also thankful for the openness of the Parks and Recreation Department to work with us as we develop signage and interpretation around the Historic District.

The Community Services Department has been responsive to our needs to get the Historic District overlay for the Fuller Lodge complete so we can rezone the Bethe and Oppenheimer Houses to be museums. As some of the area residents are balking at the overlay requirements,

we may need additional help for the rezoning.

1st Quarter (July – September 2015):

Annual Financial Review Attached? (Check one) Annual audit previous quarter	Yes	No x
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Financial Information:

AGR14-4008 LAC Direct Funding Only -\$100,737.00	1st Quarter FY2016 (July – Sept 2015)	2nd Quarter FY2016 (October – Dec 2015)	3rd Quarter FY2016 (January – March 2016)	4th Quarter FY2016 (April – June 2016)
Type of Expense				
Personnel	\$14,818.25	\$6,034.25	\$12,977.25	\$10,709.25
Supplies (includes conservation supplies and education program supplies)	\$1,490	\$1,584	\$1,091	\$2,930
Event / Program	\$1,505	\$5,381	\$1,124	\$1,613
Marketing/Media	\$2,467	\$750	\$1,971	\$882
Misc. Expense (telephone, insurance, accounting, computer maint.)	\$4,904	\$11,435	\$8,021	\$9,050
Total Expenses	\$25,184.25	\$25,184.25	\$25,184.25	\$25,184.25

LA Scores (Performance Evaluation Data):

QTR 4: (April – June 2016)

- # Attendees/Participants to Museum: 13,958
- # Attendees/Participants to Archives (does not include website visitors): 26
- # Attendees/Participants to Lectures/Programs: 557
- # Attendees/Participants providing feedback: No formal feedback taken this quarter. Spoken feedback from lecture attendees was 100 percent positive. Spoken feedback from Museum visitors continues with some disappointment that the Museum is undergoing renovations and some concern that the Manhattan Project National Historical Park offers “nothing to see.”
- # Attendees/Participants providing feedback rating good to excellent: 85%
- # Paid Staff Hours per Quarter for Support of LA Historical Society Programs: 3,280
- # Volunteer Hours per Quarter for Support of LA Historical Society Programs: 915

QTR 3: (January –March 2016)

- # Attendees/Participants to Museum: 8,785
- # Attendees/Participants to Archives (does not include website visitors): 29
- # Attendees/Participants to Lectures/Programs: 387
- # Attendees/Participants providing feedback: No formal feedback taken this quarter
- # Attendees/Participants providing feedback rating good to excellent: Spoken feedback at lectures was positive with the exception of one person who could not hear the January lecture (held at Mesa Public Library while the Lodge is undergoing renovations)
- # Paid Staff Hours per Quarter for Support of LA Historical Society Programs: 4,920
- # Volunteer Hours per Quarter for Support of LA Historical Society Programs: 934

QTR 2: (October –December 2015)

Attendees/Participants to Museum: 9,205 (Note, this is an estimate based on past attendance and sales. The museum's door counter was damaged during the move and the replacement counter was not installed until mid-December.)

Attendees/Participants to Archives (does not include website visitors): 23

Attendees/Participants to Lectures/Programs: 585

Attendees/Participants providing feedback: 55 (estimate)

Attendees/Participants providing feedback rating good to excellent: 100 percent for programs, 75 percent for the museum after the move to temporary space

Paid Staff Hours per Quarter for Support of LA Historical Society Programs: 2,910

Volunteer Hours per Quarter for Support of LA Historical Society Programs: 1,235 (includes help with the move)

QTR 1: (July – September 2015)

Attendees/Participants to Museum: 21,530

Attendees/Participants to Archives (does not include website visitors): 42

Attendees/Participants to Lectures/Programs: 1,262

Attendees/Participants providing feedback: 350

Attendees/Participants providing feedback rating good to excellent: 99 percent

Paid Staff Hours per Quarter for Support of LA Historical Society Programs: 2,910

Volunteer Hours per Quarter for Support of LA Historical Society Programs: 916