

# Program Update

Linda Henry

The Holiday Bake and Craft Sale was a great success and a wonderful time for everyone! The Hubbard House was the gracious host to 400 hundred visitors for the event!

The Society would like to thank the many crafters who displayed their beautiful crafts and helped make the sale a success! A special thanks to the many members who donated baked goods, worked the event, and donated gift shop items. We couldn't have done it without your support! BECHS gift shop and baked goods sales were \$700.00.

BECHS will be displaying their gift shop items and baked goods at the Mankato Mall Thanksgiving week-end and at the Madison East Mall on Saturday, December 5.

The Heritage Center Gift Shop will be open on Friday, November 27, from 1:00- 4:00 p.m. Be sure to stop by and have the children visit with Santa!

## Christmas Open House

The Annual Christmas Open House at Hubbard House will be Sunday, December 6, from 1:00-4:00 p.m. There is no admission charge, but we would appreciate your donation of a nonperishable item for the Echo Food Shelf.

The Hubbard House is beautifully decorated with the library done in a silver theme, the dining room in gold, and even more rooms of beautiful decorations. My favorite is the upstairs bedroom done in purple. I urge you to come and enjoy - I promise you won't be disappointed!

Santa will arrive at 1:00 and Dick Chambers, of On Broadway Photography, will once again take pictures of you and Santa for only \$3.95! A wonderful gift for Grandparents.

A quartet consisting of Shirley Grundmeier, Roger Sheffer, and Cindy and Craig Shirk will sing Christmas Carols from 2:00 - 2:30.

Joyce Schoettler will entertain you with readings of Christmas stories from 3:00 -4:00.

Be sure to send the enclosed raffle ticket with your payment to the Heritage Center! The doll house will be on display at the Malls and at Hubbard House during the Open House.

**We need your Support!**

## Membership News

Thank you to the new and renewing members.

- State Farm Insurance- Bill Webb
- Katie Fitzgerald Payton
- Kathy & John Dorn
- Judith Vosbeek
- Inella Burns
- Renee Mathiason
- Carlienne Frisch
- Kato Mayflower
- Betsy & Jim Winn
- Meyer & Sons
- Abby & Dennis Draper
- Cornelius Votca
- Leola Sontag

## Donations

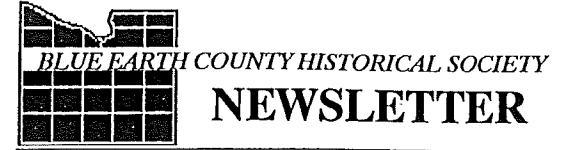
Thank you for your donations

- Mary Pay Johnson Family
- Elmer Goodrich
- Jo Schultz
- Edith Hopman
- Winston & Shirley Grundmeier
- Don Kvasnicka
- Norm Fitzgerald
- Mrs Darrell Schubbe
- Margaret Carr
- Carol Oney
- Kathryn Hanson
- Janet Goff
- Doris Pagel
- Marie Arnold
- Meyer & Sons
- Johnson Fishing, Inc.
- Linda Nussbaumer
- Berneeta Campbell
- T R Butler
- J. Davey
- M. Buscher
- Norm Carstensen
- Wal-mart

Published monthly by the Blue Earth County Historical Society.  
Design and layout by Linda L. Henry  
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## December 1992 Calendar of Events

- Nov 27 *Heritage Center - Gift shop free cookies and cider. Stop and visit Santa from 1:00- 4:00*
- Nov 27 - 29 *Makato Mall Holiday Bazaar- Gift shop items and baked goods on sale on the mall concourse 10:00 a.m. - 5:00 p.m.*
- Dec 5 *Madison East Holiday Bake Sale - Baked goods on sale at the Madison East Shopping Center 10:00 a.m. - 5:00 p.m.*
- Dec 6 *Open House - Hubbard House will be open to public 1:00 - 4:00 p.m.*
- Dec 24-27 *Offices and gift shops closed*
- Dec 25 **MERRY CHRISTMAS**

- Heritage Center**  
415 Cherry St., Mankato **Hours:**  
  
**Exhibit Gallery** 1:00-4:00 p.m.  
Tuesday-Sunday
- Research Center** 1:00 -4:00 p.m.  
Tuesday-Friday
- Hubbard House**  
606 S Broad St., Mankato **Hours:**  
1:00 - 4:00 p.m  
Sat and Sun Only

Non-Profit Org.  
U.S. Postage  
**PAID**  
Mankato, MN 56001  
Permit No. 343

## VOLUNTEERS MAKE IT HAPPEN AT THE SOCIETY

Can you imagine keeping track of over 11,000 artifacts and being able to tell the condition and location of each item at the will of a customer? That's just one of the responsibilities of Ken Knutson, Blue Earth County Historical Society volunteer. Ken, who's been with the Historical Society for over four years, does a variety of volunteer work, but storing and tracking historical artifacts are his main responsibilities.

Ken is one of a number of volunteers who helps keep the Historical Society functioning and running smoothly. Recommended by the Minnesota Action Valley Council late in 1988, Ken has been working hard toward the improvement of the Historical Society. His hard work and the work of all the volunteers has contributed greatly to the success of the Historical Society.



Ken is the go-to guy when it comes to the storage and recall of historical artifacts. When someone donates artifacts or other information to the Society, Ken has the responsibility of logging the items into the computer system and assigning location numbers to them for easy recall. But it's not as simple as punching a couple of keys on the computer; much preparation is needed to determine which of a number of categories the artifacts should fit into and where they should be stored. A thorough knowledge of the inventory system (which is more complex than one would think) and a certain amount of intuition are needed to assure easy access to the artifacts.

Once the items are received for donation to the Society they are immediately assigned to an inventory category. Some of the categories include Artifacts, Textiles, Uniforms, and Hats, among many more. Ken inputs all the necessary information, such as the donor, description of the donated items, inventory category, date, and condition of the items into the computer. From there, the computer automatically assigns the next location number according to which inventory category it was input under.

Ken then places the artifacts carefully into boxes making sure all related items are grouped together in their respective inventory category. The storage area consists of a series of shelves that are labeled for easy identification. The boxes

are placed on the shelves according to the computer's designation. Items which are too large to be boxed (stoves, bicycles and other large artifacts) are placed in rows directly on the floor. A grid system is used for these larger items and each artifact is then "zoned" and logged.

The advent of the personal computer and the Historical Society's integration of an easily accessible network system has revolutionized the storage process. Before the system existed, inventory procedures were a complicated mess of paperwork and vertical files. The recall of specific artifacts could often lead to a paper trail longer than the Northwest Pass. Computers have simplified the procedure and allowed for a more efficient means for storage and recall.

The information stored in the computer provides necessary details that are crucial to a successful storage system. With about 11,600 items in storage, the ability to recall specific information about those items in a matter of moments allows for precise determinations and allows Ken to "free up" his time for other tasks.

Ken also contributes significantly to other areas of the Historical Society. While directing storage procedures, he also helps out with various programs that are sponsored by the Historical Society such as "Ghosts From The Past." He also provides his expertise to the archives area and offers his experience to the often painstaking research that is performed.

on the many diverse subjects within the files of the Historical Society; the Society's own Jack of All Trades.

Volunteers are what make the Historical Society go and whose help we could not do without. When the Society moved to the Summit Center from the Hubbard House, Ken and other volunteers had the unenviable job of moving all of the artifacts and organizing them. It was a huge undertaking. Over a two year period the task was accomplished. Today the storage room and inventory system are major reasons why the Historical Society is run so efficiently.

Many volunteers help with the day to day functions of the Society; some of them include Doris Berger, Elmer Goodrich, Winston Grundmeier, Kathryn Hanson, Edith Hopman, Orville Jensen, Barb Maher, Mary Mohr, Ora Ohlenkamp, Carol Oney, Jo Schultz, Alma Severson, Phyllis Votca, Tanya Showers, Betty Henry and Susie Wilson, among many others. Along with Ken Knutson we salute the many volunteers for their hard work and dedication and for making the Blue Earth County Historical Society what it is today!

Written by Jon Craig