



## 2015 OHRAB Grant Final Report January 28, 2016

**Institution:** Milan-Berlin Library District

**Project Title:** Preserving and Providing Access to the Library's Photograph Collection

**Project Title:** Jessica Maiberger, Local History Librarian

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### Summary of Project Activities and Accomplishments:

#### Narrative of Self-Assessment:

From April 1, 2015 through December 31, 2015, over 2,100 photographs, negatives, glass negatives, tintypes, and daguerreotypes from eleven different collections were processed. They span from the early eighteen hundreds until the present. Fifteen cubic feet was sorted and reorganized making it easier for researchers to access. Finding aids for the processed collections include photographs and additional information. (See attached) Approximately 85% of the project has been completed. While finishing the project, it was discovered that two collections would require additional supplies and work to preserve and organize them properly. The Lambert and Ewell Collections require new large print boxes and enclosures. There are plans to purchase the necessary supplies within the first few months of 2016 which will allow for the completion of the project.

There were two main goals for this project: the preservation of the photograph collection and making it accessible to our patrons. The Local History Department reopened in March 2015 and has seen an increase in its usage. Since then the number of researchers accessing the collection has not drastically increased. It was difficult allowing patrons to view the photographs while trying to organize and preserve them. It is anticipated that patrons and researchers will utilize the collection in the future considering the organized nature of the photographs and finding aids documenting the collection's contents. Patrons, researchers, and other local historical institutions continue to express excitement when hearing of the project.

Work on the project was completed by Local History Librarian, Jessica Maiberger, and Local History Department Intern (Kent State University M.L.I.S. student), Jeni Giele. Originally, half of the one-hundred and fifty hours required for Jeni's internship were allocated toward this project. However, she spent the entire internship processing and researching the Velma Pusateri Collection (PH.2). She worked at the library from May 22 until July 10 organizing, preserving, and inventorying Pusateri Collection. She used photographs from the collection to create a display for the library's Summer Reading Program, "Every hero has a story."



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### Summary of Project Activities and Accomplishments:

#### *Narrative of Self-Assessment (continued):*

The display was placed in the library's Adult Department. It told the story of the collection donor's son, Richard Pusateri, and his service during World War II. She chose pictures from his training and those from his grave after he was killed in the Battle of the Bulge. She supplemented the photographs with newspaper articles (from the library's microfilm collection) spanning Richard's enlistment in 1941 and death in 1945. Signage explaining the project and grant award accompanied the photographs and newspaper articles.

The Local History Department hosted a Grand Reopening event in April 2015. In preparation for the event, a weeklong countdown appeared on the library's Facebook page and featured the OHRAB grant award on April 22. (see attached) Signage describing the grant-funded project and the OHRAB logo was displayed on the research table during the reopening event. Approximately thirty people attended the grand reopening on April 28<sup>th</sup>.

### Project Cost Match:

The Milan-Berlin Library District's Local History Department was awarded \$ 534 to purchase the following supplies from Gaylord Archival for the *Preserving and Providing Access to the Library's Photograph Collection* project: E-flute Spacers, 2 mil Polyethylene Short Side Opening Print Envelopes (4x5", 4x6", 5x7", and 8x10"), All-Stabilo Pencil (White), Reinforced Full 1" Tab File Folders (Legal and Letter size), and Full Tab Vertical File Folders (Legal and Letter size). We received a discount from Gaylord and purchased additional file folders and print envelopes. The total for supplies purchased with grant funds was \$533.70.

The Local History Department purchased additional supplies as part of the cost match. Those included: Baumgartens Plastic Clips, nitrile gloves, Full Tab Vertical File Folders (Legal and Letter size), All-Stabilo Pencils (White and Black), Polypropylene Label Holders (3"x1 3/4" and 3"x2 1/8"), E-flute Spacers, Spacers for Card File Boxes (5x8"), Blue/Grey Barrier Board Flip-Top Archival Photo & Print Boxes (4x6" and 5x7"), and 5-Shaft Hake Brush. Supplies were purchased from Gaylord Archival and Amazon.com. The total for supplies purchased as cost match was \$186.38. Salaries and wages increased \$845 due to the intern's additional time spent working on the project. The total cost match provided by the Milan-Berlin Library District was \$3934.38.

MILAN LIBRARY | 19 EAST CHURCH STREET  
MILAN, OH 44846 | 419-499-4117



BERLIN LIBRARY | 4 EAST MAIN STREET  
BERLIN HEIGHTS, OH 44814 | 419-588-2250

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## Expenditures:

Supplies (see attached pdfs)

Gaylord® Full Tab Letter Size Vertical File Folders, 10-Pack 4 @ \$28.78 each	\$115.12
Gaylord® Full Tab Legal Size Vertical File Folders, 10-Pack 4 @ \$30.95 each	\$123.80
Gaylord® Reinforced Full 1" Tab Letter Size File Folders , 100-Pack 2 @ @26.20 each	\$52.40
Gaylord® Reinforced Full 1" Tab Legal Size File Folders , 100-Pack 2 @ \$28.35 each	\$56.70
Gaylord®, All-Stabilo Pencil, White 1 @ \$3.40 each	\$3.40
Gaylord®, 2 mil Polyethylene Short Side Opening Print Envelopes 4x5, 100-Pack 3 @ \$8.65 each	\$25.95
Gaylord®, 2 mil Polyethylene Short Side Opening Print Envelopes 4x6, 100-Pack 3@ \$11.55 each	\$34.65
Gaylord®, 2 mil Polyethylene Short Side Opening Print Envelopes 5x7, 100-Pack 4 @ \$12.25 each	\$49.00
Gaylord®, 2 mil Polyethylene Short Side Opening Print Envelopes 8x10, 100-Pack 3 @ \$21.70 each	\$65.10
Gaylord®, E-flute Spacers, 5-Pack 1 @ \$7.58 each	\$7.58

Expenditures Total \$533.70

**Ohio Historical Records Advisory Board  
National Historical Records & Publications (NHPRC)  
State and National Archival Partnership (SNAP) Grants Regrant Program**


<b>Salaries and Wages</b>	<b>Grant Funds</b>	<b>Matching Funds</b>	<b>Total</b>
Jessica Maiberger, Local History Librarian 4 months x \$2416.66/month salary x 10%		\$967	\$967
Jennifer Giele, Local History Department Intern \$21.40/hour x 150 hours (volunteer)		\$3,210	\$3,210
<b>Subtotals: Salaries and Wages</b>	<b>\$0</b>	<b>\$4,177</b>	<b>\$4,177</b>
<b>Supplies</b>	<b>Grant Funds</b>	<b>Matching Funds</b>	<b>Total</b>
Gaylord® Full Tab Letter Size Vertical File Folders, 10-Pack 4 @ \$28.78 each	\$115		\$115
Gaylord® Full Tab Legal Size Vertical File Folders, 10-Pack 4 @ \$30.95 each	\$124		\$124
Gaylord® Reinforced Full 1" Tab Letter Size File Folders , 100-Pack 2 @ @26.20 each	\$52		\$52
Gaylord® Reinforced Full 1" Tab Legal Size File Folders , 100-Pack 2 @ \$28.35 each	\$57		\$57
Gaylord®, All-Stabilo Pencil, White 1 @ \$3.40 each	\$3		\$3
Gaylord®, 2 mil Polyethylene Short Side Opening Print Envelopes 4x5, 100-Pack 3 @ \$8.65 each	\$26		\$26
Gaylord®, 2 mil Polyethylene Short Side Opening Print Envelopes 4x6, 100-Pack 3 @ \$11.55 each	\$35		\$35
Gaylord®, 2 mil Polyethylene Short Side Opening Print Envelopes 5x7, 100-Pack 4 @ \$12.25 each	\$49		\$49
Gaylord®, 2 mil Polyethylene Short Side Opening Print Envelopes 8x10, 100-Pack 3 @ \$21.70 each	\$65		\$65
Gaylord®, E-flute Spacers, 5-Pack 1 @ \$7.58 each	\$8		\$8
Amazon.com, Baumgartens Plastic Clips, Assorted Colors and Sizes, 315-Pieces 1 @ \$10.99 each		\$11	\$11
Amazon.com, SafeTouch Nitrile Gloves, Non Latex, Powder Free, Medium, 100-Box 2 @ \$9.78 each		\$20	\$20
Gaylord® Full Tab Letter Size Vertical File Folders, 10-Pack 2 @ \$25.69 each		\$51	\$51
Gaylord® Full Tab Legal Size Vertical File Folders, 10-Pack 2 @ \$27.61 each		\$55	\$55
Gaylord®, All-Stabilo Pencil, White 1 @ \$3.04 each		\$3	\$3
Gaylord®, All-Stabilo Pencil, Black 2 @ \$3.04 each		\$6	\$6
Gaylord®, Polypropylene Label Holders, 21-Pack, 3" x 1 3/4" 2 @ \$3.28 each		\$7	\$7
Gaylord®, Polypropylene Label Holders, 12-Pack, 3" x 2 1/8" 2 @ \$2.33 each		\$5	\$5

Supplies	Grant Funds	Matching Funds	Total
Gaylord®, E-flute Spacers, 5-Pack 1 @ \$6.82 each		\$7	\$7
Gaylord®, Spacers for Card File Boxes, 5 x 8", 5-Pack 1 @ \$5.44		\$5	
Gaylord®, Blue/Grey Barrier Board Flip-Top Archival Photo & Print Box, 5W x 5 5/8L x 4 5/8"H 1 @ \$5.81		\$6	
Gaylord®, Blue/Grey Barrier Board Flip-Top Archival Photo & Print Box, 5W x 7 5/8L x 5 5/8"H 1 @ \$7.65		\$8	
5-Shaft Bamboo Hake Brush 1 @ \$3.17		\$3	
			\$0
<b>Subtotals: Supplies</b>	<b>\$534</b>	<b>\$186</b>	<b>\$698</b>
<b>Equipment</b>	<b>Grant Funds</b>	<b>Matching Funds</b>	<b>Total</b>
			\$0
<b>Subtotals: Equipments</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Contracted Services</b>	<b>Grant Funds</b>	<b>Matching Funds</b>	<b>Total</b>
			\$0
<b>Subtotals: Contracted Services</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Other Eligible Expenses</b>	<b>Grant Funds</b>	<b>Matching Funds</b>	<b>Total</b>
			\$0
<b>Subtotals: Other Eligible Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Summary Budget</b>	<b>Grant Funds</b>	<b>Matching Funds</b>	<b>Total</b>
<b>Salaries and Wages</b>	<b>\$0</b>	<b>\$4,177</b>	<b>\$4,177</b>
<b>Supplies</b>	<b>\$534</b>	<b>\$186</b>	<b>\$720</b>
<b>Equipment</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Contracted Services</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Other Eligible Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Project Budget</b>	<b>\$534</b>	<b>\$4,363</b>	<b>\$4,897</b>


**Yes**      **No**

**If you do not receive full funding, will you accept partial funding and still complete the project as outlined in the application?**

Yes



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NATIONAL ARCHIVES



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Project Cost Match:  
Supplies

Amazon.com, Baumgartens Plastic Clips, Assorted Colors and Sizes, 315-Pieces 1 @ \$10.99 each	\$10.99
Amazon.com, SafeTouch Nitrile Gloves, Non Latex, Powder Free, Medium, 100-Box 2 @ \$9.78 each	\$19.56
Gaylord® Full Tab Letter Size Vertical File Folders, 10-Pack 2 @ \$25.69 each	\$51.38
Gaylord® Full Tab Legal Size Vertical File Folders, 10-Pack 2 @ \$27.61 each	\$55.22
Gaylord®, All-Stabilo Pencil, White 1 @ \$3.04 each	\$3.04
Gaylord®, All-Stabilo Pencil, Black 2 @ \$3.04 each	\$6.08
Gaylord®, Polypropylene Label Holders, 21-Pack, 3" x 1 3/4" 2 @ \$3.28 each	\$6.56
Gaylord®, Polypropylene Label Holders, 12-Pack, 3" x 2 1/8" 2 @ \$2.33 each	\$4.66
Gaylord®, E-flute Spacers, 5-Pack 1 @ \$6.82 each	\$6.82
Gaylord®, Spacers for Card File Boxes, 5 x 8", 5-Pack 1 @ \$5.44	\$5.44
Gaylord®, Blue/Grey Barrier Board Flip-Top Archival Photo & Print Box, 5W x 5 5/8L x 4 5/8"H 1 @ \$5.81	\$5.81
Gaylord®, Blue/Grey Barrier Board Flip-Top Archival Photo & Print Box, 5W x 7 5/8L x 5 5/8"H 1 @ \$7.65	\$7.65
5-Shaft Bamboo Hake Brush 1 @ \$3.17	\$3.17

Supplies Total \$186.38

Salaries and Wages

Intern, Jeni Giele

150 hrs. x \$18.54

\$ 2781

Employee, Jessica Maiberger

4 mo. x \$2416.66/mo. salary x 10%

\$967

Salaries and Wages Total \$3748

Total Cost Match \$3934.38



Photos posted to Milan-Berlin Library D...



Photos



Albums

## Grant From the Ohio Historical Records Advisory Board

Updated about 9 months ago

The Ohio Historical Records Advisory Board awarded our Local History Department with a grant to preserve and provide access to photographs in the Local History collection. The project began in April and will continue through December.



Like

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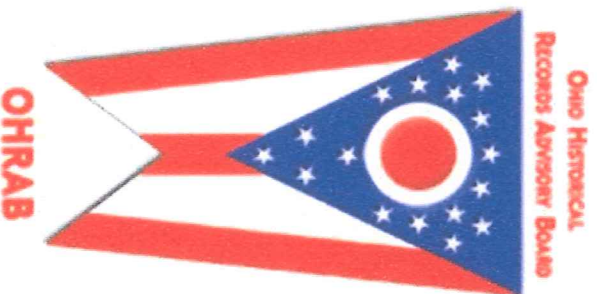
#### Milan-Berlin Library District

Page Liked · April 22, 2015 · Edited ·

The Ohio Historical Records Advisory Board awarded our Local History Department with a grant to preserve and provide access to photographs in the Local History collection. The project began in April and will continue through December.

For more information regarding the grant program or grant awardees, please visit the Ohio Historical Records Advisory Board's website. [ <http://www.ohrab.org/grants/recipient/> ]

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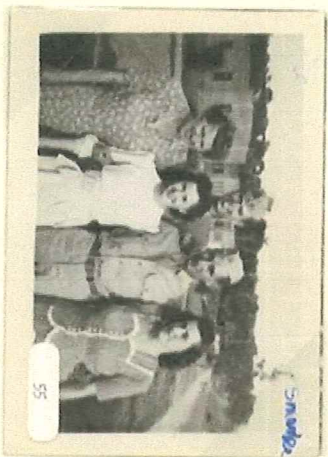
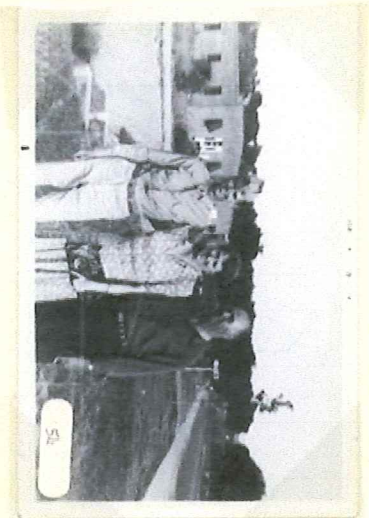


**Milan-Berlin Library District**

Page Liked · April 22, 2015 ·

These photographs are part of a collection donated by Velma Pusateri that capture the visit her family made to visit her brother, Richard, before leaving to fight in Europe during World War II. These are an example of the photographs that will be preserved thanks to the OHRAB grant funding.

Like Comment Share



LOCAL HISTORY &  
GENEALOGY ROOM

# GRAND REOPENING



Tuesday, April 28  
5:30 PM to 7:00 PM

This year marks the 30th Anniversary of the Milan-Berlin Library District's Local History and Genealogy Room. Please join us to meet our Local story Librarian, Jessica Maiberger, and discuss the future of the Local History collection.

Light refreshments will be served in the Conference Room.

We would like to thank the Ohio Historical Records Advisory Board (OHRAB) for awarding funding for the *Preserving & Creating Public Access to the Milan-Berlin Library District's Photograph Collection* project.

This project was supported in part by an award from the Ohio Historical Records Advisory Board, through funding from the National Historic Publications and Records Commission (NHPRC), National Archives and Records Administration.

The funds will be used to purchase supplies (folders, enclosures, etc.) to preserve the photograph collection.







The Milan-Berlin Library District's Local History Department would like to thank the Ohio Historical Records Advisory Board (OHRAB) for awarding funding for the *Preserving & Creating Public Access to the Milan-Berlin Library District's Photograph Collection* project. The funds were used to purchase supplies (folders, enclosures, etc.) to preserve our photograph collection.

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