

## 2017 OHRAB Final Grant Report

Date: 23 January 2018

Institution Name: City of Alliance / Rodman Public Library

Title of Project: Preservation and Digitization of Alliance City Documents

From: Karen Perone, Project Director – 330-821-2665; kperone@rodmanlibrary.com

To: Fred Previts – fprevits@ohiohistory.org

### Summary of Activities:

Rodman Public Library collaborated with the City of Alliance to microfilm and digitize City Council minutes and ordinances dating from the incorporation of Alliance in 1854 through 1924. All microfilming and digitization was completed by Backstage Library Works in Bethlehem, Pennsylvania. The master negative film reels will be stored in the climate-controlled vault at Ohio History Connection and the master print film reels will be stored in the Archives of The University of Akron. These locations were selected following the guidelines for retention of municipal records as outlined in Ohio Municipal Records Manual. Both storage sites are members of the Ohio Network of American History Research Centers.

The digitized documents were loaded onto the City of Alliance's website. The website is cloud-based and is backed up on a regular basis. The documents are located in a searchable archive on the website for older documents (see attachment). The full text of any documents that were typewritten are now searchable PDF files. All others are accessible by date. The hard drive that contains the original digitized TIFF and PDF files will be stored in the City's fireproof safe. A copy of the digitized files is also stored at Rodman Public Library.

In total, 1,742 PDF documents were created from 12,998 TIFF images. No bindings of the original documents were destroyed in the filming process and the threads of only one volume needed to be snipped because of tight gutters.

The overall process took longer than originally expected but all goals were reached within the timeframe of the grant.

Attached are copies of newspaper coverage and a press release that has been sent to *The Alliance Review*, *Canton Repository*, and *Akron Beacon Journal*. A program on this digitization project has been scheduled for February 20 at Rodman Public Library. The project was recognized at the January 16, 2018 City Council meeting by Mayor Andreani.



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RODMAN LIBRARY

## Consultant hired to help in director search

By STEPHANIE LUMHELY  
slumhely@the-review.com

The Rodman Public Library Board of Trustees will utilize a library consultant to assist them with their search to replace their retiring director.

During Wednesday's meeting, board members decided they will meet with Canton-based Karen Miller of Bradbury Miller Associates at 3 p.m. Friday, Sept. 1 in

the library's board room behind closed doors in their quest to replace Patricia Stone, who intends to retire at year end.

Stone has been director for 10 years.

In other business, the board was told removal of windows and old boilers has begun, but \$9,850 in asbestos abatement was needed before the project could proceed. The library board also approved up to \$34,000 to be

spent on renovations to the public women's restroom by Burtbart Construction Ltd.

Board members also approved switching health insurance for staff from AudiCare to the Stark Council of Governments' plan, which showed significant savings.

In other action, board President Guy Hall also reiterated board approval for a settlement in the Community Reinvestment Area Agreement between Terry's

Tire Town Inc. and the City of Alliance, which required all clients to sign off by Aug. 14. Rodman's expected share is \$13,300.

Karen Perone and Michelle Dillon from the Alliance Historical Society delivered Alliance City Council minutes and ordinances from 1850 to 1925 and a 1920s Alliance newspaper to Bethlehem, Pa., where it will be digitized by year end thanks to a matching

grant from the Ohio Historical Records Advisory Board as well as funds from the city and library digitization budgets.

The proceeds from the Friends of Rodman Library book sale is expected to top \$13,000, which is about \$1,000 more than last year due to the addition of a silent auction of afghans from the library's knitters' group and a 20 percent Orange Leaf fundraiser on Aug. 1.

Rodman Public Library  
Patricia A. Stone, Director  
330-821-2665  
01/16/2018

## PRESS RELEASE

### DIGITIZED ALLIANCE CITY COUNCIL RECORDS AVAILABLE FROM 1854-1924

Rodman Public Library recently collaborated with the City of Alliance to microfilm and digitize City Council minutes and ordinances dating from the incorporation of Alliance in 1854 through 1924. The 12,998 pages scanned are bound in large ledger books that measure up to 3" thick and 11" x 17". They were sent to Backstage Library Works in Bethlehem, Pennsylvania in late July for microfilming and digitization. In December, 1,742 PDF documents were returned for uploading onto the City's website. The one-of-a-kind city documents are now available for use by anyone with access to the Internet at any time of the day or night.

This is Rodman Library's third digitization project with Backstage "We have had excellent results from our projects completed by Backstage over the past four years," reports Karen Perone, Head of Technology and Technical Services at Rodman Public Library. "It is good to know that we have a resource nearby that can handle large format rare documents with such expertise." Previous Backstage projects included digitization of *The Alliance Review* from 1916-1920 and more recently *The Recreational News*, a local newspaper from the 1920s.

"One of Rodman Public Library's goals is to preserve and share the many historical documents of Alliance," said Pat Stone, Director of Rodman Public Library. "We have the expertise and resources to assist the City in this important project."

As outlined in Ohio Municipal Records Manual, the City of Alliance is required to permanently retain copies of all City Council minutes and ordinances. The only copies of these documents prior to this grant project were in the bound volumes. Today, the earliest records of the City are preserved for the future in the form of microfilm and digitized files. Mayor Alan Andreani remarked, "The City was very fortunate in Rodman Public Library securing a grant and providing us the ability to digitize and microfilm the ordinances and minutes of City Council records from 1854 to 1924. This process provides safekeeping and easier access to these wonderful historical documents."

The master negative film reels will be stored in the climate-controlled vault at Ohio History Connection and the master print film reels will be stored in the Archives of The University of Akron. These locations were selected

following the guidelines for retention of municipal records. Both storage sites are members of the Ohio Network of American History Research Centers.

The digitized documents are available in a searchable archive for older documents on the City's website. The full text of any documents that were typewritten are searchable PDF files. All others are accessible by date. To locate the archived documents, go to [www.cityofalliance.com/archive.aspx](http://www.cityofalliance.com/archive.aspx).

Mayor Andreani concludes, "The City of Alliance is pleased to be able to preserve and protect its historical records as well as provide online access to these documents to our residents. None of this would be possible without the assistance provided in the grant process by Karen Perone and Pat Stone of Rodman Public Library. I'd like to also thank Jennifer Crist and City Auditor Kevin Knowles at the City of Alliance for their participation and thank them for all for their efforts and cooperation in this process."

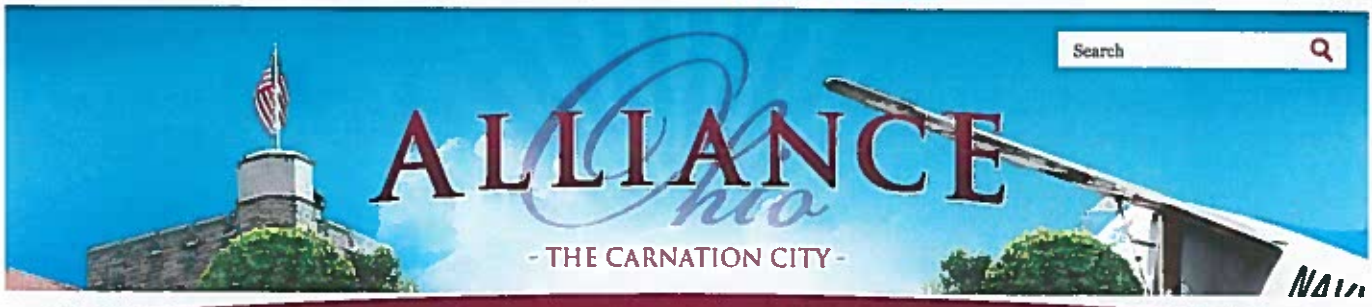
The project was supported in part by an award from the Ohio Historical Records Advisory Board (OHRAB), through funding from the National Historical Publications and Records Commission (NHPRC), National Archives and Records Administration. For more information about this project, call 330-821-2665, ext. 101.



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### Council Ordinances 1854-1933

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City of Alliance OH • 504 E. Main St. • Alliance, OH 44601

Ph: (330) 821-3110 • Fx: (330) 821-9362

An Ordinance to Establish a Board of Trustees of the Water Works in and for the City of Alliance, Ohio.

Be it ordained and enacted by the Council of the City of Alliance, Ohio, as follows:

Section 1. That a Board of three trustees, to be known as the trustees of the Water Works, be and the same is hereby established to be composed of three persons, who shall be elected by the electors of the City of Alliance, Ohio, as hereinafter provided.

Section 2. That said trustees of the Water Works shall have the powers and authority, rights and privileges, and shall be subject to the duties and liabilities as are now or may be hereafter provided by the laws of the State of Ohio and said trustees of the Water Works shall be subject to the control of the Council of the said City of Alliance, Ohio, so far as is or may hereafter be provided by the laws of said state.

Section 3. That at the annual municipal election to be held on the first Monday of April A. D. 1899 there shall be elected and chosen by the electors of said City of Alliance one person to serve for one year, one person to serve for two years and one person to serve for three years, as provided by law, and at each succeeding annual municipal election thereafter one person shall be elected and chosen for the period of three years, as provided by law.

Section 4. That upon the passage and legal publication of this Ordinance, there shall be nominated by the Mayor of said City of Alliance, Ohio, and confirmed by the Council thereof, three persons who shall serve as such trustees of the Water Works from and after the term of such appointment until the election and qualification of their successors as hereinbefore provided.

Section 5. That the election of such trustees of the Water Works at and after the said <sup>annual</sup> municipal election to be held on the first Monday in April, A. D. 1899, shall be held at the same place or places and in the same manner and by the same board of election or other officers, as other municipal officers of said City of Alliance, Ohio, and shall be returned in the same manner.

Section 6. That each member of said trustees of the Water Works shall receive a salary of one dollar for each year of his services in said board, payable annually.

Section 7. This Ordinance shall take effect and be in force from and after its passage and legal publication.

Passed February 6<sup>th</sup> 1899.

J. H. McCombs, Clerk.

W. H. Morgan, President of Council.

I hereby certify that the foregoing Ordinance was passed by the Alliance City Council February 6<sup>th</sup> 1899, and that published in the Alliance Herald Review July 7<sup>th</sup> and 9<sup>th</sup> 1899, a copy of general circulation in the neighborhood of Alliance, Ohio.  
J. H. McCombs  
Clerk

Jan 15<sup>th</sup> 1889 no Council meeting held for want of a quorum

Council Chamber Dec 25 1889

Council met in regular session

President Brewster Presiding

Members present Pennington, Pettis, Bush, Jones, Johnson  
Miller and Williams Representative Stanley  
Absent Early, Sefton & Representative Rice

On Motion the Reading of the minutes of the last meeting was dispensed with.

#### Communications

From the Alliance Street Railway Company was read as follows:

To the Honorable Council of the City of Allenton O

The Alliance Street Railway Co. would ask, permission of your honorable body to place their Incandescent System of Lighting in the Council Rooms for the purpose of lighting the same at our expense and will remove them whenever so desired by the Council

The Alliance St Ry Co

W H Whitacre

Manager

Johnson Moved that the proposition of Alliance St Rail Way Co be accepted seconded by Pettis and Carried.

#### Petitions

A Petition was presented to Council signed <sup>by</sup> <sup>groups of</sup> two thirds of feet front of Property Abutting on Liberty Street from Main Street to Summit asking for the Improvement of said Liberty Street between said points by grading & paving with fire brick or other suitable material &c. Referred to Street Committee & Solicitor

Petitions from Citizens of the Allenton Woods asking that the names of certain streets be changed, as follows

That West Liberty Street in said Woods be changed from West Liberty to Cherry Street