

OHRAB Final Report 2021-22

Mantua Historical Society

Organization: Mantua Historical Society

Project Title: *Making Preservation and Accessibility Improvements to Mantua Historical Society's Archival Collection*

Project Director: Dottie Summerlin, *President*

drs52652@gmail.com / (440) 567-1403

Summary of project activities and accomplishments

The purpose of this project was to improve the overall organization, preservation, and accessibility of Mantua Historical Society's significant and most requested archival documents. With many of our records loosely sitting on shelves, it was a priority to get these items into proper storage containers to ensure their longevity and avoid/limit accidental damage. Without an organizational system, it was often difficult for volunteers/researchers to locate records they were looking for. With a recent uptick in research inquiries and emailed questions, we knew it was imperative that we set ourselves up for success organizationally and to take care of the records we currently possess before allowing more to be acquired, which was also increasing over the last two years. The project focused on purchasing archival-quality storage materials, developing an organizational system, re-inventorying records, and creating a finding aid.

I. Titles, series, dates, and cubic footage of records addressed by your project

Series

- I. Mantua Family Scrapbooks
- II. Mantua Family Photo Albums
- III. Mantua Family Bibles
- IV. Minute Books, Ledgers, and Financial Records
 - Mantua Center Garden Club (1964 - 2011)
 - Mantua Junior Women's League (1967 - 87)
 - Mantua Ladies' Cemetery Assoc. (1901 - 92)
 - Mantua Center School Alumni Assoc. (1837 - 1997)
 - Mantua Chapter of the Daughters of America (1956 - 70s)
 - Mantua Tread and Trail Campers & Hikers (1965 - 90)
 - Mantua Dry Goods (1804 - 1932)
 - Mantua Literary and Social Club (1963 - 77)
 - Samuel Moore Company & Union (1946 - 2019)
 - L.J. Rhodes Dry Goods (1827 - 35)
- V. Maps and Oversized Documents
- VI. Literature

Total cubic footage: approx. 40 cu. feet

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II. Copies of catalog entries and other finding aids

****See attached finding aid document draft***



Before (May 2021)



After (December 2021)



III. Narrative of self-assessment about how the project met the objectives submitted in your Application

The primary objective of our project was to improve the conditions of which our archival collections were stored in the museum, and secondarily to improve the public's accessibility to our collections in a number of ways. During the duration of the grant timeline for this project, approximately 40 out of about 50 cu. feet of materials were

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re-inventoried and rehoused into archival quality boxes and were organized by series on the shelves for easier identification. Though the grant period has ended, we will continue making strides in this project to complete the inventory and rehousing of the remaining ~10 cu. feet of records to improve their overall preservation and accessibility. The remainder of the collections that need to be organized and inventoried are loose papers predominantly related to family genealogy, rather than Mantua organizations. A finding aid draft has been created for the materials that have been completed, and once it is finalized it will be uploaded to our website and to other repositories to share with the public about the records that we possess. Box labels have been drafted, but more permanent labels will be completed in the spring to ensure accuracy.

- IV. An evaluation of the project's impact and share how your institution will build upon the success of the project through additional initiatives

Though the project's grant period has concluded, MHS volunteers plan to continue to complete the remaining records that have yet to be re-inventoried and rehoused. Our volunteers have gained the foundational skills and have developed a process to improve storage and organization for the future, which will ensure the longevity of our collections. Completing our first grant project together in our current group has given us the confidence and knowledge to continue to seek out methods and funding sources to improve the way we house our collections and make them accessible to the public, physically and virtually. Once we announce the completion of the project and upload a digital version of our finding aid, we hope to see a further increase in research inquiries and visits to the museum as we have steadily seen over the last two years.

The next step that we hope to implement following the completion of this project is a digitization initiative to scan our most significant and vulnerable documents to preserve them, but also make them more accessible to the public. Rather than relying on the public to visit the museum to learn about our collections, we will be able to engage our audience online on our various social media platforms and our website.

- V. Quotes from local press coverage and also copies of articles cited

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5/3/2021 - Record-Courier (serving Portage County)

<https://www.record-courier.com/story/news/2021/05/03/mantua-historical-society-gets-grant-preserve-historic-records/4921890001/>

5/14/2021 - The Weekly Villager (serving Garrettsville and nearby townships)

<https://weeklyvillager.com/mantua-historical-society-awarded-ohrab-grant-to-preserve-historic-records/>

MHS plans to distribute a new release about the completion of the project and how to access our records, once the finding aid is complete and uploaded to our website and various repositories in the late spring.

- VI. Project expenses: Include an itemized list of expenditures and details about in-kind cost match, including the cumulative total, and the amount of cash match on the project

****See final budget form and Gaylord Archival receipt attached***

Ohio Historical Records Advisory Board

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

Salaries and Wages	Grant Funds	Matching Funds	Total
Volunteers (207.5 hours x \$25.43)		\$2,441.28	\$2,441.28
			\$0.00
			\$0.00
			\$0.00
Subtotals: Salaries and Wages	\$0.00	\$2,441.28	\$2,441.28
Supplies	Grant Funds	Matching Funds	Total
(Qty 3) Classic record storage carton - 5 pk	\$150.93		\$150.93
(Qty 1) Unbuffered acid-free tissue - 100 pk (20x30)	\$35.28		\$35.28
(Qty 10) Black Barrier Board Deep Lid Print Box - DFB12S	\$119.90		\$119.90
(Qty 10) Black Barrier Board Deep Lid Print Box - DFB16S	\$131.90		\$164.90
(Qty 1) 3" Diameter roll storage tubes - 10 pk (4L)	\$157.08		\$196.35
(Qty 2) Blue e-flute shallow lid box with metal edges - EFSB1711	\$48.30		\$56.98
(Qty 2) Blue e-flute shallow lid box with metal edges - EFSB2016	\$58.48		\$69.18
(Qty 1) Classic full tab letter size file folders - 100 pk	\$36.72		\$36.72
(Qty 5) Shallow lid archival box 11 - FBB10	\$69.40		\$69.40
(Qty 1) Print file 6mil photo presentation sleeves (8 3/4 x 11) - 100 pk	\$22.95		\$22.95
(Qty 15) Blue/grey barrier board flip-top document case - D12105	\$86.25		\$86.25
Shipping charge	\$147.89	\$17.05	\$164.94
Subtotals: Supplies	\$1,065.08	\$17.05	\$1,082.13
Equipment	Grant Funds	Matching Funds	Total
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Subtotals: Equipments	\$0.00	\$0.00	\$0.00
Contracted Services	Grant Funds	Matching Funds	Total
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Subtotals: Contracted Services	\$0.00	\$0.00	\$0.00
Other Eligible Expenses	Grant Funds	Matching Funds	Total
			\$0.00
			\$0.00
			\$0.00
Subtotals: Other Eligible Expenses	\$0.00	\$0.00	\$0.00
Summary Budget	Grant Funds	Matching Funds	Total
Salaries and Wages	\$0.00	\$2,441.28	\$2,441.28
Supplies	\$1,065.08	\$17.05	\$1,082.13
Equipment	\$0.00	\$0.00	\$0.00
Contracted Services	\$0.00	\$0.00	\$0.00
Other Eligible Expenses	\$0.00	\$0.00	\$0.00
Total Project Budget	\$1,065.08	\$2,458.33	\$3,523.41

If you do not receive full funding, will you accept partial funding and

Yes	No
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