

Ashville Area Heritage Society

Digitization of the Ashville Area Heritage Society Library and Website Redesign

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### Summary of Project Activities and Accomplishments

Our grant application indicated that we would be digitizing the entire museum library within the specified grant period. It became obvious to us early on that digitizing our entire library was not going to be an easy process. We experienced a delay in receiving the grant funds, a delay in receiving the equipment, and a delay in getting adequate internet service installed. We did not sit idly by during these delays. Instead we used our time to organize our paper, photographic, and recorded material and to build out a space for digitizing. We did this with volunteer labor and recycled building material. None of these hours or costs are included in our final report. Once the equipment was installed and ready to use, we realized just how tedious the process of digitizing historical materials is. We were able to digitize approximately 15,000 files, which occupy nearly 30 gigabytes of memory. Our volunteers donated approximately 570 hours of their time and we find ourselves with nearly 50% of the project we envisioned completed. We have digitized nearly 42 cubic feet of materials, 13 of which were digitized prior to the start of this project. We realize now that when we originally wrote the grant application that we seriously over-estimated our ability to digitize our entire museum library in the time allotted. By writing the application the way we did, we set ourselves up to fall short of our goal. We take full responsibility for that. We now know we should have listed specific collections within the museum library to be digitized within the grant project period. If we had done that, we would have guaranteed our successful completion of the project. We are committed to completing the project and continuing it for years to come. We are excited by what we have accomplished, but we are even more encouraged to keep pursuing the digitization of our holdings. We already know that by providing access to what we have already digitized more material will be coming our way. In that sense, the task seems endless, but it is so rewarding to have this material secured electronically. The majority of our digitized materials may be viewed on our redesigned website, [www.ohiosmalltownmuseum.org](http://www.ohiosmalltownmuseum.org). A small portion of our digital library is not available for public view because of sensitive information contained within the documents.

When reviewing our objectives, we were able to achieve all our objectives, except two.

- We sorted and prioritized the materials that were to be digitized.
- We purchased a computer and scanners needed to digitize the materials.
- We trained volunteers in the digitization and storage of materials.
- We contracted with Nick Bruner of Blue Eagle Designs to redesign our website and link our digital library to the website, making it accessible to all.

The two objectives that we were unable to complete were:

- The digitization of the entire museum library
- A key word search on our redesigned website. Mr. Bruner informed us that, considering the sheer volume of our digital library, the cost to maintain a website that consisted of a searchable database over the long term, would be more than we were able to commit to financially. We opted to link our OneDrive Cloud account directly to the website. As we save more digitized files to the OneDrive Cloud account, the material is available to the public immediately. Linking the OneDrive account to the website also gave us the ability to restrict public access to some of the materials that were deemed to contain sensitive information. This provided us a way to afford to provide the digital library for the long term.

We have seen an increase in the number of community members coming to us requesting help researching specific individuals, school athletic teams and properties. The new website went "live" the last week of December, so now we are able to direct those individuals to the digital library to start their research. Because the entire library has yet to be digitized, these individuals cannot yet find everything that we have about these certain people, teams or properties. Once they have searched the digital library, we assist them in searching through materials stills located in our library.

With our social media posts, we have shared images of buildings and of people who have been important to the Ashville Area's history. These are all images which were digitized as a result of this project. We plan to continue to use our social media in the same manner to raise awareness of the existence of our new website and our digital library. We also plan to advertise certain Digitizing Days for anyone in the public who has photographs or documents in their personal collection that are historically significant to the Ashville and Northern Pickaway County area so that they may bring their materials into the museum and we can digitize the materials and return them to their owners immediately.

#### Expenses

Geekom Mini PC IT8 Intel i5-8259U 16GB RAM, 512GB Windows 11 Pro = \$449.99

Phillips 278EIA 27" Frameless Monitor = \$249.99

WD 5TB Elements Portable External Harddrive = \$109.99

APC UPS 750 VA Line Battery Backup Uninterruptible Power Supply = \$115.99

Logitech MK345 Wireless Combo Full-size Keyboard and Mouse = \$39.99

4K HDMI 6.6 foot cable = \$9.72

Display Port to DVI Cable 3 foot = \$12.26

Epson Perfection V600 Color Photo, Image, Film, Negative, Document Scanner \$299.99

CZUR ET18Pro Professional Document Scanner \$525.00

Cat 5 internet cable and installation by Pritchard Electric = \$580.49

Website Redesign by Blue Eagle Design - First Payment - (Nick Bruner) = \$500.00

One year of OneDrive Cloud memory = \$75.06

Wix Website Premium (3 years) = \$422.73

Website Redesign by Blue Eagle Design - Final Payment - (Nick Bruner) = \$500.00

Four Drawer File Cabinet purchased used at a yard sale = \$20.00

Two Desk Chairs (purchased used off of Facebook Marketplace) = \$50.00

Three Four Drawer File Cabinets to be purchased at Staples (\$179 each) = \$537.00

TOTAL PROJECT EXPENSES= \$4,498.20

In-Kind Volunteer Hours = 570 hours total

TOTAL VOLUNTEER CASH MATCH = 570 X \$28.54 (volunteer cash match rate) = \$16,267.80

**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>
Volunteer Hours Worked = 570 hours		\$16,267.80	\$16,267.80
			\$0.00
<b>Subtotals: Salaries and Wages</b>	<b>\$0.00</b>	<b>\$16,267.80</b>	<b>\$16,267.80</b>
<b>Supplies</b>	<b>Grant Funds</b>	<b>Matching Funds</b>	<b>Total</b>
			\$0.00
<b>Subtotals: Supplies</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Equipment</b>	<b>Grant Funds</b>	<b>Matching Funds</b>	<b>Total</b>
Geekom Mini PC i78 Intel i5-8259U 16GB RAM, 512 GB Windows 11 Pro	\$449.99		\$449.99
Phillips 278EIA 27" Frameless Monitor	\$249.99		\$249.99
WD 5TB Elements Portable External Harddrive	\$109.99		\$109.99
APC UPS 750 VA Line Battery Backup Uninterruptible Power Supply	\$115.99		\$115.99
Logitech MK345 Wireless Combo Full-size keyboard & mouse	\$39.99		\$39.99
4K HDMI 6.6 foot cable	\$9.72		\$9.72
Display Port to DVI Cable 3 foot	\$12.26		\$12.26
Epson Perfection V600 Color Photo, Image, Film, Negative, Document Scanner	\$299.99		\$299.99
CZUR ET18Pro Professional Document Scanner	\$525.00		\$525.00
Two computer desk chairs purchased used off of Facebook Marketplace	\$50.00		\$50.00
One used four drawer file cabinet purchased at yard sale	\$20.00		\$20.00
Three four drawer file cabinets to be purchased at Staples (\$179 each)	\$537.00		\$537.00
			\$0.00
			\$0.00
<b>Subtotals: Equipments</b>	<b>\$2,419.92</b>	<b>\$0.00</b>	<b>\$2,419.92</b>
<b>Contracted Services</b>	<b>Grant Funds</b>	<b>Matching Funds</b>	<b>Total</b>
Website Redesign - Blue Eagle Design	\$1,000.00		\$1,000.00
Cat 5 Cable & Installation by Pritchard Electric	\$580.49		\$580.49
			\$0.00
			\$0.00
<b>Subtotals: Contracted Services</b>	<b>\$1,580.49</b>	<b>\$0.00</b>	<b>\$1,580.49</b>
<b>Other Eligible Expenses</b>	<b>Grant Funds</b>	<b>Matching Funds</b>	<b>Total</b>
One Year of OneDrive Cloud Memory	\$75.06		\$75.06
Wix Website Premium (3 years)	\$422.73		\$422.73
			\$0.00
			\$0.00
<b>Subtotals: Other Eligible Expenses</b>	<b>\$497.79</b>	<b>\$0.00</b>	<b>\$497.79</b>
<b>Summary Budget</b>	<b>Grant Funds</b>	<b>Matching Funds</b>	<b>Total</b>
<b>Salaries and Wages</b>	<b>\$0.00</b>	<b>\$16,267.80</b>	<b>\$16,267.80</b>
<b>Supplies</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Equipment</b>	<b>\$2,419.92</b>	<b>\$0.00</b>	<b>\$2,419.92</b>
<b>Contracted Services</b>	<b>\$1,580.49</b>	<b>\$0.00</b>	<b>\$1,580.49</b>
<b>Other Eligible Expenses</b>	<b>\$497.79</b>	<b>\$0.00</b>	<b>\$497.79</b>
<b>Total Project Budget</b>	<b>\$4,498.20</b>	<b>\$16,267.80</b>	<b>\$20,766.00</b>

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

Yes	No
<input type="text"/>	<input type="text"/>

