

OHRAB Grant Program-Interim Report

Aug 31, 2023

Dublin Historical Society Collections

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Organization and Preservation of Dublin Historical Society Collection

The Dublin Historical Society wanted to obtain funding to assist in organizing and preserving our collection. Our goals are to migrate the current collection into archival-safe housing and prepare it for a future museum and/or space for public research. Our collection not only needs better housing, but it also needs an organizational system which can be made possible with many hours of volunteer work.

The grant work is about 50% done and we will be able to finish on time. Volunteers have processed, categorized, and transferred into archival boxes about 6 cubic feet of paperwork, and photos. We have met with two companies to get bids on needed cases and shelving to properly store our archives. We began an inventory of our larger items: maps, oversized photos, large items. We have been working off of the checklist we created as shown below:

To Do List/Log of Work May 2023-August 2023:

- ☒ Accept grant and fill out paperwork needed-official acceptance and W-9 sent 6/22/23
- ☒ Get records room organized, labeled and put into archival boxes (still waiting on boxes from downtown to come back to us)
- ☒ Keep track of summer hours May-August in records room/grant paperwork

Katie Guehl	25 hours
Ashleigh Minor	38.5 hours
Tom Holton	15 hours
Marlen Mathias	2 hours

Latest Entry Volunteer Log

One of our archivists Ashleigh Minor gave a recent update about the progress on the archives room. Many of us worked this summer (May-mid August), and Ashleigh has been working the last weeks of August. Ashleigh's log is the latest entry of our volunteers and updates our progress towards organizing our files:

August 30th Volunteer Log: There is approximately one gray document box full of things to add to folders remaining (I consolidated some stuff from various piles, but got

through all but the Tuller family stuff today), plenty of things that still need to be added to photo sleeves, including some scrapbooks and photo albums to dismantle. We will need to make sure we preserve the original order of the album pages when we rehouse them. Once that's all done, we will put all the stuff in order, fit them into their boxes, and number the folders. When that's complete we can make an inventory to share online. There are also a handful of artifacts, books, and other things that need "special" housing.

I think I can complete the remainder of the processing work in about 6-8 hours, which I would probably knock out in one day. After that, anyone (but probably no more than two at a time) can work on getting the things in order, numbering folders, and typing up an inventory. I can wrap up the remaining miscellaneous artifacts, books, etc. either while someone is numbering, or after (if that ends up being me, which is okay if it is!).

Work to Get Quotes from Storage Companies and Spending on Archival Materials as Work Progressed/Photos of Types of Items Ordered

- ☒ Get quotes from cabinet companies for cabinets and map case
- ☒ Call spacesaver.com **800.255.8170** to get quotes for map case (archival) and locking cabinets called 6/23/23 Julie ext.0533
Patterson Pope Local Co. Sight assessment-will reach out
- ☒ Thursday, July 13th Katie and Tom meet with Andrew from Patterson Pope. to go over the needs of the records room-quote expected following week (Andrew was getting married that week however)
- ☒ Emailed RDT for possible estimates on map cases/storage 7/25/23
- ☒ Met with Ron Tallon Jr. from RDT storage solutions Aug. 3rd to look at the needs of archival room
- ☐ August 22 RDT gave us a proposal for furniture (shelving/map case) for archives room
- ☐ August 22nd Follow up with Patterson Pope a third time about submitting a proposal.
- ☐ Compare RDT proposal and the proposal from Patterson Pope and decide which company to use for ordering map case and shelving
- ☒ **Items Ordered from Conservation Resources in July 2023 \$107.84**
 1. Support bars for legal boxes (2 packages of 5)
 2. 4x6 photo sleeves 10 packs (3)
- ☒ **Items to be Ordered from other vendors \$36.68**
 1. Polyphoto sleeves 4x6 (20 pack) at Storesmart.com
<https://www.storesmart.com/poly-archival-safe-pages-4quot-x-6quot-photos-postcards.html>
 - ☐ 3. 8.5 x11 10 pack (2) ordered from University Products (need to confirm receipt)
 - ☐ Order more organizational supplies based on Ashleigh's latest work/inventory of needs 8/30/2023 Conservation Resources \$147.70

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	Ephemera Box Item #: 1162-MC	View	\$20.00	<input type="text" value="1"/>	\$20.00	
	Microfiche File Boxes, Lig-Free I Item #: 1265LF Material: Lig-Free I	View	\$15.70	<input type="text" value="1"/>	\$15.70	
	Partition Trays, 4 compartment, MicroChamber/ Silversafe Item #: RSB-TR4 Size: 4: 7-1/4 x 5-3/4 x 5 Material: MicroChamber/Silversafe Corrugated	View	\$15.00	<input type="text" value="1"/>	\$15.00	
	Partition Trays, 6 compartment, MicroChamber/Silversafe Item #: RSB-TR6 Size: 6: 4-3/4 x 5-3/4 x 2-1/2 Material: MicroChamber/Silversafe Corrugated	View	\$14.00	<input type="text" value="1"/>	\$14.00	
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CHECKOUT



- ☐ Get board approval for map case and other needed furniture items at Sept. 12th meeting
- ☐ Total spending to date on archival supplies (8/31/23) \$444.14. Supplies we have received are checked off of our list. Supplies that are in route have not been checked off. I am waiting for a final receipt from University Products.

Publicity for our Grant Work

- ☒ Secure new high school intern to handle newsletter for fall-Abby Adair Dublin Toles Technical Center Branch/Emerald Campus Broadcast Video course via Amanda Blackburn Start date: Sept. 6th
- ☐ Give newsletter content to Abby to draft newsletter and send out by October
- ☐ As we work to get a museum started, publishing grant monies/sponsorships to be added to new brochure and museum sponsorship lists