



**Project Summary:**

PHS's OHRAB grant project aims to rehouse and reorganize its current archival materials to allow for a more streamlined experience for users of our archives and to prevent major damage to our collections. This includes the purchase of new binders, folders, and boxes to place materials in archival-level storage. Additionally, our grant team is working to create a finding aid to allow easier accessibility of archives to volunteers and visitors.

**Progress:**

As of August, 75% of archival materials have been rehoused into new binders. Roughly 950 items have been placed in archival plastic sleeves and inserted into binders. Volunteers are currently working on finishing the binder transfer of the remaining 25% of materials as well as starting to create inventory sheets for each binder that will be used to make the finding aid.



**May 2023**



**August 2023**

PHS received the grant funds from OHRAB on June 22, 2023. Since then, PHS has ordered and received the following:

- 80 Archival binders - \$1564.00
- 5 USB drives, labels -\$106.85
- 7 boxes archival sheet protectors -\$82.47
- Archival boxes, envelopes, folders, pencils, gloves -\$420.36

PHS volunteers were able to purchase high-quality, archival binders from Bindertek at roughly \$750 less than budgeted. However, while transferring materials into new binders and plastic sleeves, volunteers discovered that a higher number of sleeves would be needed. Our budget has been adjusted to account for more plastic sleeves, as well as divided plastic sleeves for rehousing photos within the binders. Once ordered and received, this will be reflected on the final report. During the course of reorganizing,

volunteers determined a number of archival materials currently placed in a filing cabinet among our genealogy materials should be rehoused in binders with the other archival materials. Because of this, 5-7 additional binders may need to be purchased.

As of August 23rd, volunteers have worked 177 hours on this project. This number also includes the work of our Ohio History Service Corps who has been aiding volunteers in following best practices. In our original budget, we accounted for 3 volunteers dedicating time to this project, however we have had 4 additional volunteers helping occasionally, which accounts for the higher number of hours spent on the project.

Our current work schedule is in line with the project phases from our initial grant application. So far we have purchased the majority of materials and have done the bulk of the rehousing. The remainder of the project term will consist of placing objects into archival plastic sheets, reorganizing binder contents chronologically, and creating inventory sheets for each binder. Because of delays in receiving our grant funds and our UEI number, there is a possibility that our project may need to be extended past December, but this seems to be unlikely at the moment.

So far, this project and its progress has been reported at all public PHS monthly member meetings. These meetings are attended by PHS members as well as general community members as well. As the project nears completion, we plan to publicize the project via our website, social media account, and through our local newspapers. Our newly organized collection will also be highlighted to visitors at our 2024 events and open houses.

Submitted by: Debbie Gilbert  
330-757-2975  
D2gilbert@hotmail.com