

OHRAB Grant Program-Final Report

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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 were 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 needed better housing, but it also needed an organizational system which could be made possible with many hours of volunteer work and new supplies.

The current archive organizational work is about 75% done and we were able to spend 100% of the grant funds allocated to us on time. Volunteers have processed, categorized, and transferred into archival boxes about 10 cubic feet of paperwork, and photos. We have purchased many items to help improve accessibility to archival items, and items that will help to properly store items or put items out for photographing/categorizing. We bought items to help us properly hang clothing for an upcoming photography project where clothing pieces will be properly put onto dress forms and photographed so that they can be assessed (for damage/durability for display), labeled, and stored.

The impact of this project is that getting the archives organized and properly stored has been imperative as we are opening a museum in October of 2024. The new museum space will include an archive storage space and an archive research space! We needed the archives cleaned up and properly organized as we decide what to display, share the archives with our museum designers, and move our collection to our new space in mid-late summer. Ultimately, to be able to allow for public access/research of our collections is our next goal. Getting the collection better organized was an important first step!

We still have more work to do and need more storage supplies, especially for the extensive amount of clothing we have. We have other artifacts stored in closets in our Coffman Homestead that also need proper storage in our archives room. The future of this grant will involve continuing this project with a regrant application this March. The

work isn't done, but we gained so much momentum from the money and work that has been accomplished so far!

To Do List/Log of Work May 2023-January 2024:

- ☒ 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 year's hours May 2023-January 2024 in records room/grant paperwork **(this is a bit under-recorded-we tried to keep a log, but sometimes volunteers worked without logging).**

Katie Guehl	45 hours
Ashleigh Minor	85.5 hours
Tom Holton	15 hours
Marlen Mathias	2 hours
Dylan Kunz	4 hours
Total Volunteer Hours	151.5 x \$29.95 per hour = \$4,537.43
Supplies Ordered for the project paid for by the Dublin Historical Society	\$515.72 receipt
Total Matching Funds	\$5,053.15

Latest Entry Volunteer Log

One of our archivists Ashleigh Minor gave a recent update about the progress on the archives room which I compiled . [Here are before and after photos](#) of the newly organized archive room! Ashleigh's log is the latest entry of our volunteers and updates our progress towards organizing our files which is nearly done:

Jan. 29th Log

I am out of archival folders once again, can we order some more? I think 200 would be enough to get by for a while. Not as urgent, but we could also use a few more of the larger boxes, 3 should be enough. Here are the item numbers from Conservation Resources.

On another note, I could use one person for about 4 total hours during the day to help me get some more of the completed folders inventoried. They would be

numbering folders and reading the titles/dates off to me so I can put the data into a spreadsheet. It is somewhat tedious and boring, but very important! :)

Our “To Do” List 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
- ☒ **September of 2023 After a board meeting to review costs of companies with archival materials, the board decided to purchase *used* furniture for our archives to cut costs.** Antiques and used shelving/map cases are a fraction of the cost.
- ☒ **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
 - ☒ Order from Gaylord Archival \$151.92
 - ☐ Purchase furniture storage for new museum space (lockable antiques and newer furniture pieces)

- ☐ With a team of volunteers, go through extensive clothing collection in the collections room and in the Coffman House. Put clothing on dress forms and photograph each piece, assess it for possible display, or disrepair, label, number, categorize. Properly store in appropriate containers.

Items Purchased/Grant Spending: Grant confirmed/accepted from June 2023-January 2024

Date of purchase	Item	Amount spent	Vendor Name	Receipt for item	Total spent
6/23/23	Support bars for legal boxes (2 packages of 5) 4x6 photo sleeves 10 packs (3)	\$107.84	Conservation Resources	receipt	
6/22/23	Polyphoto sleeves 4x6 (20 pack)	\$36.68	Store Smart	receipt	
9/20/23	Compartment trays and boards, microfiche box, artifact box, legal sized archive folders	\$170.30	Conservation Resources	receipt	
9/20/23	Packs of album pages of different sizes and print file square pages	\$ 148.09	Gaylord Archival	receipt	
10/8/23	Cabinet and delivery	\$535	Facebook Marketplace	receipt	\$997.91
10/13/23	Map Case and floor base and delivery	\$720	Facebook Marketplace		1,717.91
11/1/23	More archival materials (boxes, sorting containers, sleeves, folders)		Conservation Resources	receipt	607.26 *\$140 item on back order-this cost will be purchased by DHS when it comes in stock
10/24/23	Storage cases and	\$57.44	Hobby Lobby	receipt	\$57.44

	art stands				
10/30/23	Framed Rick Limes Artwork-frames updated and archival glass	\$337.60	Dublin Framing	receipt	Balance still to spend: \$2,279.79
11/1/23	Small cases for storing artifacts and magnets for organizing displays	\$126.46	Hobby Lobby	receipt	\$2,153.33
12/20/23	Trays, cases, file boxes, tissue paper for archives	\$607.26	Conservation Resources	receipt	\$1546.07
11/29/23	Framing of paintings, drawings, and old prints with archival glass	\$404.92	Hobby Lobby	receipt	\$1,141.15
1/2/2024	Storage/display case	\$325.00	Facebook Marketplace	receipt	\$816.15
1/6/2024	Drop leaf work table	\$275.00	Sandusky Street Antiques	receipt	\$541.15
1/6/2024	5 Dress forms for displaying clothing artifacts properly and quilt rack for proper display of antique quilts for photographing/ inventory project	\$115.00	Bunty Station Auction/ Antiques	receipt	\$426.15
1/7/2024	Storage Case	\$300.00	Facebook Marketplace	receipt	\$126.15
1/13/2024	Dress form #6	\$45.00	Sandusky Street Antiques	receipt	\$81.15
1/25/2024	Signage for description of archives room sections	93.60 (81.15 cash from grant \$82.00)	Liberty Awards and Engraving	receipt	0

- ☒ 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 (this will be done by grand opening in October 2024)

2023 Grants

- Grants (secured)
 - OHRAB Grant \$5,000
- Grants (pending)
 - City of Dublin 'Bed Tax'
 - OCLC
 - Dublin Foundation Grant: Nick



(Photo above) A slide from a recently presented slideshow to the community and at an annual member meeting which discussed museum funding and (photo below) a page from 2023 fall newsletter with an article about grant funding. More publicity for OHRAB will come in October during our grand opening!

MORE UPDATES AND INFORMATION

OHRAB GRANT

We are happy to announce that the Dublin Historical Society was awarded a \$5,000 grant from the



