OHRAB Grant Program
c/o The Ohio History Connection State Archives
800 E. 17th Ave.
Columbus, OH 43211

City of Gahanna OHRAB Grant Interim Report

At the halfway point of the OHRAB grant project, the scanning aspect of Gahanna City Council Office's project is complete. In total, over 4,800 pages were scanned by ScanWorks and department intern Charlie Schneider. Of those scanned images, more than 20 years' worth of Gahanna Village Council meeting minutes are posted online for public viewing, covering 1881-1902. The remaining years of Village Council minutes are in process of being posted.

After exploring options for sharing our images to the web, we decided to use our existing legislative software, Legistar, to share meeting minutes to the web. This allows us to be consistent and allows users to find all of City Council's meeting minutes in one place. Below is a screenshot of how images are found online at gahanna.legistar.com.

While the meeting minutes are easily worked into our existing system, staff has yet to determine the best options for posting the ordinances and resolutions that are a part of this project. It may be

possible to incorporate them into our existing framework, but we are considering the limitations of the system and weighing whether an image sharing platform would be more appropriate.

As mentioned in the grant proposal, one challenge of having some of the images digitized from microfilm was having a naming convention that was not easily searchable. The new scans gave us an opportunity to fix this. Minutes are now named by the record type and dated in a YYYY.MM.DD format, which allows us to organize them in ascending or descending order by date. Resolutions and ordinances are now named by record type, ordinance or resolution number, and the year.

Name

CN Minutes 1881.10.06.pdf
CN Minutes 1881.10.10.pdf
CN Minutes 1881.10.14.pdf
CN Minutes 1881.10.17.pdf
CN Minutes 1881.10.21.pdf
CN Minutes 1881.10.22.pdf
CN Minutes 1881.10.24.pdf
CN Minutes 1881.10.28.pdf
CN Minutes 1881.10.31.pdf
CN Minutes 1881.11.04.pdf
CN Minutes 1881.11.11.pdf
CN Minutes 1881.11.14.pdf

1949 Resolutions Index.pdf
RES-0001-1949.pdf
RES-0002-1949.pdf
RES-0003-1949.pdf
RES-0004-1949.pdf
RES-0005-1949.pdf
RES-0006-1949.pdf

1953 Table of Contents and Ordinances Inde
ORD-0001-1953.pdf
ORD-0002-1953.pdf
ORD-0003-1953.pdf
ORD-0004-1953.pdf
ORD-0005-1953.pdf
ORD-0006-1953.pdf
ORD-0007-1953.pdf
ORD-0008-1953.pdf
ORD-0009-1953.pdf
ORD-0010-1953.pdf

Budget

The total cost of professional scanning services was $3,440, an increase of $500 from the anticipated cost. The increase in cost was due to our request to have individual pages scanned, rather than two pages being scanned at once when the book was opened. A breakdown of the budget so far is as follows:

Grant award: $2,940

Cost share to date: $2,118.40

> Scanning Services: $500
> Estimated Staff time to date: $1,618.20

Staff costs will increase through the second half of the project, because the Deputy Clerk of Council will carry out the remainder of the project. Additionally, the next four months will require more staff time than the first half of the project since most of the scanning was done externally, and posting the images online is more time intensive for staff. The City will likely end up with a larger cost share than originally budgeted.

Publicity

In July, the grant announcement was shared in a newsletter that is distributed to subscribers via email and via standard mail as a part of residents' water bills (see image below). Additionally, staff had the opportunity to share a grant project progress update to City Council during a Committee of the Whole meeting on August 26, 2024, during which staff made the request to appropriate the grant funds into its budget. These meetings are livestreamed to the City's YouTube page and can be viewed there indefinitely. As of Wednesday, August 28, Council Office staff was in the process of collaborating with the Communications & Marketing team for a social media post on the grant project. We continue to look for ways we can share the information publicly.

City Council's Office

The City Council Office is proud to announce a project underway to preserve, index and make accessible Gahanna's historic Village Council records (1881-1970). These books include Gahanna's earliest ordinances, minutes, and resolutions. Staff partnered with ScanWorks to professionally digitize the records and is now indexing them and uploading the scans to Gahanna.gov, making them accessible to the public. Residents can read minutes from the 1800s in officials' own handwriting!

This project is supported in part by an award from the Ohio Historical Records Advisory Board (OHRAB), through the National Historical Publications and Records Commission (NHPRC), National Archives and Records Administration.

To access uploaded minutes, both historical and recent, go to:
https://gahanna.legistar.com/Calendar.aspx

Please contact Sophia McGuire, Deputy Clerk of Council, at (614) 342-4092 or by email at Sophia.McGuire@Gahanna.gov with any questions. A special thank you goes to McGuire and to Council Office intern Charlie Schneider for spearheading the project!

Overall, the project has been a success so far and I believe we are in line to complete our goals by the end of the year. I hope we have more opportunities to share the information through the City's various social platforms by working with our Communications department.

Respectfully submitted by Sophia McGuire