OHRAB Grant – Archive Preservation and Digitization
Strongsville Historical Society
Final Report
2/7/2025

Project Summary – We requested matching grant funds to help pay for a large format flatbed scanner, multi-function print-scan-copy device, and an all-in-one desktop computer to facilitate scanning thousands of documents and pictures so we can digitize them and make them more accessible to others through online portals.

1. Estimated percentage of project completed and number of images scanned or collections or cubic feet processed, etc.

    As of December 31, 2024, we completed the digitization of our entire accessioned photo archive which contains 4,739 photos. We consider this exceeding what we thought we would have accomplished by 12/31/24; for grant purposes, we consider the project 100% complete.

    Our work does not stop here but will continue; we have moved on to scanning all accessioned paper items in our collection – newspapers, historical government documents, handwritten correspondence, etc.

2. Summary of expenses (have all of the supplies been ordered and arrived, has the software been ordered, etc.).

    All equipment was ordered and installed within 60 days of having been awarded the grant earlier in 2024.

    *   Expression 13000XL Archival Scanner - $3702.99
    *   HP laptop - $1,187.99
    *   Brother MFCL3780CD multifunction color laser printer - $485.99

3. Amount of staff and volunteer time spent on the project (include both grant funded time and matching time)

    An estimated 500 volunteer hours were devoted in 2024 to installing and configuring the equipment, then to the ongoing scanning and logging our items into our CatalogIt software that we use to manage our collection.

4. Is the project on track to be completed by December 31st? If not, what were the delays and what is the estimated end date?

    We consider this project to have been 100% complete on December 31st.

5. Examples of publicity on the project. This could be copies of press releases issued by the organization, links to local media coverage or screenshots of social media posts.

We have been taking historical photos of interest and periodically publishing them to our Instagram and Facebook page. You can scroll through our feed using this link: https://www.facebook.com/strongsvillehistorical Over the past year, this has roughly doubled the followers on our page to approximately 2,500. When we are ready to announce the unveiling of our portal to allow people to search through our archives to view our images, we will have a good-sized audience that we will ask to share through social media with their friends and contacts to drive traffic to our site. We will also send out a press release announcing this new benefit to our community, with a story that tells everyone about the work that went into building this new resource.

Ideally before year-end 2025, we plan to turn on the CatalogIt Hub functionality which provides the opportunity to make our digital assets accessible by the public where they will be able to do keyword searches that will deliver every item in our archives that has a connection to the search words / phrases. We will add a link to our website that takes visitors to the online CatalogIt Hub portal where they can conduct these searches. This will soon make thousands of photos conveniently available to a wide audience so the masses can benefit by much more easily learning about their Strongsville history. They will no longer have to reach out to our organization to try to schedule blocks of time to visit our archives to manually search through our materials which can be cumbersome, time consuming, and over time, can be damaging to the physical archive materials as many hands are touching them.