



TAKING THE SOCIETY INTO THE 21ST CENTURY THROUGH DIGITIZATION

Interim Report of The Olmsted Historical Society

OHRAB Grant

Our Goal: To hire a temporary employee to train the Archive Committee members on the PastPerfect software and to help digitize our irreplaceable archive Family Files. We have files on 350 families. We aim to preserve historical documents and materials entrusted to the Society. By digitizing our collection, it will give us a way to increase our visitor base, select, and share our historic information as a searchable online database and provide us with another outlet to safeguard our irreplaceable holdings.

Project Activity: Per the grant approval, we hired Dana Kolesar as temporary staff to teach the Archive Committee members to digitize our historic collections into PastPerfect and help us enter our 350 family archivally preserved Family Files into the software.

Project Progress: Dana has completed her task of teaching the Archive Committee how to use the software and has completed 45% of her hours allowed by the grant. The Society has paid her accordingly.

Because of the amount of input time we encountered in the initial stages of entering our extensive Family Files, we have completed 35% of this undertaking. The Committee members anticipate spending less time digitizing each document as we become proficient using the software.

Committee Progress: As stated above, as the Committee became trained and started digitizing our documents and photographs, we found that each piece of paper we scan & input into the software takes on average 15 to 20 minutes. Adjusting to PastPerfect often requires an initial period of training and familiarization with the software. An additional Olmsted Historical Society volunteer has joined us to finish this project. Her name is Diane Plogger. She is employed as a Systems Coordinator. She finds software for her company, teaches & supports the people at their terminals, and writes user guides. Genealogy is her passion. With the web version, she can work remotely outside normal hours. We are happy to welcome her to the Archive Committee.

Grant Budget & Publicity: The Summary of Expenses and Publicity articles related to our receipt of the OHRAB 2025 grant are attached.

**OLMSTED HISTORICAL SOCIETY
ARCHIVE DEPARTMENT
TIME SHEET: JUNE - AUGUST**

	GRANT FUND	VOLUNTEER
	HOURS WORKED	MATCHING
NAME	HOURS PAID	HOURS WORKED
Dana Kolesar	120	
Anne Schreiber		198
Diane Plogger		70
Sue Gearhart		75
Carol McBean		64
Janice Mettler		56
TOTAL HOURS WORKED:	120	463
RATE PER HOUR:	\$17.50	\$33.49
TOTAL PAID:	\$2,100.00	\$15,505.87

Olmsted Historical Society is Awarded Ohio Historical Records Advisory Board Grant

[Check out the article here!](#)

OLMSTED HISTORICAL SOCIETY

“Bringing History Into The 21st Century”

AWARDED OHIO HISTORICAL RECORDS ADVISORY BOARD GRANT

The Olmsted Historical Society's Archive Committee, Anne Schreiber-Chairman, Susan Gearhart, Carol Lucic-McBean and Janice Mettler, submitted a proposal to the Ohio Historical Records Advisory Board (OHRAB) in response to its announcement of regrant monies available through a grant from the National Historical Publication and Records Commission. They were awarded \$4,900.00 to hire someone to help digitize their archivally preserved documents of their Family Files into an archive software program.

As part of the preservation process, the Archive Committee is ready to begin digitizing their holdings. They stated the reasons for doing this are for long-term preservation, enhanced data security, improved efficiency, disaster recovery, and eventually sharing the Society's collection with the public by a searchable database for web visitors.

For the past two years, they were fortunate to have an intern, Dana Kolesar, working with them during the summer to archivally preserve their documents. Dana is a North Olmsted High School graduate and a recent Ohio Wesleyan University graduate. As a result of this grant, she will be performing data entry into the PastPerfect software program for the next 6 months.

Because of being honored by the awarding of this grant, the Society will be able to “bring history into the 21st century”.



Article from our webpage: frostvillemuseum.org

Also appeared on our Facebook Page

July 2, 2025 • \$1.²⁵

Volume 84 / Number 29

West Life

Ohio News Media Association 2021 Newspaper of the Year, Division A

Since 1959

NORTH OLMSTED

On the grounds of the Frostville Museum, the Olmsted Historical Society is doing family archival preservation work thanks to a \$4,900 grant from the Ohio Historical Records Advisory Board. The funding originated from the National Historical Records Commission. It will allow the local group to digitize its archivally preserved documents in its family files.

July 23, 2025 • \$1.²⁵

Volume 84 / Number 32

NORTH OLMSTED

The Olmsted Historical Society is doing family archival preservation work thanks to a \$4,900 grant from the Ohio Historical Records Advisory Board. The work is being done on the grounds of the Frostville Museum. The funding originated from the National Historical Records Commission and will allow the local group to digitize its archivally preserved documents in its family files.

July 30, 2025 • \$1.²⁵

Volume 84 / Number 33

NORTH OLMSTED

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The Editor of our local newspaper
ran our story for 4 weeks.

August 6, 2025 • \$1.²⁵

Volume 84 / Number 34

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