

2025 Ohio Historical Records Advisory Board Historical Records Grant
Interim Report 1/31/2026

Institution/Organization Name: City of Toledo

Project Title: Archiving Toledo's Early History: Plat maps from 1880s

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Summary of Project Activities and Accomplishments

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

All plat books have been disbound. Approximately 50% of the plats have been scanned (334 pages scanned) and 25% of the scans have been edited and are in their final form (116 scans completed).

Due to the detection of contaminants on the documents, scanning was halted at this point. The City researched mitigation alternatives and selected a qualified conservation and preservation facility, the Conservation Center for Art and Historic Artifact in Philadelphia, Pennsylvania. Due to the high cost of shipping and conservation services, the City selected a single volume among the plat maps for examination and mitigation. CCAHA performed an examination of the selected document and did not discover the presence of contaminants that should otherwise prevent the Library from continuing the scanning, quality control, and metadata on the document. The City is awaiting an invoice from CCAHA, at which point the document will be returned and the Library should be able to continue its contracted work.

As such, the City anticipates that only one plat volume will be completed in the full extent originally anticipates.

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

An invoice was received for \$1980 from the Toledo Lucas County Public Library on July 21, 2025.

The City has expended additional funds in the form of:

1. Shipping: \$1055.32
2. Condition report: \$270

Costs to be determined: The City anticipates further shipping costs.

The final cost of the project will likely exceed the awarded amount and completion of the project will be dependent on the City's ability to allocate additional funds to the project.

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

Grant Funded: The Toledo Lucas County Public Library has spent approximately 67 hours on disbanding, scanning, editing, and metadata activities.

Matching: 15 hours of City in-kind staff time have been spent so far on this project. The City anticipates that the majority of in-kind staff time will be accrued once the City is in possession of the digitized files and establishes and maintains the publicly available database. The City is adjusting its in-kind match to include future time spent by Marketing and Communications staff uploading and maintaining the publicly available database.

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?

No. The City had initially anticipated that this project would be completed by December 31st, 2025. Due to a set-back originating from the results of contamination testing revealing notable levels of black mold and other contaminants received 8/29/2025, the City requested an extension through March 31, 2026. This extension was granted. The current challenge facing the City is identifying a source of funds for additional costs incurred to complete the project, which will likely exceed the anticipated expenses by nearly \$2,000.

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.

NA for performance period.