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OHRAB Grant Final Report . . . January 29, 2016

Project Title: Enhanced Preservation of Historic Newspaper and Other Records in LHS Archives

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Project Summary:

- This project focused on organizing, cataloging and preserving issues of Marblehead Peninsula newspapers from 1881 through 1986 to expand access to and use of the newspaper collection held in the Lakeside Heritage Society Archives located in Lakeside, Ohio.
- Additional actions to enhance preservation of records involved monitoring and improving selected environmental issues in the Archives identified in the Ohio Connecting to Collections Site Visit Report in April 2014.

Summary of Project Actions and Accomplishments:

- Weekly issues of the *Peninsular News* for the years 1930 through 1969 (1,562 issues) were photocopied, indexed and stored in labeled archival boxes for access. The 20 newspaper boxes which store 1,562 issues constitute a total of 7.6 cubic feet.
 - All photocopied pages received a quality control review by the Director during the process of indexing, including identification of volume number, publication dates for all copies each year, dates of missing copies and name of owner/publisher.
 - An electronic database was created to include year, volume #, number and dates of weekly issues on file, number and dates of missing issues, dates identified by publisher when issues were not published and the names of owner/publishers. The first page of the Newspaper Database 1900-1986 is attached with two pages for the 17” screen view.
 - Each year of photocopied newspapers were placed in archival folders and two folders were placed in labeled archival boxes which are stored on steel shelving units. The archival folders and newspaper boxes were purchased from Gaylord using grant funds.
 - Matching funds expensed for “salaries and wages”: Time devoted to photocopying and indexing 1,562 issues of the *Peninsular News* between the years 1930 to 1969:
 - Average of 15 minutes per issue of Director’s time to integrate newly received newspapers with current collection, prepare each issue for copying, quality control review of copied issue, indexing and adding issue to the database:
 - Total Director time & cost: 15 min x 1562 issues = 390 hours
 - 390 hours x \$20/hr = \$7,800 Director cost in matching funds
 - Note: 90% of Director’s time was done as a volunteer
 - Average of 6 minutes per issue of Volunteer’s time to photocopy each issue
 - Total Volunteer time & cost: 6 min x 1562 issues = 156 hours
 - 156 hours x \$20/hr = \$3,120 Volunteer cost in matching funds

- Publicity:
 - Receipt of the OHRAB grant was published in the April 17, 2015 issue of the *Peninsula News*; a copy of the publication is attached.
 - Receipt of the grant was also published in the May 2015 quarterly issue of the LHS newsletter, *Heritage Happenings*. The November 2015 issue reported OHRAB grant accomplishments and the availability of the final grant report for members to review in the LHS Archives. Copies of the first pages of the May and November 2015 *Heritage Happenings* are attached with the grant statements marked.
 - The Director expected to submit a news release in December 2015 to four local newspapers highlighting accomplishments of the grant with examples of information available in the LHS newspaper collection for public review. However, the Director retired in December 2015. Since it will be April/May before someone is hired and oriented, the Archives is closed through the winter months. A news release will be distributed to newspapers when the Archives is open with paid staff and/or volunteers who can assist patrons with requests related to searching the newspaper collection.
- Environmental monitoring and improvements:
 - The HEPA vacuum cleaner and two thermohygrometers were ordered from Gaylord Archival using the company's sale pricing for 2015 which was lower than the costs projected in the grant application. Refer to the attached Final Budget Report Form and the two invoices from Gaylord Archival.
 - The vacuum cleaner has been valuable in keeping the Archives stacks areas cleaner (less dusty) with its ability to be used easily in tight spaces (e.g., under shelves and around equipment that is difficult to move) and on the steel shelving units.
 - The two thermohygrometers (original projection was to purchase three) have been placed in the main level stacks area and in the upper level storage area. The meters were checked three to four times a week during the summer when external humidity and temperatures are high in our location adjacent to Lake Erie. With the Archives located in a 1920's cottage fitted with three window air conditioners and only one free-standing dehumidifier, the meters provided information about temperature and humidity ranges which has been useful. The window air conditioners, which in previous years were turned off at night and weekends with no people in the building, were left to operate continuously in summer 2015 to better control the temperature, especially in the non-insulated upper level. Winter temperatures on the main level are consistently at 68 degrees F with upper level three to five degrees colder as door into room is kept shut.

Project Results and Benefits between May to December 2015:

Select issues of the *Peninsular News* for the years 1930 through 1969 photocopied, indexed and appropriately preserved through this project were used during the seven months of this project as primary sources in support the following activities:

- Five one-hour seminars (with PowerPoint slides including newspaper headlines, photographs and quotes) presented at Lakeside
 - May 24: *Deaths of Local Marblehead Peninsula Soldiers during World War II*; presentation by Gretchen Curtis with 38 attendees
 - June 21: *World War II on the Lakeside-Marblehead Home Front: 1943-1945 Newspaper Reports*; presented by Gretchen Curtis with 52 attendees

- July 5: *U.S. Life Saving Station at Marblehead: 1874-1915*; presented by James Hilt with 60 attendees
- August 9: *Hotel Richards: 1885-1990*; presented by Phil Dale with 64 attendees
- August 30: *Lakeside Residents Kenneth Miller and Frank Thompson*; presented by David Glick with 48 attendees
- Two 90-minute walking tours with copies of newspaper photos from past decades
 - July 24: *Lakeside's Historic Businesses*; presented by G. Curtis with 10 participants
 - August 14: *Lakeside's 1929 Block Fire*; presented by Phil Dale with 16 participants
- Family research by granddaughter of George Beebe, Lakeside Manager 1960-1968
 - Granddaughter came from Florida to review newspapers and Lakeside documents about George Beebe's tenure as manager. She retrieved more than 20 newspaper articles, many with photos, which were copied for her.
- Articles in the MANIFEST which is a quarterly 4-page LHS publication on topics of historical interest regarding Lakeside and the Marblehead Peninsula.
 - The November 2015 MANIFEST had three articles which referenced 1932, 1947 and 1966 issues of the *Peninsular News*. PNews issues from 1924 and 1928 were also cited. The November 2015 MANIFEST is attached with PNews references marked.

Future Benefits of This Project:

- Genealogical Research: The LHS Archives has maintained for many years an index card file with key information from obituaries published in issues of the *Peninsular News* available in the LHS collection. In early 2015, the cards were used to create an electronic 12-column database. Through this project, integration of the PNews issues donated from the Merckens estate with the issues already in the LHS collection expanded access to previously unknown obituaries. An ongoing volunteer activity has been copying obituaries from the PNews issues 1930-1969 and completing database entries for newly-discovered obituaries.

The LHS obituary database now has over 12,000 entries dating back to 1900 with more being added weekly based on volunteer availability. A news release will be submitted to the four local newspapers in May to inform potential users about the availability of this database and the obituaries for genealogical research.
- Community Education: The Heritage Society has been presenting educational sessions for Lakeside visitors on summer Sundays since 1973. In the past five years these presentations have become more focused on historical topics specific to Lakeside and surrounding counties.

Preservation of the expanded LHS newspaper collection with improved access for potential users promotes use of the newspapers as primary sources on a wide range of topics not only for lectures in Lakeside and anywhere in the community, but also for a variety of projects dependent upon previously-reported information (e.g., academic assignments, local government and/or business-related searches, and "just-because-I'm-curious" interests.)

Final Note:

The October 16, 2015 issue of the Peninsula News contained a 3.5 inch feature titled "Notice to Our Readers" on the lower half of the first page. The article (attached) served to inform readers that "we will no longer publish the Peninsula News. This will be you last issue." A local print newspaper focused on Lakeside and the Marblehead Peninsula has ended after more than 115 years. The newspaper collection in the Lakeside Heritage Society Archives will continue to be a very valuable resource for searching the history of this unique area in northwest Ohio.



Cartons of Gaylord newspaper boxes and oversize file folders waiting to be unpacked and filled.



Volunteer using the photocopier in tight quarters.



Archival boxes on steel shelves with two years of photocopied newspaper issues per box. File folders labeled to identify # of issues within and specific dates of any missing issues.



Salaries and Wages (list items)	Grant Funds	Cash Match	TOTAL
Staff & volunteer time to copy/process newspprs x \$20/hr (see narrative pages 1-2 for description)		\$10,920	\$10,920
			\$0
			\$0
Subtotals	\$0	\$10,920	\$10,920
Supplies (list items)	Grant Funds	Cash Match	TOTAL
Gaylord barrier board newspaper boxes	\$552		\$552
Gaylord oversize file folders	\$67		\$67
Digital thermohygrometer 1546 (2 at \$24.74)	\$49		\$49
plus shipping & processing on above supplies	\$112		\$112
Copy paper 11x17" - Staples \$13/pack x 16 packs		\$208	\$208
Subtotals	\$668	\$0	\$668
Equipment (list items)	Grant Funds	Cash Match	TOTAL
Nilfisk HipVac Vacuum Cleaner with HEPA filter	\$536		\$536
plus shipping & processing	\$17		\$17
Subtotals	\$553	\$0	\$553
Contracted Services (list items)	Grant Funds	Cash Match	TOTAL
Copy machine contract, \$65/mo, Broken Acres Electronics (calculated at 60% of \$65/mo based on copy volume for 9 months)		\$351	\$351
			\$0
			\$0
Subtotals	\$0	\$351	\$351
Summary Budget	Grant Funds	Cash Match	TOTAL
Salaries & Wages	\$0	\$10,920	\$10,920
Supplies	\$668	\$0	\$668
Equipment	\$553	\$0	\$553
Contracted Services	\$0	\$351	\$351
	\$1,221	\$11,271	\$12,492