

Ohio Historical Records Advisory Board 2013 Grant

Final Report

December 20, 2013

Welsh-American Heritage Museum, Inc.
Access and Preservation of Historical Records at the Welsh-American
Heritage Museum
Jeanne Jones Jindra, Project Director
Madog Center for Welsh Studies
800-282-7201 ext 7186
jjindra@rio.edu

Summary of Project Activities and Accomplishments

- Titles of records addressed can be found in the *Catalog of Inventory of the Welsh-American Heritage Museum* attached to this report that was compiled by our student intern during the OHRAB grant project. This 15 page inventory is an itemized listing, including dates of the records and journals that we processed. Ultimately we decided after the mid-point of the project that it made more sense to organize, catalog and preserve additional records along with those targeted in our grant proposal, as we came across many more paper items that were in critical need of preservation. We proposed to work on 55 cubic feet of records initially; however we ended up working on approximately 80 cubic feet of materials.
Due to incompatibility issues between our scanner and laptop, we were unable to scan any materials during the grant period. We discovered a unique scrapbook with over 130 pages of news clippings and programs from the National Gymanfa from 1928-1938 that we have taken from the museum to the Madog Center for Welsh Studies. We have been working on putting pages in archival sleeves in preparation for scanning the entire document. We hope to have this ready to upload to our website by mid-January as it offers a rare glimpse of the organizational years of the National Gymanfa which is still annually over Labor Day weekend. This scrapbook will be returned to the museum after completion of the scanning.
- The updated catalog for records is attached to this report as *Catalog of Inventory of the Welsh-American Heritage Museum*.

Placing the link to information on the project and the online link to the catalog was one of the key outcomes we proposed which was accomplished and can be found at <http://www.rio.edu/madog/Welsh-American-Heritage-Museum.cfm>.

We initially began using numbers as finding aids for the records we addressed in the project; however after much discussion with archive professionals, we decided to discontinue and wait to seek funding for Past Perfect software in the near future and will utilize that numerical system at that point.

All records and materials were labeled and other identifying information and English translation were placed on the outside of the archival containers. We have temporary shelf labels up now to help the public in finding items and these will be replaced with permanent labels in the next phase of the project.

Here are several "before" and "after" photos of the project.



Records storage before



Records storage after



Church records and Bibles before



Church records and Bibles after

- In our evaluation of the project our first realization was that we targeted more materials than we could reasonably process in the grant time; however with that said, the grant personnel stepped up and spent many extra hours assisting our intern in reorganizing and preserving these records.

We targeted five categories of records: Welsh Bibles and Welsh hymnals, Welsh church records, Gymanfa (Welsh tradition of preaching and singing festivals), and family history and genealogical records. We identified eight action steps to follow with each record category to achieve our project objectives:

- organizing them into general subjects
- forming specific categories within the general subjects
- chronologically organizing the categories
- inventorying each piece (providing title and description and translation from Welsh to English where necessary)
- cleaning pieces in need of dust and mold removal
- scan items if possible
- preserving each piece in the appropriate bag/box/folder and add an identifying label
- returning piece to revamped shelving area.

All of our targeted materials were processed in this method with the addition of several other resources that we felt were in grave danger of falling apart. The digital scanner we were using was incompatible with the laptop, thus we did not scan any of the items identified. We are working to scan some of the Gymanfa records off-site in the Madog

Center. A proposal was submitted to the National Welsh American Foundation in August for funding for a high quality scanner and additional archival materials and are awaiting a response.

We had three key outcomes identified in our proposal and we met almost all of them. We aimed to produce a current, organized, searchable catalog of the major historical records and resources in hard copy and online. Our current updated catalog of inventory is available in hard copy and online (<http://www.rio.edu/madog/Welsh-American-Heritage-Museum.cfm>) however it is not yet searchable. We will add this feature with the utilization of Past Perfect software soon. Our second objective was to organize the museum for easier public access and in this area we achieved overwhelming success. During the grant cycle we touched every paper resource in the museum in an effort to reorganize the most important records. That meant each item was evaluated and then processed following our action steps, or it was cleaned and stored in archival storage containers for future consideration. With the addition of three four drawer steel file cabinets donated by the Madog Center, we were able to create new files in general categories which have already been utilized often by the public. We received considerable positive feedback from visitors who were able to locate information much more efficiently. Prior to this there was little to no organizational system for records and resources and people would become frustrated in their search.

Family histories and charts are now in archival folders on a shelf labeled as such. Church record books are also in archival bags on labeled shelves. Bibles and hymnals are in archival bags and on labeled shelves. We uncovered a large number of Welsh journals, program books from the local Eisteddfod (singing competition), and church histories. Although we had not identified these resources in the proposal, we did organize and preserve them as well, with our intern volunteering an extra 8 hours to complete this. We also managed to sort through hundreds of photographs which were bagged for future archival and identification work.

One part of the project that took much more time than we originally planned for was the translation of titles of targeted materials from Welsh to English. These translations were placed with the materials in their containers. We discovered that the process of providing labels for all of the records took more time that we thought. We want to also

place explanations and historical backgrounds with the records and materials to make searches more meaningful for the public, since most are not fluent in the Welsh language.

Prior to presenting the organized records back to the museum shelves, we cleaned and painted the area and re-evaluated the organizational system. It is much easier to find materials and records with these improvements.

The four grant personnel who worked on this project over the summer with our intern were determined to also have new exhibits on display for an open house and Advent Carol Sing held at the museum on December 2, 2013. Working extra hours each week, we slowly saw the space evolve from a disorganized mess, into a tidy, organized and attractive space. We feel that the effectiveness of the overall project is best evaluated by the public's reaction and utilization of the Welsh-American Heritage Museum and the records held there. Given the increased call for appointments and walk-in traffic; we have been successful in meeting our objectives of the project. We have learned a great deal throughout this grant period, and we still have a considerable amount of work left to do at the museum, but have achieved the goals of organizing and updating the museum and preserving a large amount of materials and valuable records that are unique only to our Welsh Museum. We also achieved our goal of providing an inventory of records and materials at the museum.

- Press articles and promotional materials are all attached to the report. We polled our visitors on how they heard about the museum and many reported reading about the OHRAB project at the museum in the newspapers. There were times we were so busy with visitors our work was slowed down. We plan to put another press release out after the first of the year announcing the completed project and announcing a capital campaign. Links to websites with information on the project are:

<http://www.rio.edu/madog/Welsh-American-Heritage-Museum.cfm>

<https://www.facebook.com/galliahometownherald/posts/572938212729525>

http://m.jacksoncountydaily.com/community/article_b79e23a5-2e01-547c-ad9c-21a8f12a6b4e.html?mode=jqm – Jackson Journal online article on the project

<http://galliaherald.com/blog/2013/05/31/welsh-american-heritage-museum-receives-ohrab-preservation-funding/> - Gallia Hometown Herald online article on the project

<https://www.facebook.com/#!/pages/Welsh-American-Heritage-Museum/207567379411415-> Welsh-American Heritage Museum's Facebook site with information and photos from the project and also the open house on 12-1-13.

These two pictures illustrate the success of our work:



The Welsh Museum was open!



The public was able to come in and research.

- In our original proposal we asked for \$1200 to pay wages to our intern and \$767 for supplies and we were awarded the full amount of \$1967. A breakdown of the project funds shows that we spent \$1410 of the \$1967 award on the intern's wages and \$559.36 on archival supplies. We received permission on 9-6-13 from NHPRC through Fred Previts to use \$222.21 in funds earmarked for supplies to pay our intern 22 extra hours to work to accomplish the goals of the project after we received a donation of archival supplies for the project. We spent a total of \$1969.36 on the project which is \$2.36 over budget. Attached is a list of copies of invoices and pay documentation for our intern.

Project Cost Match

The chart below reflects the increase in volunteer time and supplies as well as additional equipment donated towards the project. In our original proposal we noted a cash match of \$3556 and in the final accounting we ended up with a cash match of \$4707.20

Salaries and Wages	Submitted Match(\$1723)	Actual Match	TOTAL: \$2,057.20
Jeanne Jindra, Madog Center Director(\$23.45/hr)	\$1,173	\$1313.20	
Carrie Napora, Madog Ctr. Secretary (\$8.00/hr)	\$400	\$432	
Lisa Jones, Davis Welsh Intern (\$8.00/hr)	\$150	\$232	
Rachael Lyles, Project Intern (\$10.00/hr)	\$0	\$80	
Supplies	(\$562 submitted)		TOTAL: \$811.00
Polyethylene Storage Bags	\$162	\$162	
Archival Storage Boxes, Shelf Files, etc.	\$312	\$312	
Manuscript Folders	\$43	\$184	
Archival Gloves	\$45	\$45	
Clear Plastic Sleeves	\$0	\$108	
Equipment	(\$949 submitted)		TOTAL: \$1,517.00
Brother Print/Scan	\$149	\$0	
Madog Center Laptop	\$800	\$800	
(3) HON four-drawer Filing Cabinets	\$0	\$717	
Other	(\$322 submitted)		TOTAL: \$322.00
Elizabeth Davis (\$18.54/hr)	\$222	\$222	
WAHM Supply Contribution	\$100	\$100	
		CASH MATCH TOTAL:	\$4,707.20