2022 Annual Meeting:

Archives & Sustainability

Rachael Bussert, Dayton Metro Library, and Anne Ryckbost, Xavier University, Educational Programming Committee Co-Chairs

This May, we will return in person together for our annual meeting! You are invited to join us on Friday, May 20 from 9am-4pm at the Main Columbus Metropolitan Library in downtown Columbus, Ohio for a full day of presentations, networking, and an exciting plenary speaker. The theme of this year’s meeting is Archives & Sustainability. Stay up-to-date on the latest details of the meeting by visiting the conference page on the SOA website.

To help ensure the safety of our community, the Society of Ohio Archivists will continue to monitor CDC guidelines, Columbus Metropolitan Library policies, and the City of Columbus mandates. Public health measures are changing rapidly, and SOA will continue to evaluate and update these protocols to be in line with recommended standards as we get closer to the event. Our COVID-19 health policies are evolving. Please check the website for the most recent updates before you register.

Plenary Speaker
We are excited to have Dr. Kathleen Smythe as our 2022 plenary speaker. Dr. Smythe’s talk will focus on what drives her work as a historian and sustainability leader, how she has used archival resources in her sustainability-focused classes, and the future of her work. She will address how archivists can be partners in climate change.

(Photograph provided by Kathleen Smythe)
Dear SOA Members,

As my final days as SOA President come nearer, I want to take this opportunity to thank you, the members and leaders of our organization. I have been reflecting a lot lately on how we got here, how I got here. As a young child, I didn’t think history was for me. I thought it was a set of dates and events that happened a long time ago, having nothing to do with my life or situation. It seems that is how a lot of people see history: a series of static “truths” and “facts” with absolutely no room for interpretation, and it has led to deep divides and polarizing debates about who has the authority to say what is true about the past. This is the motivation for a major historical reframing being led by the American Association for State and Local History, asking us as historians to focus our conversations on the past through the lens of critical thinking, rather than using the lens of absolute truth or storytelling. By creating an engaging conversation that involves the ability to evaluate evidence and seeing the past through various perspectives, we may help to calm the debates about history as well as emphasizing the importance of seeing the past as a way to understand our present. Who knows, maybe we can help all the young people who don’t think history is for them, to see themselves in the past...

I think that is a goal worth pursuing.

I appreciate all of the time and effort SOA Council has put forth to make the past year one of progress and success. You have worked diligently to ensure that the work happened, despite the challenges. You bring invaluable talents and skills to our organization, and I admire each of you. Thank you for all you do!

I also want to thank the committee leaders and members for your persistence through the last year. Because of you, we have produced amazing programming and advocacy, we were able to stay connected to our members and reach organizations and history lovers across the country, and your work helped us to recognize the achievements of those who are working to bring meaning and progress to our field. I have deep appreciation for your time and effort.

To all of our members, thank you for supporting SOA and for your work in the field. The work you do at your institutions and the service you provide to your communities is critical. I thank you all for the care and commitment you have to the community, their collections and stories, and the people who are impacted by their preservation and access. I look forward to seeing what SOA does next. We are capable of great things. As has been said before, this is OUR organization and the success of it depends on each of us and our efforts. Keep up the excellent work.

Best to you all!

Sherri Goudy
SOA President

SOA Mission

Founded in 1968, the Society of Ohio Archivists’ mission is to improve the state of archives in Ohio by promoting the archival profession and providing professional development and networking opportunities for Ohio’s professional and aspiring archivists.
change action.

Kathleen loves teaching and writing. She enjoys the challenge of addressing questions of contemporary relevance through historical investigation both in the classroom and through writing and research. She considers community- and bodily-engaged learning as essential to this task. Her most recent book, *Bicycling Through Paradise: Historical Tours Around Cincinnati* (University of Cincinnati Press, 2021), grew out of one such course.

She is trained as an African historian with years of fieldwork experience in Tanzania, East Africa. Her first book, *Fipa Families* (2006), and a series of related articles examined the ways in which Fipa integrated and made sense of European Catholic missionaries and their values during the colonial period.

This work led to an interest in globalization and economic development, both the histories of these ideas and their deployment in various ways at various times. A second book, *Africa’s Past, Our Future* (2015), highlights ideas and institutions in African history and culture that broaden our imagination about what is possible socially, politically, and economically.

A third book, *Whole Earth Living: Reconnecting Earth, History, Body and Mind* (Dixi Books, 2020) proposes a new sustainability framework based on long-term human interdependencies on earth and its ecosystems. The framework is built on an understanding of the losses that have occurred to human well-being with more recent historical developments in agriculture and technology.

Kathleen has been actively engaged with sustainability efforts on campus since 2007. She currently co-facilitates Xavier’s Climate Change Action Workshop and co-chairs the Sustainability Committee. She also co-facilitates the Ignatian Pedagogy for Sustainability (IPS) project within the AJCU (American Jesuit Colleges and Universities).

## Sessions

The year’s meeting will feature a mix of topics around the Sustainability theme, and we have an exciting slate of presentations lined up.

In the morning, Bowling Green State University archivists and librarians will introduce the SNAC database and its records, offer a practical example of how BGSU is using SNAC, and share tips and best practices for others interested in using SNAC. Then, Anne Salsich will present on the “Roots of Environmental Education and a Virtual Exhibition at Oberlin College.” Oberlin’s exceptional Environmental Studies program concerns itself the impact of climate change on current and future conditions and potential mitigation solutions, including a commitment to carbon neutrality by 2025. This presentation will focus on an Archives virtual exhibition as a means for engaging the campus community in the history of Oberlin’s environmental education with the intention of involving campus partners and students to curate more current content for the exhibition.

Concurrently, Cassie Nespor and Shelley Blundell will present on “Growing sustainability through collaboration: Lessons from the ‘COVID-19 Experience Collection’ at Youngstown State University.” Nespor and Blundell will discuss their collaboration, lessons learned, and challenges faced, especially challenges resulting from pro-actively creating and curating collection content from specific, underrepresented groups in the YSU community. Nespor will also share her ongoing work with the collection and invites attendees to share advice and strategies for growing, sustaining, and ‘pro-actively filling gaps’ in this collection.

After a short break, a panel featuring Bowling Green State University, Kent State University, and the Lakeside Heritage Society will present “Beyond the Grant: Cultivating Sustainable Next Steps.” BGSU panelists will discuss how they have continued partnerships with the Islamic Center of Greater Toledo upon completion of their community scan day funded by an NEH Common Heritage grant. Kent State panelists will discuss the digitization of the Ohio Sanborn Fire Insurance map collection, funded by the Ohio Local History Alliance and the Ohio History Fund, which has led to increased and more innovative use of the collection by an expanded and more diverse user base. The panel from Lakeside Heritage Society will discuss her experience as a new professional building upon a project to digitize and develop online finding aids for annual programs and bulletins chronicling each summer season at Lakeside Chautauqua since 1877.

In a concurrent session, SOA leadership will host an open forum to discuss SOA member concerns and questions about social justice work in the archives. As a result of responses after the webinar “Crucial Conversations: Overcoming Racial Injustice and Bias,” SOA leadership wants to address both reactions to the webinar and how we move forward to ensure our collections, staff, and boards are working towards equity and justice.

After our plenary speaker and break, Eira Tansey and Ben Goldman will present “Renewable Archives: What Resources do Archives Use and What Do They Need?” Tansey and Goldman, recipients of a 2019 Society of American Archivists Council Resolution for their tireless work to address the current and future impact of climate change on archival repositories and the archival profession, will explore one attempt to understand the sustainability implications of our work at an institutional level, as well as how to approach climate change impacts on the profession through a policy framework that transcends institutional boundaries.

## Raffle

Each year SOA offers four scholarships, two to current students and two to recent graduates, using funds from our raffle. The scholarships consist of conference registration (including lunch), a one-year membership to SOA, and a $100 travel stipend. The funds raised from the raffle are critical to SOA’s support of students and new professionals. This year we are putting together a fun group of items. You will be able to purchase raffle tickets when registering this year. Onsite raffle tickets will not be sold. Winners will be chosen at random and announced ahead of the annual meeting. Stay tuned to the conference webpage and SOA social media for details.

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Hotel
Based on member feedback concerning travel budgets, the Educational Programming Committee decided against a two-day conference to limit the cost of attendance. As a result, we have not reserved a block of rooms. If you are traveling and would like to stay overnight, we suggest the Home2Suites, the Holiday Inn, or the Sheraton Columbus as nearby hotels.

Parking
Parking at the Main Library, Columbus Metropolitan Library is accessed from Library Park North off of S. Grant Ave. The garage opens at 8:30 a.m. and costs $10/8 hours. More information about parking can be found here.

Registration
Fees for the meeting are tiered and have not increased from our last in-person conference. The early bird rate will close April 29, 2022 and will be $45 for members, $65 for non-members, $30 for students; pre-registration ends May 12, 2022 at $50/$70/$35, and on-site registration at $60/$80/$40. Registration includes continental breakfast, lunch, and snacks. Due to catering restrictions, we cannot guarantee lunch for on-site registrants.

The Educational Programming Committee members have been working hard to bring you an amazing conference. Thank you to our committee members:
- Jolie Braun, The Ohio State University
- Rachael Bussert, Dayton Metro Library (co-chair)
- Christine Schmid Engels, Cincinnati Museum Center
- Katie Jarrell, University of Dayton
- Betsy Hedler, Ohio History Connection (SOA/OHC Liaison)
- William Modrow, Miami University
- Sara Mouch, University of Toledo
- Amy Rohmiller, Kettering Health Dayton (SOA Vice President/President-Elect)
- Anne Ryckbost, Xavier University (co-chair)
- Adam Wanter, MidPointe Library System

If you have any questions, please feel free to contact the EPC co-chairs Rachael Bussert or Anne Ryckbost. We can’t wait to see you in Columbus!

SOA Conference website page
2022 Slate of Candidates

Vice President / President-elect
Melissa Dalton

Treasurer
Brittany Hayes

Council
Rachael Bussert
Matt Francis
Sule Holder

The following statements were given by the candidates seeking election as officers or council members to the Society of Ohio Archivists in 2021. This year voting will take place virtually. Candidates were asked to answer both questions in one 350-500-word essay.

- What skills and experiences can you offer to SOA?
- What are some of the most important themes/issues the SOA should address in the next 5-10 years?

Candidates’ Statements

Vice President / President-elect

Melissa Dalton
Public Outreach Coordinator, Greene County Records Center & Archives

I appreciate the nomination for Vice President/President Elect of the Society of Ohio Archivists (SOA) and the opportunity to serve our membership in a new capacity. I entered the public history field over a decade ago, and throughout those years I pursued opportunities to expand my knowledge and understanding of archives, libraries, and museums. I have worked and/or volunteered in museums and archives in the Dayton region, and welcome the prospect of applying these skills in a new way.

Something that was impressed upon me early in my career was the importance of maintaining memberships with professional organizations. I have attended and presented at regional and national conferences, and in 2018, joined the SOA Advocacy and Outreach Committee, becoming a co-chair in 2019. I was elected to SOA Council in 2020, with my term ending this year. In 2021, I took on the role as Chair of the Miami Valley Archives Roundtable (MVAR), which serves as the roundtable for Southwest Ohio.

My background in anthropology, public history, and library science instilled in me that concepts such as diversity and fair and equal access to information are vital to the growth of our communities. I adopted the belief that respect for our differences, and the diversity it creates, is key to understanding our increasingly connected and digital world. Being part of SOA Committees and Council has allowed me to learn more about the various cultural institutions throughout Ohio. No two are alike, and this further illustrates the fact that it is our differences that make us so great.

The last several years, our society has been fraught with divisive rhetoric. As I reflect on the core values we share in the archival field, the key concepts of diversity, access, and equity/inclusion continue to guide and shape how I view the world, and the work we do as archivists. As such, I believe we, as individuals and SOA as a whole, have the obligation to our communities to be inclusive, provide all members access to information, and be safe spaces for learning. As vice president/president elect, these core values must remain central to our mission. In particular, I would like to continue the good work of the SOA Black Lives Matter and Social Justice Task Force, and expand the reach beyond our institutions and find new ways to connect with our communities.

Ohio is known for being a bellwether, and SOA is uniquely positioned to be a leader in the field. SOA must continue to reach out to our communities, not just to provide access, but also be a resource. As the Public Outreach Coordinator for the Greene County Archives, I see the impact outreach has on local communities. School children, teachers, and residents alike have a chance to learn about our collective history, and this allows them to connect with the past in a unique and engaging manner.

Additionally, community engagement and public outreach promotes information literacy, which is an ever-increasing need in the current environment. By working with our local citizens, and listening to their needs, we not only benefit the community, but also become better advocates for our field.


Education: M.L.I.S., Library and Information Science, Kent (continued on page 6)
Treasurer

Brittany Hayes
Library Specialist, University of Akron

I offer a variety of skills and experiences to SOA. The skills I can offer are organizational skills, time management skills, project management skills, and good communication skills. These are important transferable skills for any occupation, and I think they would serve well in the treasurer role. As far as experiences go, I was a member of the Educational Programming Subcommittee in 2020, so I have had some experience in planning a meeting especially if it’s a virtual one. This past experience would make me a good fit for the treasurer position because I am already familiar with SOA and I have served SOA in some capacity. I think there are two important issues that SOA should address in the next 3-5 years. One issue is the rise of born digital records. Born digital records can range from emails to Word documents to cellphone video recording an event. These records are becoming more common, and we must come up with ways to prolong those records. Another issue the SOA should address is diversity or lack of diversity in the archival field. Not only should we address how to get people from different racial and cultural backgrounds to explore a career in the archival field, but also taking in more diverse collections like African American and LGBTQ collections.

Previous Positions: Library Cataloging Specialist, University Libraries Electronic Services, University of Akron, 2014-2020
Education: M.L.I.S., Library and Information Sciences, Kent State University, 2013; B.A., Baldwin-Wallace University, 2011

Council

Rachael Bussert
Local History Librarian, Dayton Metro Library

I have been working professionally as an archivist for thirteen years and have worked with local history collections, congressional papers, and university archives in both academic and public libraries. I bring a background in collection management, instruction, and public programming. I started my career as a student in the Public History program at Wright State University. As it often happens, job opportunities took me away from Ohio for most of my career up until recently. Since returning to Ohio, serving on the SOA Educational Programming Committee has been invaluable in reconnecting me to issues archivists face across the state. If given the opportunity, I would like to take my involvement in those issues to the next level by serving as a Council Member. I am currently serving as the cochair for the SOA Educational Programming Committee. Prior to my service on the Educational Programming Committee, I have experience in developing archival continuing education from my service on the Academy of Certified Archivists and the Association of Hawaii Archivists (AHA) Board of Directors. My work on the Academy of Certified Archivists Exam Development Committee included aligning the exam questions with current archival standards and reviewing publications to include in the test preparation material. As a member of the AHA Board of Directors I served on the Education Committee, focusing on bringing online archival continuing education opportunities to members in the neighbor islands.

What issues should SOA address in the next three to five years? We are in a time right now where archival institutions need to reframe their role in the communities that they serve. There truly is a new paradigm in the stewardship of history and an understanding that at times it better serves communities to be their own archivists than to deposit their material in an institution.
How can we help support community archivists as they preserve their own history? As an organization we should be a partner to community archivists by offering opportunities such as training and mentorships.

Additionally, SOA has been a strong supporter of paid internships. There is still the huge issue of internship flexibility. Graduate students start their programs from different life stages and economic conditions. As a profession we need to explore how we can create internships that include evening and weekend hours with remote and onsite opportunities.

**Previous Positions:** Information Services Librarian, Archives Emphasis, Dayton Metro Library, 2018-2021; Congressional Papers Archivist, University of Hawaii at Manoa, 2014-2018; Acting Head, University Archives and Manuscripts Department, University of Hawaii at Manoa, 2015-2017; Senior Project Archivist, Michigan Technological University, 2012-2014; Project Archivist, Northern Michigan University, 2010-2012

**Education:** B.A., History, The Ohio State University, 2005; M.A., Public History, Wright State University, 2010; M.L.I.S., Wayne State University, 2014; Certified Archivist, 2013-present

**Professional Associations:** Academy of Certified Archivists (ACA), 2013-present; Miami Valley Archives Roundtable (MVAR), 2018-present; Society of Ohio Archivists (SOA), 2018-present; Educational Programming Committee Co-Chair 2020-2022; Midwest Archives Conference (MAC), 2010-2014, 2021-present; Association of Hawaii Archivists (AHA), 2016-2018; Board of Directors 2018; American Library Association (ALA), 2021-present; Society of American Archivists (SAA), 2012-2016, 2018, 2020-present

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**Council**

**Matt Francis**

Archivist, Ohio Northern University

I am honored to put my name forward for a council position with the Society of Ohio Archivists. After receiving my MA in public history from Wright State University in 2008, I began a mini-nationwide tour to start my career as an archivist, beginning in Wyoming, moving to the northern reaches of New York, and then to central Pennsylvania, before finally returning home to Ohio in 2018 to work as the Archivist at Ohio Northern University. Since coming back to Ohio, it has been a true privilege to serve SOA over the past four years first as the Chair of the Membership Committee, and then after a recent merging of committees, the Co-Chair of the Membership & Awards Committee. During this time I have come to owe our organization a debt of gratitude. Thanks largely to SOA, I have continued to grow and develop as an archivist, due to both the professional development opportunities offered by SOA, as well as having the opportunity to regularly engage with the members of our organization through my committee work. Now, I hope to continue to build on these experiences, along with my past service to other professional organizations, including the Society of American Archivists (Mentoring Subcommittee, 2018 Annual Meeting Program Committee, and the CFW Coker Award Subcommittee) and the Mid-Atlantic Regional Archives Conference (2016 Annual Meeting Program Committee), to hopefully continue to serve our SOA community through a seat on council.

If trusted with this opportunity, I would look forward to collaborating with others as we seek to build on the previous work and accomplishments that have built our organization. More specifically, in the role of a council member, I would work to continue to explore and advocate for ways that SOA can continue to offer new opportunities and resources for our members and potential new members, particularly students and new professionals. Additionally, I would focus on continuing to listen, learn, engage, and take actions to help push our organizations continued growth in regards to diversity, equity, and inclusion work. In support of both of these aims, I would continue to build on the work and mindset that I brought to my Membership Committee work, including engaging on ideas such as (but not limited to) student member specific benefits, the potential launch of a new SOA mentorship program, to continuing looking at new ideas and spaces for how and where our members can engage with one another.

Thank you for your time in reading our candidate statements, and for your consideration. Regardless of outcome, I truly look forward to collaborating with, serving, and being inspired by our members for years to come.

**Previous positions:** Associate Head, Special Collections Library, Penn State University, University Park, 2017-2018; Head of Collections Management, Special Collections Library, Penn State University, University Park, 2013-2017; College Archivist, College Libraries, SUNY Potsdam, 2011-2013; Processing Archivist, American Heritage Center, University of Wyoming, 2008-2011

**Education:** M.A., Public History, Archival Administration Concentration, Wright State University, 2008; B.A., History, Bluffton University, 2002

**Professional associations:** Society of Ohio Archivists (SOA), 2018-present; Membership Committee Chair, 2018-2020; Membership and Awards Committee Co-Chair, 2020-2022; Society of American Archivists (SAA), 2008-present; Theodore Calvin Pease Award Subcommittee, 2021-present; Mentoring Subcommittee, 2018-2020; Annual Meeting Program Committee, 2017-2018; CFW Coker Award Subcommittee, 2014-2017; Academic Library Association of Ohio, 2018-present; Mid-Atlantic Archives Conference, 2011-2018; Annual Meeting (continued on page 8)

Council

Sule Holder

Collections & Library Assistant, Rock and Roll Hall of Fame and Museum

I began my career in Information Science 20 years ago in my undergrad library as a Reference Assistant. Since that time, I have gained a considerable number of experiences and skills I can provide the SOA. However, I want to highlight that my main asset as a Council Member is my professional diversity. Working as a Collections & Library Assistant at the Rock Hall has provided me with a non-traditional approach on how I view the acquisition and conservation of artifacts. More importantly, many current duties allow me to tell a narrative of the artifacts and the individuals behind them. In my experience, the story behind the artifact is just as exciting as the artifact itself.

The duties that I perform include being a registrar, communicating with potential donors to the Library & Archive, providing condition reports for incoming artifacts and artifacts being deinstalled from exhibits, to finally installing the pieces into the exhibits. In summary, my position allows me to view the whole process of acquiring artifacts for an exhibit to sealing them in their exhibit cases for display in the museum.

Unfortunately, my past experiences with Information Science have been mostly limited to being a member, paying dues, and hopefully attending a conference. However, if elected by the SOA I can change that narrative by becoming an active and engaged participate in the direction on the organization.

In the next 3-5 years I believe that some of the themes and important issues should be diversity, outreach, and collaboration. Diversity is not limited to the demographic of the SOA, but it is geared to how we view occupations that are not in the traditional Library and Archive setting. It’s about expanding the notion of who and what an Archivist is. For example, your social media page or YouTube.

By becoming more diverse, the SOA will increase its ability to have more outreach and possible collaborations/partnerships from that region as well. In addition, I am passionate about the annual Ohio History Day and have asked to be a judge for Region 3 for this year. If elected I would like to increase the visibility of this project for under-privileged students in Northeast Ohio.

Previous Positions: Adjunct Instructor-ASC 101, Cleveland State University, 2015-2016; Coordinator, Multicultural Engagement & Student Success Initiatives, Cleveland State University, 2014-2015; Reference Librarian/Library Clerk, Cuyahoga County Public Libraries, 2012-2013; Academic Coach, Cleveland State University, 2011-2012; Registrar Intern, International Women’s Air and Space Museum, 2012; Curatorial Intern, Rock and Roll Hall of Fame and Museum, 2011; Library Assistant I, Young Adult Services, Cleveland Public Libraries, 2006-2011; Associate Teacher, 5th Grade, National Presbyterian School, 2005-2006; Reference Assistant, Founder’s Library, Howard University, 2002-2003

Education: M.A., History, Museum Studies Specialization, Cleveland State University, 2012; B.A., History, Howard University, 2004

Professional Associations: Ecclesiastes Lodge #120, Cleveland, OH; Cleveland Emerging Museum Professionals
Ohio Local History Alliance and Society of Ohio Archivists Joint Meeting Recap:

Challenge Accepted: Overcoming Obstacles

Rachael Bussert, Dayton Metro Library, and Anne Ryckbost, Xavier University, Educational Programming Committee Co-Chairs

The 2021 Ohio Local History Alliance meeting took place virtually on September 30 and October 1. The theme of the meeting was Challenge Accepted: Overcoming Obstacles. The plenary session was “Making the Local Universal: How Hidden Histories in Ohio Communities Can Broaden Audiences and Bring More Support” by Dr. Anna-Lisa Cox from Harvard University’s Hutchins Center for African and African American Research. Dr. Cox, an award-winning American historian, specializes in the history of racism in the nineteenth century, with a focus on the frontier and rural Midwest. Her recent book, The Bone and Sinew of the Land, examines the long-denied history of African American pioneers who settled the Midwest before the Civil War.

The first day of the conference featured three sessions for the SOA track. John Dewees spoke on “Making Your DPLA Harvest Go Further,” Dyani Feige offered a mini-workshop on “Lessons Learned: Adapting Collections Care in a Global Pandemic,” and a group from Congregation Rodef Sholom spoke about “Community Partnership for the preservation of Jewish History in the Mahoning Valley.”

The SOA track started with a presentation on “Community Partnership for the Preservation of Jewish History in the Mahoning Valley” by Kayla Metzger, Sarah Wilschek, Hannah Klacik, Martha Bishop, and Dr. Thomas Leary. The presenters began by introducing the unique history of Congregation Rodef Sholom, on which the partnerships centered. Executive Director Sarah Wilschek shared that Congregation Rodef Sholom is the only Reform Jewish congregation in Youngstown, Ohio. While the congregation was founded in 1867, its current building was constructed in 1915. Wilschek stressed that the connection between the congregation and its building is very strong. When built, its dome was the largest dome in Ohio.

The goals of the community partnerships that Rodef Sholom cultivated were threefold: to find a way to engage the members of the congregation who remain in Youngstown during the winter; to discover and preserve the congregation’s historical materials; and to involve the broader Youngstown community as partners. In addition, the congregation wanted to highlight the historical importance of Rodef Sholom and implement a thoughtful process for collection growth and care.

To accomplish its goals, Congregation Rodef Sholom worked with many partners. A member of the Ohio History Service Corps, Kayla Metzger started working with them in 2020 as well as faculty and students in a practicum from the applied history course at Youngstown State University in spring 2021. They also tapped into expertise and resources from the Ohio History Connection’s Youngstown Historical Center of Industry & Labor and the Jacob Rader Marcus Center of the American Jewish Archives.

The partnerships that were established yielded many successful outcomes for the congregation. They developed a Collections Management Plan, increased the exposure of the project to the local community, moved collections to a better storage environment, and began several inventorying and processing projects. They were awarded a grant from the Ohio Historical Records Advisory Review Board to set up an archives room for improved storage and research space.

During the presentation, Hannah Klacik, a second-year master’s student, discussed her experiences working on a project to inventory the art and framed items held by Congregation Rodef Sholom while in the graduate applied history course. She brought up important questions about changes over time to the use of the building and its art. Klacik also discussed the importance of conversations about best practices for collections care and the sustainability of future collection work.

The presentation concluded with a review of the benefits of Congregation Rodef Sholom’s many partnerships and the increased access to the historical materials for the community. As a result of their work, the project has been featured in several publications, and researchers from outside of the congregation have expressed interest in using the collections.

The next session offered was “Lessons Learned: Adapting Collections Care in a Global Pandemic” presented by Dyani Feige and moderated by Jolie Braun. In this session, Dyani Fiege discussed how collections care and archival work have been impacted by the COVID-19 pandemic. Fiege is Director of Preservation Services at the Conservation Center for Art & Historic Artifacts (CCAHA). Her presentation drew on her experiences in that role working with libraries, archives, museums, and other cultural organizations across the U.S. Most notably, she observed that priorities at many institutions shifted because of the pandemic. For example, a CCAHA survey found that several organizations decided to increase digitization efforts as a means of providing access to collections while reading rooms were closed. Fiege also considered how the pandemic has impacted archivists’ daily work. For many, working from home meant being away from the collections, but also provided an opportunity to tackle other (continued on page 10)
projects such as metadata and developing or updating policies and procedures. Fiege noted that the past eighteen months have underscored the importance of preparedness, such as having an up-to-date maintenance plan and conducting environmental monitoring. As many archives and special collections professionals are now returning to the office, Fiege reviewed COVID safety guidelines, such as keeping spaces clean and ventilated, encouraging mask wearing and physical distancing, and reminding colleagues and patrons that hand sanitizer is harmful to materials. She also recommended revisiting institutional policies and incorporating pandemic procedures into institutional emergency plans.

“Making Your DPLA Harvest Go Further”
Session Synopsis by Adam Wanter
Penelope Shumaker, Metadata Librarian at the State Library of Ohio, and John Dewees, outgoing Supervisor of Digitization Services at the Toledo Lucas County Public Library, provided an introduction, overview, and update on the Ohio Digital Network (ODN) and the Digital Public Library of America (DPLA) (dp.la), specifically highlighting work being done to harvest DPLA records and add them to Wikimedia. Penelope began the presentation with the introduction to ODN, outlining the purpose and mission of ODN and explaining its connection to DPLA. She then discussed how local Ohio organizations with digital collections can get involved with ODN and DPLA, no matter the how small or large that collection is. She followed this up by detailing the requirements needed to make your records available to DPLA and expanded upon the benefits of having your records harvested by ODN. After this introduction, John presented on an advanced feature of DPLA, wherein they take your harvested records and upload them to Wikimedia. Once in Wikimedia, the images from the records can be added to Wikipedia articles by general users, or in the case of Toledo Lucas County Library, by library staff. John then detailed the how the whole process works, the workflow at TLCL, and the benefits gained. To date, John and TLCL have added their images to over 250 Wikipedia articles, generating 2 million page views for those images. Penelope and John closed the session by answering Q&A from the virtual attendees.

SOA would like to thank all the presenters that took part in the joint meeting, the Educational Programming Committee for coordinating and moderating the sessions, and the Ohio Local History Alliance for continuing to allow SOA to partner with them in their fall meeting. For more information about the meeting, visit the Annual Conferences page on the SOA website.
Newcomers

Processing the Erma Bombeck Collection

Katie Jarrell, Project Archivist, University Archives and Special Collections, University of Dayton

My background

Five months ago, I graduated with my MLIS degree from Kent State, not having any idea where I would find a job or what my future would look like. I had been lucky enough to work as a Graduate Assistant in the Kent State University Archives with some amazing people who offered endless guidance and support throughout my time there. However, once I left the comfort of the archives, the hunt was on to find my place in a post-pandemic job market.

How I came to Erma

While there were many trying times, fate was on my side. I received an email from a former colleague at Kent State who had forwarded a job posting for a project archivist position at the University of Dayton. The job was to process the collection of Erma Bombeck—a name that immediately jumped out at me on my computer screen. If you’ve never heard the name before, just ask your mother. Erma Bombeck, a native of Dayton, Ohio, was famous for her witty, syndicated newspaper column that actively ran from 1965-1996 and provided relatable commentary on the lives of women—but more specifically, housewives.

My own mother owns all of her books, constantly quotes her, and has talked about her so much throughout my life that she was a household name growing up. My reason for wanting to become an archivist has always been to preserve history—but being able to preserve history that means so much to me, and to so many others, would be a dream. I applied, got an interview, and waited in anticipation. When I found out I got the job, I was thrilled, but my mother was ecstatic.

What I’ve learned so far—Who was Erma Bombeck?

I’ve now been processing the collection for the past four months, and in that short time I’ve come to know Erma as an old friend. If you read about her on the Erma Bombeck Collection website, you’ll learn that she was born in Bellbrook, Ohio, graduated from the University of Dayton in 1949, married, and had children. She became a writer, a wife, and a mother, in that order. And although she was exceptionally famous, with the majority of her 15 books landing on bestseller lists, an 11-year stint on Good Morning America, and her syndicated column that was carried by 900 newspapers at its peak, she was still humble and kind.

After opening each of the 78 boxes and processing much of the material, I now have a better understanding of who Erma Bombeck really was. This is what I love about archiving—at first glance, a collection might just look like many boxes of meaningless papers, dust, and debris that provide nothing more than evidence of long-forgotten forests. Yet, if you scratch a little below the surface, you’ll realize that there is endless information to be gleaned from every document.

To give an example, there is an entire record storage box filled with Erma’s column ideas and reader mail. About half of the box consists of 80 letters in envelopes and the other half includes loose pages of letters, handwritten notes, newspaper clippings, and other ephemera. From the envelopes alone, the postmarks (continued on page 12)
tell you that Erma’s fans were extremely widespread. In each note, they gush over Erma and also include a funny (or sometimes serious) anecdote from their own lives that she might draw inspiration from for her column. Between the stories they sent her, the columns she wrote, and the fact that all of these letters were so carefully stored, it is obvious that she valued her audience and made sure to connect with them as much as possible. I believe it was this reciprocal relationship that made her truly relatable and beloved by so many people.

The other half of the box tells more of the story. At face value, it is a collection of her column ideas that are documented in a jumble of papers. But if you look at the way she took notes, you’ll find that she had the mind of a creative—that is, she wrote quickly and used whatever paper was at hand, whether it was the front of an envelope, the cardboard backing of a legal pad, a hotel pamphlet, etc. Her handwriting is nearly illegible at times, and she often wrote in short lines, like “latchkey kids?,” “can’t take a compliment,” or “parents need new clichés.”

It’s also interesting to compare Erma’s handwriting with that of her assistant Norma Born’s because it shows that without Norma, there probably wouldn’t be this extremely well-preserved collection that we have today. She was the one who kept all the documents organized, and then Erma’s son Matt preserved the organization by carefully boxing and labeling his mother’s papers. Matt’s dedication to keeping his mother’s memory alive through the preservation of her collection reveals a strong relationship that has endured beyond her life. While she wrote about the joys, sorrows, and comedy of motherhood, she was also experiencing it firsthand, which is why so many mothers like my own appreciated her—she saw their struggles when nobody else did.

**Next steps in processing and my hopes for the collection**

As I continue to process the collection, my main goal will be to ensure that the material is not only accessible, but also that the public is aware of its presence in the archives at the University of Dayton. Erma has credited this university with the beginning of her writing career after Brother Tom Price famously told her, “You can write,” and invited her to write for the University’s magazine, *The Exponent*. This collection will of course provide plenty of information about Erma’s life and career, but it will also serve as evidence of her ability to do it all, and inspire writers to pursue their own goals.

Reading through her columns, I’ve found that even outdated topics like MTV and oversized road maps still feel relevant through her writing style and wit. I have no doubt her work will continue to be appreciated and read for many years to come, and that her papers will be a valuable resource for researchers, educators, writers, and those who just want to know Erma a little bit better.

An exhibit titled *The Erma Bombeck Collection: A Sneak Preview* will open March 11 in the Stuart and Mimi Rose Gallery located on the first-floor lobby of Roesch Library.
Did Someone Say Project Management?

Jenni Salamon, Manager, Digital Services, Ohio History Connection

As archivists (and as humans in general), we all have projects to work on. They might be small—taking a week to scan a few photographs from a single collection, then describing them and adding them to a digital repository. They might be not-so-small—over the course of several months, scanning hundreds of items originating from multiple institutions to build a collaborative digital collection to commemorate an important historical event. Whatever the project, its success depends on properly managing the work from start to finish.

Project management focuses on planning and organizing a specific project and its resources. Strong, clear plans support advocacy efforts as stakeholders can understand, promote and even be willing to fund the project. It helps keep work on track in the short-term and the long-term by breaking projects down into smaller, easier-to-manage parts. If appropriate, it can also transition a one-time project to an ongoing, sustainable program. Let’s dive into some tips for managing digital (and other) projects.

Getting Started

Scope Your Project

- Set and prioritize project goal(s).
- Consult with key stakeholders and consultants if appropriate.
Digital Discussions (continued from page 13)

**Analyze Resources**
- Consider what you have and what you need to acquire in order to reach goal(s) in terms of people, equipment and materials.
- Identify methods and tools to manage communication, timeline and deliverables.

**Create the Schedule**
- Work through the project phases (“lifecycle”) of initiation, planning, execution, monitoring and controlling, and closing (more on these in the next section).
- Identify and plan specific tasks, considering what, when and who.

**Develop the Budget**
- Tasks: What are the costs of staff time, equipment/material purchase, vendor fees and IT resources?
- Contingency: Are you able to cover extra/unforeseen expenses if your planned budget is less than your actual budget?
- Profit: If working as a service provider for external clients, how much money will you make?

**Managing the Project Lifecycle**

**Initiation**
Brainstorm to establish a clear goal/purpose, but focus on possibilities, not constraints (e.g. lack of resources). Try using a whiteboard or mind mapping tools to organize, summarize and visualize information. For digitization projects, answer the following questions:
- Content: What are you digitizing?
- Size: How much of the collection? How many scans?
- Timeline: How long will this project take?
- Requirements: What standards and best practices need to be incorporated, and how?

After you’ve generated ideas and potential plans, select the best of the best and add structure via a logic model or project charter. Synthesizing the information into a single document allows for shared understanding about your objectives, methodology, timeline, outcomes, team members, etc.

**Planning**
As you build your project plan, consider what, when, how and who.

**Tasks (What)**
- Define key project milestones to reach project goal(s), then define tasks and subtasks to reach milestones. Break down each component further into smaller parts and establish mid-project deadlines.
- If you need equipment to complete the project, look at what you already have, and consider what you can purchase, lease or borrow.
- Factor in whether the materials you are digitizing will be available in the correct place at the proper time, and if they’ll require conservation before/after digitization.

**Schedule (When)**
- Start and end dates should be well-defined, shared and agreed upon by the team. Lay out the key project milestones, then list all the tasks, time required/allotted and dependencies under each. Pay attention to tasks that are sequential and tasks that can overlap.
- To ensure the schedule is realistic, consider both the birds-eye view and close-up view.
- Use tools to track progress made toward deadlines and goals.

**General workflow and processes (How)**
- Use existing workflows and processes, if available and relevant. Use your own, or borrow from others.
- Build in time for updating existing and/or creating new—and time for training!
- Incorporate standards and best practices for the project and field, and identify methods and tools to ensure the project is being completed at the required quality.

**Team roles and responsibilities (Who)**
- Consider what roles need to be filled and whether you can use existing staff or need to hire new staff or a vendor. Make sure the right people are in the right job to support individual and project success. Different tasks require different skill sets and engagement levels.
- Assign each task an owner. The entire team should understand who does what and the best format (meetings, emails, reports, project management software, etc.) and frequency (daily, weekly, monthly, etc.) for sharing that information. Keep in mind that project team and stakeholders require different types of information at different times. Always document your decisions and keep your work plans up to date to support shared understanding.

**Execution**
With the planning done, it is finally time to implement the project. The project manager is responsible for:
- Documentation: Are you using the project charter and planning documents to guide the project and team?
- Standards: Are you leading by example and following protocols established during planning phase?
- Communication: Did you hold a kick-off meeting to introduce team to the project and set expectations? Are you providing opportunities for staff to meet with each other and with you to learn roles, review the project and ask questions? Are you ensuring communication flows in all directions—up, down, sideways, diagonal?

This may seem obvious, but if no one is leading the project—then it is not being managed and can quickly get off track.

**Monitoring and controlling**
This phase ensures that the work is done properly and on schedule. Project managers can and should make adjustments if/when the project scope and resources shift. Key areas include:
- Budget: Are we on track? If we have extra, how can we spend it? If we go over, how can we cover it?
- Timelines: Are we hitting benchmarks and deadlines, ensuring dependent...
tasks are completed, and identifying areas that may need to slow down or speed up?

- Project goals: Are we doing what we said we would?
- Deliverable quality: Are we meeting or exceeding the standards and expectations we set? If not, what adjustments do we need to make?
- Work performance: Is every member of the team meeting expectations for quality, timeline and output? If not, what coaching or training is need to support their work, or can they be reassigned?

Closing
You did it! It’s time to celebrate—but before you have any pizza and cake, there are a couple more critical steps before you can truly close the project:

- Evaluation: Collect formal/informal feedback from internal and external project stakeholders.

These steps are key to replicating success and achieving better results in the future, and supports for long-term planning and strategy. Now that’s really over (aside from maintaining those digital files in perpetuity, which is a whole other topic), you can finally have that cake. Happy project managing!

Resources & Further Reading

### General
- The Digital Project Manager How-To Guides
- Project Management Institute Featured Topics
- Project Manager Knowledge Base
- Wrike Project Management Guide

### Digital Projects & Cultural Heritage
- Digital Project Planning & Management Basics (Library of Congress)
- Digitization Activities: Project Planning and Management Outline (Federal Agencies Digitization Guidelines Initiative/FADGI)
- Moving Theory into Practice: Digital Imaging Tutorial (Cornell University)
- Project Management: The Skill Everyone Wants, Everyone Just Doesn’t Know It Yet (Letters to a Young Librarian)
- Special Collections Digital Project Toolkit (UCLA)

Project Management Tools by Phase

#### Initiation
- Coggle
- FreeMind
- IdeaBoardz
- MindMeister

#### Planning & Scheduling
- Gantt chart
- Logic model
- Project charter

#### Communication & General Project Management
- Asana
- Basecamp
- Google Workspace
- Microsoft Teams
- Trello
- Wrike
Individual Member News
Kayla Harris, Christina Beis, and Stephanie Shreffler, from the University of Dayton, published an article with the Journal of Electronic Resources Librarianship. Citizen Web Archivists: Applying Web Archiving as a Pedagogical Tool, discusses a co-curricular learning opportunity created to teach undergraduate students about web archiving. A postprint version of the published article is available for free to read in UD’s institutional repository, eCommons.

Lisa Smilnak, Digital Content & Special Collections Librarian at the Cleveland State University Law Library, accepted an at-large appointment to The Ohio Historical Records Advisory Board (OHRAB) beginning January 2022.

Institutional Member News
Columbus Metropolitan Library is pleased to welcome new additions to the Local History & Genealogy division. Kristen Newby was named Special Collections Supervisor for Genealogy and oversees the library’s extensive genealogy collection and programs. Nicole Sutton was promoted to African American Special Collections Librarian. Two new librarians joined the team: Megan Sheeran, previously of the Upper Arlington Public Library, and Kiana Hardy-Butler, previously of the Akron-Summit County Public Library.

Greene County Records Center & Archives has created eight digital exhibits that are now available on their YouTube channel. The digital exhibits include:
- The 1974 Xenia Tornado
- Preserving History: The Greene County Infirmary and Greenwood Manor
- The History of Greene County’s Little Miami Scenic Trail
- How Greene County Soldiers Helped Save the Union
- Early African-American Figures in Greene County
- Overcoming Hardship: Life during the Great Depression in Greene County

Ohio Northern University Archives and the Office of Multicultural Development recently completed their Ohio Historical Records Advisory Board funded grant project Preserving and Amplifying Diverse Voices at ONU. This grant supported our ability to employ three student workers (Yitshaq Watson, Skye Shi, and Olivia Spallinger) who supported and led work to identify, transfer, preserve, process, and digitize historic records from the Office of Multicultural Development and a number of diversity related student organizations, including the Black Student Union, Brother 2 Brother, Gospel Ensemble, the Latino Student Organization, and the World Student Organization. Their work has not only led to increased documentation of diverse voices from our university community, but has also directly supported various campus projects and activities, including ONU sesquicentennial celebration events and use of materials by student researchers as a part of their undergraduate coursework.

Ohio University Libraries welcomes Manuscripts Archivist Greta Suer to the Mahn Center for Archives and Special Collections. Greta most recently served as the Processing Archivist for the Department of Distinctive Collections at the MIT Libraries. Greta enjoys bullet journaling, Wikipedia/Wikidata editing, and...
has a strong background in project management. OUL is excited to see Greta’s knowledge and experience brought to bear on the many manuscript collections in the Mahn Center.

The Historic Portsmouth Newspaper Collection, with 19 different titles, covering over 160 years of Peerless City history, has been successfully moved into its new archival home at the Shawnee State University Center for Public History in The Clark Memorial Library at Shawnee State University.

Once fully inventoried, boxed, organized, and shelved, the collection will be opened to the public and SSU students (by appointment) later this year. Thanks to a generous donation from Dr. George White to the SSU Development Foundation, the Center for Public History will be able to make this priceless resource available for use while the Center kickstarts the next phase of the Preserving Portsmouth, Ohio Newspaper Digitization Project. Phase Two of this multi-year initiative will be a pilot digitization project that will begin the digitization of the complete archive, making it keyword searchable and open to all, free to the public, without a subscription.

Moving the newspapers into their new home has been a community-wide effort that began in January 2017, when Civitas Media (the owners of the Portsmouth Daily Times) donated their historic collection of papers to Shawnee State University. Much thanks are due to those who have shared our vision and understood the value of the collection.

We also want to recognize the critical “capacity building” support of the Ohio History Service Corps, which has proved invaluable to our efforts. Without the support of this AmeriCorps program, we would not have reached today’s milestone. And, lastly, we appreciate all the time, energy, and money that the Portsmouth community has donated to the cause. And we continue to welcome your assistance in preserving and digitizing Portsmouth’s historical record, making it open to the public.

For more information, contact Dr. Andrew Feight, Director of the Center for Public History and Professor of American History at Shawnee State University, or follow SSU Center for Public History on Facebook.

University of Cincinnati Libraries welcomes Jessica Heys to the Henry R. Winkler Center for the History of the Health Professions in the Donald C. Harrison Health Sciences Library. Under the direction of Winkler Center Archivist Gino Pasi, Jessica is working on a series of exhibits to coincide with a lecture series about the Renaissance anatomist Andreas Vesalius titled The Illustrated Human. She is also processing the papers of Dr. Eula Bingham, who was a pioneer in Occupational Health at OSHA and the University of Cincinnati/Kettering Lab.

Follow the Winkler Center @ UCL on Twitter @WinklerCenter and sign up for their mailing list.

Follow and like UC Libraries on Facebook @uclibraries. The Winkler Center is open by appointment only. Email chhp@ucmail.uc.edu.

The Marian Library and the U.S. Catholic Special Collection at the University of Dayton launched a new digital exhibit, Journeys of Faith: Shrines, Souvenirs, and Catholic Tourism. Catholic shrines and festivals attract millions of visitors each year, ranging from pilgrims on spiritual journeys to casual tourists. This exhibit, featuring items from the Marian Library and the U.S. Catholic Special Collection, explores the motivations for Catholic travel; what visitors do at these sites; and the souvenirs they bring back—from handcrafted devotional objects to quirky mementos.
Editor’s Note

Hello everyone!

I am happy to be the Interim Editor-in-Chief for the Spring 2022 issue of Ohio Archivist. I have been the News and Notes Assistant Editor since 2017, and have truly enjoyed receiving and sharing interesting news and updates from all around the state over the years. Thank you to everyone who has ever submitted material for the newsletter. Realizing it is not always easy for people to comfortably report about themselves, we appreciate you!

For the most up-to-date information on SOA including ways to get involved, please visit the website and join us on the SOA listserv. Thank you, Ohio!

Wishing everyone a happy and healthy spring and summer,

Jessica Heys

Archives Month Poster

Natalie Fritz, Clark County Historical Society, and Jenifer Baker, Warren County Records Center & Archives, Advocacy and Outreach Committee Co-Chairs

This year for the annual Society of Ohio Archivists’ October Archives Month poster, the theme focuses on healthcare in Ohio. For the past two years, healthcare professionals throughout the country have helped us through a pandemic, so this topic is in the forefront for many. With this in mind, the Advocacy and Outreach committee wants to highlight archival holdings related to all aspects of healthcare for this year’s poster, which will be distributed for Archives Month in October.

Image submissions were collected through March into early April and included those related to hospitals, health clinics, medical tools, doctors, nurses, and other health care professionals.

SOA members can vote on their favorite submitted images to help choose what can be used in the final poster. Voting continues through April 30, 2022 and the link to vote can be found on the SOA website.

Thank You,
Society of Ohio Archivists Advocacy and Outreach Committee

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- Pinterest: pinterest.com/ohioarchivists
- Twitter: twitter.com/ohioarchivists
- YouTube: bit.ly/SOA-youtube
- SOA Website: ohioarchivists.org