

# City Funding Request, 2017

Including the history of funding and FY 2018 – 2020 request



# City Government Responsibility

- By law, every officer or agency of government has to make and preserve records relating to their official activities
- Minnesota's laws regarding record keeping can be found as part of the 2016 Minnesota State Statutes 15.17. Summary:

**Official records must be kept**

**Someone must take responsibility for records**

**Records must be accessible to public**

- The City contacted NHS about their records in 2013 when City Hall was about to undergo major renovation

# May 2013: Items Moved to NHS

(36)	Civil and Criminal Court Ledgers
(14)	City Fund Ledgers
(82 boxes)	City Council Motions and Resolutions
(4 boxes)	City of Northfield Ordinances
(18)	Surveyor's Field Books
(3 boxes)	Reel to Reel audio
(5 boxes)	Cassettes
(37 boxes)	VHS
(3 books)	Birth/Death Records
(45)	Architectural Drawings
(22 ledgers)	Record Books – clerk, treasurer, distribution records, assessments
	Misc. Maps, Files, Books

\*\* Storage space for collection: 109 square feet \*\*

# Funding Request History

- 2013 - 1<sup>st</sup> request: FY 2014

City Council agreed to support NHS for one year at \$19,656. Funding would pay for staff to conduct a basic inventory and assessment of the items taken from the black hole as well as procuring some supplies.

- 2014 - 2<sup>nd</sup> request: FY 2015 – 2017

City Council agreed to support NHS for a three year term at just over \$25,000 per year. Funding would pay for increased staff time to rehouse items in acid free folders and boxes, begin digitizing old-format audio-visual records, catalog the collection, and provide other programming.



# Progress by the Numbers

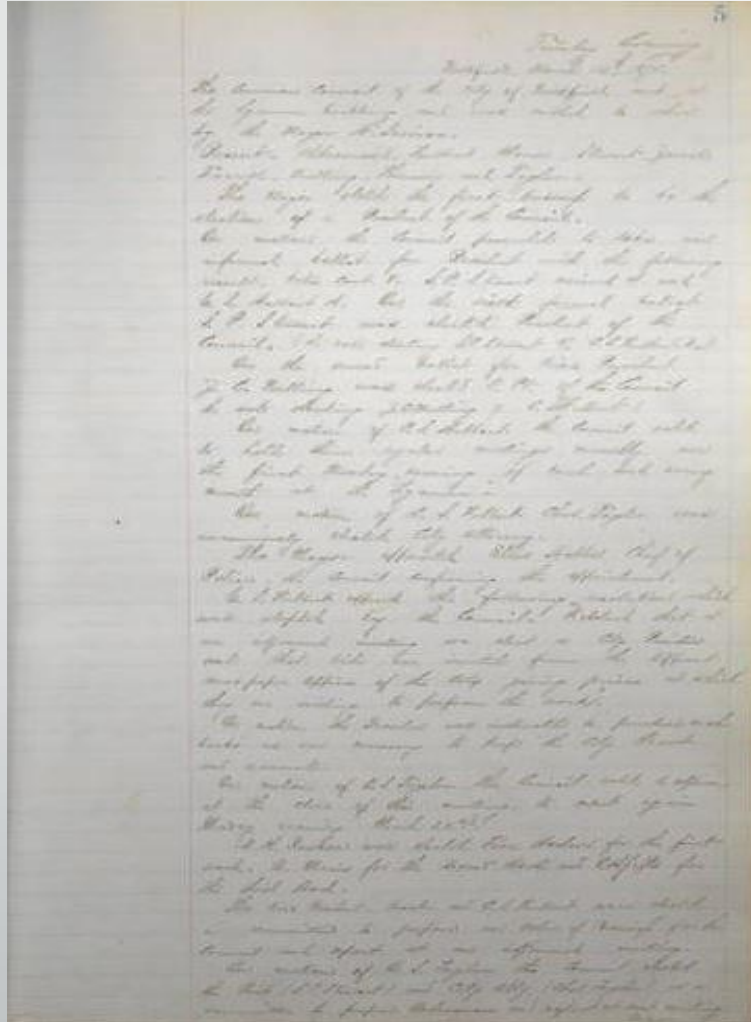
## City Collection

- NHS rehoused, cataloged, provided storage for 211 City items
- NHS has answered over 250 research requests by the public
- NHS hired a staff member skilled in digitization and transcription
  - 2015: 24 Reel-to-Reel audio recordings converted to DVD
  - 2016: 76 Reel-to-Reel audio recordings converted to DVD
  - 2017: 50 VHS recordings converted to DVD
  - Working to download the minutes that match the recordings
- (2) 500 page City Council record books photographed, (1) transcribed, (1) in-process
- (383) Birth records were digitized and transcribed
- (780) City Ordinances made key-word searchable



# Digitization Project

Page from 500 page City Record Book, 1875 – 1892



NHS had the entire book photographed, metadata completed, and transcription done of the text. (See next slide)

Entire book available on the Northfield History Collaborative website, [www.northfieldhistorycollaborative.org](http://www.northfieldhistorycollaborative.org)

NHS is also adding printed, recent City Council meeting minutes along with the corresponding audio recordings on the Northfield History Collaborative website.




City Council meeting held December 18, 1978, recording 1, part 1, Northfield, Minnesota



City Council meeting held December 18, 1978, recording 1, part 2, Northfield, Minnesota

# Transcription and Metadata

▼ Object Description	
<b>Title</b>	Northfield City Records 1875
<b>Description</b>	Minutes from the Northfield city council meetings 16 March 1875 to 6 December 1892.
<b>Date of Creation</b>	1875 - 1892
<b>Minnesota Reflections Topic</b>	<a href="#">Politics and Government</a>
<b>Item Type</b>	Text
<b>Item Physical Format</b>	Books
<b>Locally Assigned Subject Headings</b>	<a href="#">City of Northfield</a>
<b>Minnesota City or Township</b>	<a href="#">Northfield</a>
<b>Minnesota County</b>	<a href="#">Rice</a>
<b>Parent Collection</b>	<a href="#">City of Northfield</a>
<b>Contributing Institution</b>	<a href="#">Northfield History Collaborative</a> <a href="#">Northfield Historical Society</a>
<b>Contact Information</b>	Northfield Historical Society, 408 Division St., Northfield, MN, 55057, <a href="http://www.northfieldhistory.org">http://www.northfieldhistory.org</a> 
<b>Rights Management</b>	Use of this object is governed by U.S. and international copyright law. Contact the Northfield Historical Society for permission to use this object.
<b>Collection Title</b>	<a href="#">Northfield History Collaborative</a>
<b>Subject -- Chenhall's</b>	<a href="#">Category 8 - Documentary Artifact-Ledger</a>
<b>Language</b>	eng
▼ Description	
<b>Title</b>	Page 5
<b>NHC File Name</b>	NHSDOCS002633.tif
<b>Transcription (FullText)</b>	Tuesday Evening, Northfield, March 10th, 1875. The Common Council of the City of Northfield met at the Lyceum building and was called to order by the Mayor H. Scriver. Present - Alderman, Hulbert, Mann, Stewart, James, Farrell, Nutting, Thoreson and Taylor. The mayor stated the first business to be the election of a President of the Council. On motion the Council proceeded to take an informal ballot for President with the following result, votes cast 8. S. P. Stewart received 4 and C. S. Hulbert 4. On the sixth formal ballot S. P. Stewart was elected President of the Council. (the vote standing S. P. Stewart 5, C. S. Hulbert 3.) On the second ballot for Vice President J. C. Nutting was elected V. Pt. of the Council the vote standing J. C. Nutting 7, C. S. Hulbert - 1. On motion of C. S. Hulbert, the Council voted to hold their regular meetings monthly on the first Monday evening of each and every month at the Lyceum. On motion of C. S. Hulbert Chas. Taylor was unanimously elected City Attorney. The Mayor appointed Elias Hobbes Chief of Police, the Council confirming the appointment. C. S. Hulbert offered the following resolution which was adopted by the Council. Resolved that at an adjourned meeting we elect a City Printer and that bids are invited from the different newspaper offices of the city giving prices at which they are willing to perform the work. On motion the Recorder was instructed to purchase such books as are necessary to keep the City Records and accounts. On motion of O. S. Taylor the council voted to adjourn at the close of this meeting, to meet again Monday evening March 22nd. A H. Rawson was elected Fire Warden for the first ward, A. Morris for the Second Ward and O. H. Jefts for the third ward. The Vice President, Recorder and C. S. Hulbert were elected a committee to prepare an order of Business for the Council and report at an adjourned meeting. On motion of O. S. Taylor the council elected the Prest (S. P. Stewart) and City Atty. (Chas. Taylor) as a committee to prepare Ordinances and report at next meeting (over)



# How NHS Serves the City

- NHS fulfills a portion of the City's legal obligations

NHS allows the City to be in compliance with MN State Statutes regarding their records: records are being saved, cared for properly, and are accessible to the public. NHS serves as a second location to preserve copies of records to assure permanent retention according to MN State Archives best practice

- NHS accomplishes educational initiatives for the City

NHS provides adults and school children with a place to connect with the history of the area to better appreciate and understand the community around them

- NHS assists the citizens of Northfield as well as visitors

NHS provides personal assistance to those who are researching local residences, businesses, and people

# 2017 Service Contract: FY 2018-2020

## Proposal A - \$29,000

### **Goal - Collect and preserve Northfield area history**

**Establish a records retention schedule with the City; continue acquiring / preserving City records**

- City assistance will purchase specialized preservation supplies. It will allow for the increase of staffing hours dedicated to preservation and acquisitions

### **Goal - Create long term backup digital file preservation system for electronic City records**

**Continue digitizing old format records, early record books**

- City assistance will increase staffing for digitization, transcription, and metadata. It will fund external hard drives on which to keep backup audio files. It will allow for the contracting of services to convert old formats to current formats for audio cassettes and VHS cassettes at the current pace of about 50 items per year

### **Goal – Continue to provide the community with engaging programs and exhibits**

- City assistance will provide short term staffing hours dedicated to the research and installation of temporary exhibits. It will allow NHS to serve the local population and encourage a broader appreciation of the town and its history

# 2017 Service Contract: FY 2018-2020

## Proposal B - \$45,000

In addition to Proposal A :

### **Goal – Create an electronic, expanded finding aid for the city collection**


- City assistance will provide additional hours for digitization and the compilation of metadata and description specifically to turn the listing of items from the 2013 City Collection into a finding aid for increased ease of use

### **Goal – Add a staff member dedicated to expanding programming & educational outreach**

- City assistance will provide funding to hire a staff member that will add educational outcomes to current programs and develop new programs that will encourage diversity as well as a variety of audiences within the local population. It will also fund outreach to local schools to encourage appreciation and understanding of the city's history from a young age

### **Goal – Promote heritage tourism and improve the visitor experience**

- City assistance will allow NHS to position itself as Northfield's premier tourist destination by increased marketing to reach larger audiences and bring them to Northfield
- Increase the number of months NHS offers guided tours to add to the visitor's understanding of what makes Northfield unique and different in its portion of the James-Younger story
- Test increased open hours to reach additional audiences



Continued support allows NHS to save and protect important City records as well as other items crucial to understanding Northfield's past.

Continued support will allow NHS to SHARE the past more broadly with the current community to help build a bright future for Northfield's citizens.