

Northfield Historical Society
Contract for Service - 2018 Proposal B

Funding Proposal

1. Collect Northfield area history
 - a. Identify those objects and records that best tell the story of the Northfield area, including those provided by the City, and accept them for the collection
 - b. Establish an ongoing retention schedule and transfer of records held by the City to NHS
2. Provide proper care for the objects and records held by NHS, including those provided by the City
 - a. Determine the long-term preservation needs of acquired items, including those provided by the City.
 - b. Provide preventative conservation to objects and records using museum-quality acid free materials and non-invasive conservation methods.
 - c. Increase hours for collections staff to provide needed care and accessibility to the collection, especially for items newly transferred by the City.

Preservation Supplies - \$1500	Custom boxes, tissue, acid free ID tags
Staffing - \$8000	¼ Time collections position - 10 hrs x 15.25 hr x 52 wks = \$7,930.00

3. Provide proper storage facilities for the objects and records held by NHS, including those provided by the City
 - a. Create and maintain a digital storage system to hold master media files within the City collection.
 - b. Increase the accessibility of City records continuing to be held by the City
 - i. Digitize two City Council minute books and provide metadata and transcription

Transcription and Metadata - \$4100	Contractor - \$25 hr x 150 hrs (750 pages)
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4. Expand the accessibility of the City collection through digitization of audio/ visual materials
 - a. Increase hours for staff to digitize 100 VHS tapes, creating a new master file and a 'for use' file in a current format
 - b. Upload appropriate digital files to the Northfield History Collaborative site
 - c. Complete metadata for uploaded files
 - d. Digitize HPC records, photos, and papers to increase ease of use by researchers

Digital Transfer Process - \$352	Contractor \$8 x 44 items
Staffing - \$14,500	½ Time digitization position – 16 hrs x 17.50 hr x 49wks = \$13,720

5. Serve as one of the core entities the City relies on to promote Northfield, past and present
 - a. Produce a major exhibit each year on a new aspect of the town's history featuring objects and records in the collection
 - b. Respond to research requests and provide information on the history of the Northfield area
 - c. Attend relevant trade shows to promote NHS as a tourist destination
 - d. Partner with area non-profits and small businesses (CVB, NDDC, Arts Guild, etc.) to provide programs and attract tourists to Northfield and the downtown businesses
 - i. Increase number of weekends with tour guides available
 - ii. Offer the use of NHS as a social gathering space in an effort to build visibility within the community
 - e. Increase educational outreach to school-age children through increased staff hours
 - f. Host up to four educational programs for a variety of age groups

Staffing - \$16,000	½ Time education position – 20 hrs x 15.25 hr x 52 wks = \$15,860
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Total Ask - \$ 45,000 per year	
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