

December 18, 2019

Submitted via email – fprevits@ohiohistory.org

OHRAB Grant Program  
c/o the Ohio History Connection State Archives  
800 E. 17<sup>th</sup> Ave.  
Columbus, Ohio 43211

RE: Status of Broadview Heights Historical Society Internship

Dear Mr. Previts,

Please allow this report to meet the requirements for a brief narrative report on the status of our Inaugural Collection Archival Internship. The following is an estimation:

1. We estimate the project is 99% complete at this time. Approximately 1500 items have been archived into our electronic system (Omeka) and preserved. This aspect of the project is complete.
2. Additionally, our intern has also completed 2 interviews with historical figures in our community, who were tied to some of the items archived.
3. Staff time spent to-date has been approximately 420 hours.
4. Volunteer time spent on the project to-date has been approximately 40 hours.
5. The internship expanded to also include completion of a display case (see attached photos).
5. The project is completed. The intern who was hired did stay on free-of-charge through the fall of 2018 and completed a required internship in her MA program. At the end of her internship her professor visited and reviewed her work, which included review of the display case.
6. This project was promoted in our Newsletter, and on our social media (see attached).
7. We have ordered all approved items and are double checking our inventory to verify same, at which time our project will be 100% complete.
7. Please find your required documents attached.

Thanks,

Kristina Sorensen  
Collections Chair  
Broadview Hts Historical Society

	A	B	C	D	E	F	G	H	I	J
1	DATE	OHRAB TOTAL GRANT RECEIVED	OHRAB FUNDS TOWARD INTERN (DEPOSIT)	OHRAB FUNDS PAID TO INTERN (PAYMENTS)	MATCHING INTERN PAYMENTS	OHRAB SUPPLIES FUNDS RECEIVED (DEPOSIT)	OHRAB FUNDS SPENT ON SUPPLIES (PAYMENTS)	MATCHING SUPPLIES SPEND	DETAILS	Donor
2	4/13/2018	\$2,003.00	\$1,250.00			\$753.00				
3	4/16/2018						\$233.21		Archive boxes,gloves,photo pages	OHRAB
4	6/10/2018						\$25.71		Photo supplies - Gel Packs	OHRAB
5	6/11/2018						\$44.00		Photo pages	OHRAB
6	6/14/2018				\$512.50				Salary	Faulhaber
7	6/21/2018						\$41.36		Photo pages	OHRAB
8	7/3/2018				\$312.50				Salary	Faulhaber
9	7/5/2018						\$48.45		Archive Storage Boxes	OHRAB
10	7/16/2018				\$306.25				Salary	Faulhaber
11	7/30/2018			\$325.00	\$18.75				Salary	Faulhaber/OHRAB
12	8/9/2018				\$100.00				Salary	Ohio Cat
13	8/10/2018			\$456.25					Salary	OHRAB
14	8/27/2018			\$468.75					Salary	
15	9/15/2018							\$105.00	2 Display Cases	Faulhaber
16	9/20/2018							\$255.27	Move Display Cases	Faulhaber
17	9/20/2018							\$122.23	Move Display Cases	Faulhaber
18	11/2/2018						\$7.99		Craft Knife & Blades	C. Korn
19	11/2/2018						\$45.36		Cutting Mat,Tags, T Square	Faulhaber
20	11/3/2018						\$31.87		Archival Plastic photo holders	OHRAB
21	11/7/2018						\$23.66		Archival File Folders	Faulhaber
22	12/14/2018						\$171.50	\$270.50	Dehumidifier	OHRAB/Faulhaber
23	12/27/2018						\$79.89		Archival Boxes	OHRAB
24	TOTAL			\$1,250.00	\$1,250.00		\$753.00	\$753.00		