

“Preserving Sugar Grove’s Legacy”
Ohio Historical Records Advisory Board Grant

Interim Report Summary – October 1, 2019

Expenses:

- 7/8/2019 Purchase Order Vendor: Gaylord Archival purchase of the following items:

Item#	Description	Quantity	Price	Total Price
CRC121510	Gaylord Classic Archival Storage Carton w/ Handholds Lt Tan	25	\$10.95	\$273.75
CRC121510B	Record Storage Carton Base with Handholds Lt Tan	25	\$0.00	\$0.00
CRC121510T	Record Storage Carton Top Lt Tan	25	\$0.00	\$0.00
AF200HW	Gaylord Full Tab Legal Size File Folders Pkg 50	2	\$35.15	\$70.30
ARF120	Reinforc Half Cut Tab Letter Size File Folders Cream Pkg 100	4	\$57.29	\$229.16
M149	Gaylord 3mil Plystr LSleeves UV Protection 8 1/2Hx14W Pkg 10	10	\$25.19	\$251.90
M119	Gaylord 3mil Plystr LSleeves UV Protection 8 1/2Hx11W Pkg 10	30	\$22.89	\$686.70

With shipping & handling (\$196.53), total order cost = **\$1,708.34**

- 8/22/2019 Purchase Order Vendor: OfficeDepot

SKU	Cust #	Ord	Shipped	B/O	UM	Price	Ext
0117912	117912	1	1	0	each	135.990	135.99
WD Portable External Hard Drive, 4TB, USB 2.0/3.0, WDBYFT0040BBK-WESN, Black							
6493552	6493552	1	1	0	each	699.990	699.99
Dell(tm) Inspiron 15 5584 Laptop, 15.6" Screen, Intel(reg) Core(tm) i5, 8GB Memory, 256GB Solid State Drive, Windows(reg) 10 Home, I5584-5868SLV-PUS							
9260499	9260499	1	1	0	each	119.990	119.99
Epson(reg) WorkForce(reg) ES-50 Portable Color Document Scanner, 1-5/16"H x 10-11/16"W x 1-13/16"D, B11B252201							

Total order cost = **\$955.97**

- Grand total funds expended for supplies & equipment = **\$2,664.31**

Staff Time (Matched Funds):

- Chief Fiscal Officer (estimated): 20 hours = \$520.00
- Assistant Fiscal Officer (estimated): 10 hours = \$125.00
- Village Archivist (actual): 12 hours = \$120.00
- Grand Total Staff Wages (estimated) = **\$765.00**

Publicity:

- July 3, 2019 - Website Press Release (Village's Home Page): (www.sugar-grove.com)
- July 6, 2019 – *Lancaster Eagle Gazette* News Brief: (<https://www.lancastereaglegazette.com/get-access/?return=https%3A%2F%2Fwww.lancastereaglegazette.com%2Fstory%2Fnews%2Flocal%2F2019%2F07%2F05%2Fnews-briefs-upcoming-road-closures-next-week%2F1655153001%2F>)

Project Completion:

- Total Documents Indexed: **134**
- Total Documents Scanned & Archived*: **85**
 - Subtotal of these documents linked on Website Index: **5**
 - *Archived means placed into protective sleeves, folder with label (includes date, title, and persons of interest tags).
 - To view the online index, please visit <https://sugar-grove.com/history/>
- Project Completion (estimate): **20%**
 - Given the lack of organization within the files, we have run into some delays with scanning the oldest documents (pre 1940, as outlined in the Grant Application).
 - We have retained what we believe are boxes of the oldest documents within the Municipal Building (101 Bridge Street, Sugar Grove, OH), which has removed them from the varying heat and cold of the storage shed they had been housed in.
 - Additionally, our laptop and scanner did not ship until the end of August, so we are not as far as we would like to be with scanning.
 - It took some time to figure out how to upload the scanned documents and link them to our website, so that they could be accessed by anyone. The published index automatically updates as the Spreadsheet/Index is updated.
 - That said, now that equipment has all been ordered and most of the documents located, we anticipate substantial completion by December 31st, and final completion by mid-January.