



City of Bay Village

Historical Records Digitization Project: Interim Progress Report

Date: August 28, 2025

Project Title: The City of Bay Village Historical Records Digitization Project

Organization: The City of Bay Village, Ohio

Grantor: Ohio Historical Records Advisory Board (OHRAB)

Summary of Project: The City of Bay Village was awarded a grant from the Ohio Historical Records Advisory Board to digitally preserve and provide public on-line access to 58.5 cubic feet of irreplaceable historical records. This project addresses the critical need for preservation and accessibility of fragile historical documents, including Ordinances, Resolutions, and Minutes, dating from 1924 to 1987. The City has committed a 100% match of up to \$5,000 to support this endeavor. The project's goal is to create a complete digital archive, accessible through the City's official website, which will serve as a valuable resource for residents, researchers, and city officials for years to come.

Progress to Date:

Estimated Percentage of Project Completed: Approximately 65% of the project is completed.

- **Collections Processed:** The initial phase of document preparation is complete. All 58.5 cubic feet of records were carefully assessed and prepared for scanning.
- **Scanning Progress:** The contracted vendor is making slower than expected progress with the digitization process. The digitization of the 61 three-ring binders is expected to be completed by September 7th. Once completed, the vendor will upload the digitized binders to a Laserfiche demo system and provide them on an external hard drive in PDF format. The vendor is coordinating a delivery date of September 11th or 12th for the return of the binders and documents. The scanning of the more fragile 26 books is currently on hold while the vendor seeks additional resources and expertise to determine the best possible scanning methods.

Summary of Expenses:

- **Contracted Services:** The full contract will be invoiced upon the successful digitization and return of all project materials. This constitutes the grant-funded expenses and the City's cash match commitment.
- **Software/Equipment:** No new software or equipment has been purchased at this time, as the project relies on contracted scanning services and the City's existing website infrastructure and IT department for digital preservation. The City's existing annual budget for website hosting and document management will cover the long-term sustainability of the project.

Staff and Volunteer Time:

- **Grant-Funded Staff Time:** As this grant does not cover existing staff salaries, there is no grant-funded staff time to report.
 - **John Rostash, Project Manager:** Mr. Rostash has dedicated approximately **14 hours** to project management, including vendor coordination, IT liaison, and initial quality assurance planning.

- **Joan Kemper, Council Clerk:** Ms. Kemper has dedicated approximately **21 hours** to the project, focusing on document preparation, historical context guidance for the vendor, and initial quality assurance.
- The combined total for staff time to date is **35 hours**.

Project Schedule:

- The project is **currently delayed** due to the slower-than-expected progress from the contracted vendor, particularly with the more fragile books. The scanning for the binders is now projected to be completed in early September instead of late July as originally planned. The scanning of the books is on hold pending the vendor's research into best practices.
- This delay pushes back the timeline for all subsequent phases, including post-processing, quality assurance, and website integration.
- The original goal of completing the project by the end of September is no longer feasible. We have reached out to the vendor to get a revised timeline for the books. The estimated end date is now **TBD**, pending a new work plan from the vendor, but the project is still anticipated to be completed before the grant's formal end date of December 31, 2025.

Examples of Publicity:

- **Local Media Outreach:** A press release has been prepared to be distributed to local newspapers and online news outlets, to be timed with the public launch of the digital archive. A copy of the prepared release is attached for your reference.
- **Social Media:** A social media campaign is planned for the launch. A draft of the social media post is attached.

The City of Bay Village is excited about the progress made with the binders and remains committed to the successful completion of the entire project, ensuring the preservation of all of these important historical records.

If you have any questions regarding this report, please do not hesitate to contact me.

Sincerely,



John Rostash
Project Manager



City of Bay Village

Historical Records Digitization Project: Press Release

DRAFT PRESS RELEASE

City of Bay Village Unveils New Online Historical Records Archive

BAY VILLAGE, OH – [Date] – The City of Bay Village proudly announces a monumental step in preserving its rich heritage with the launch of its new online historical records archive. For the first time, residents and researchers can access a vast collection of the City's foundational documents from anywhere, at any time.

This ambitious initiative was made possible by a generous grant from the **Ohio Historical Records Advisory Board (OHRAB)**, which helped fund the project's significant cost. The City of Bay Village also contributed a **100% matching funds of up to \$5,000**, reinforcing its commitment to fiscal responsibility and transparent service delivery.

Project Scope and Accessibility

The project's primary goal was to digitally preserve and provide public on-line access to **58.5 cubic feet** of irreplaceable historical records. This collection, which was previously only available in fragile physical form at City Hall, includes:

- **26 bound books of Ordinances, Resolutions, and Minutes** dating from 1924 to 1955.
- **61 three-ring binders of Ordinances, Resolutions, and Minutes** spanning from 1956 to 1987.

The City's contracted vendor has successfully scanned all of these documents, creating high-resolution digital files for long-term preservation. The newly digitized records are now available on the City of Bay Village's official website, giving the public the ability to easily browse, search, and download these valuable historical documents.

Benefits and Future Initiatives



This digital archive not only safeguards these critical records from further deterioration but also transforms public access. Residents, students, and historians can now conduct research with ease, providing a deeper understanding of Bay Village's history and development. The project also significantly improves efficiency for city staff and promotes greater transparency.

"We are incredibly proud to make these historical documents so readily available to our community," said Bay Village Mayor [Mayor's Last Name]. "This is a testament to our commitment to preserving our past while embracing the technology that serves our residents in the present and future."

The City intends to build upon this success by exploring the digitization of other historical materials and continuing to seek additional funding to create a comprehensive digital history of Bay Village. .

To explore the Bay Village Historical Records Archive, please visit the City's official website at **[Insert Direct Link to the Archive Section on City Website Here]**.



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Historical Records Digitization Project: Social Media Promotion

Image: A compelling visual. This could be:

- A "then and now" image (an old photo of Bay Village next to a modern one).
- A collage of old document snippets, perhaps with a search bar overlaid.

Text:

BIG NEWS, Bay Village! We're thrilled to announce the launch of our brand new Online Historical Records Archive!

Dive into Bay Village's rich past with easy, 24/7 access to decades of our city's official records! From 1924 to 1987, you can now explore Ordinances, Resolutions, and Meeting Minutes right from your computer or phone.

This incredible project was made possible thanks to a generous grant from the Ohio Historical Records Advisory Board (OHRAB) and the dedicated efforts of our City team. We've preserved 58.5 cubic feet of irreplaceable history for generations to come!

Ready to explore? Click the link below and discover the stories that shaped our community!
[Insert Direct Link to the Archive Section on City Website Here]

#BayVillageHistory #DigitalArchive #PreservingOurPast #LocalHistory #OhioHistory
#CommunityRecords #GrantFunded #OpenData