

January 29, 2026

Final Grant Report: City of Bay Village Historical Records Digitization

Institution/Organization Name: City of Bay Village, Ohio

Project Title: Preservation of Municipal Records for Availability on City Website

Project Director: John Rostash, Project Manager

Telephone: (440) 899-3412

Email: jrostash@cityofbayvillage.com

Summary of Project Activities and Accomplishments

The City of Bay Village has successfully completed the digital preservation of **58.5 cubic feet** of vital municipal records. This initiative, sparked by Council Clerk **Joan Kemper's** recognition of the need to protect fragile foundational documents, transitioned paper-based records into high-resolution, searchable digital formats.

- **Records Addressed:**
 - **Ordinances, Resolutions, and Minutes (Bound):** 26 books, 1924–1955.
 - **Ordinances, Resolutions, and Minutes (Binders):** 61 binders, 1956–1987.
- **Imaging Statistics:** All 87 volumes were successfully scanned, including specialized wide-format pages discovered during the process.
- **Access & Finding Aids:** Digital files were delivered on December 17, 2025, and loaded onto the City's secure server. The City is currently compressing these PDFs to optimize them for high-speed public access via a dedicated section on the official City website. Link to the Bay Village Document Center, <https://cityofbayvillage.gov/DocumentCenter>.

Project Narrative and Self-Assessment

Meeting Objectives:

The project successfully met the primary objectives submitted in the original application: addressing the critical need for preservation and accessibility of historical records in fragile condition. While the vendor removed bindings to ensure high-quality scans, a suitable archival rebinding source could not be located; therefore, the records are now safely housed city hall.

Evaluation of Impact:

The project fundamentally changes the use of these records by making them accessible online 24/7, eliminating previous limitations of physical access during City Hall business hours. The ability to perform efficient keyword searches facilitates research for city officials, historians, and the general public. This has already decreased the time required for staff to retrieve historical information.

Building on Success:

Building upon this success, the City intends to explore additional digitization initiatives for other historical materials. This project serves as a model for future preservation efforts and will lead to the creation of a comprehensive digital archive of Bay Village's history.

Publicity and Press Coverage:

The project was publicized through an official press release on the city's website, and social media updates.

Project Expenses

The final total for imaging services was **\$7,811.00**.

Item	Quantity	Price	Amount
Document Imaging Services (Binders)	1	\$5,368.00	\$5,368.00
Document Imaging Services (Books)	1	\$2,288.00	\$2,288.00
Binding Removal Service	1	\$155.00	\$155.00
Total Project Cost			\$7,811.00



Cost Match Details:

- **Grant Amount Received:** \$5,000.00.
- **Cash Match Committed by Bay Village:** \$5,000.00.
- **Variance & Refund:** To adhere to the 1-to-1 match requirement based on the final total cost of \$7,811.00, the allowable grant portion is **\$3,905.50**. The City of Bay Village will refund the unspent balance of **\$1,094.50** to OHRAB.

Financial Attachments:

Copies of Invoice #202500061 and Canceled Check #6534876 are included as separate attachments to this report.

Publication Attachments:

Copy of the press release on the city's website and the Facebook posting.

Sincerely,

A handwritten signature in blue ink that reads "John Rostash".

John Rostash
Project Manager
City of Bay Village

INVOICE

Make Paper Digital
P.O. Box 573
Worthington, Ohio 43085
United States

6145639729

BILL TO
Bay Village
John Rostash
350 Dover Center Road
Bay Village, Ohio 44140
United States

jrostash@cityofbayvillage.com

Invoice Number: 202500061

Invoice Date: December 16, 2025

Payment Due: January 15, 2026

Amount Due (USD): **\$7,811.00**

Items	Quantity	Price	Amount
Document Imaging Services Document Imaging Services, Binders	1	\$5,368.00	\$5,368.00
Document Imaging Services Document Imaging Services, Books	1	\$2,288.00	\$2,288.00
Document Imaging Services Document Imaging Services, Remove binding from books	1	\$155.00	\$155.00

Total: \$7,811.00

Amount Due (USD): **\$7,811.00**

Notes / Terms

Invoice

Thank you for your business!

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FOR IMMEDIATE RELEASE

City of Bay Village Unveils Online Historical Records Archive

BAY VILLAGE, OH – January 29, 2026 – The City of Bay Village is proud to announce the official launch of its Online Historical Records Archive, a project born from the foresight of Council Clerk **Joan Kemper**. Recognizing the urgent need to protect the city's legislative foundation from physical decay, Ms. Kemper, who has served as a municipal clerk for over 60 years, spearheaded the effort to digitize **58.5 cubic feet** of irreplaceable history.

The project was made possible by a **\$5,000 grant** from the **Ohio Historical Records Advisory Board (OHRAB)**, through funding from the National Historical Publications and Records Commission (NHPRC), National Archives and Records Administration. The City of Bay Village matched that grant funding to ensure these critical documents were preserved without impacting essential city services.

A Vision for Preservation

The new archive features high-resolution, searchable scans of City Ordinances, Resolutions, and Minutes dating back to **1924**. Previously, these records were stored in fragile physical volumes at City Hall, where frequent handling posed a risk to their long-term survival.

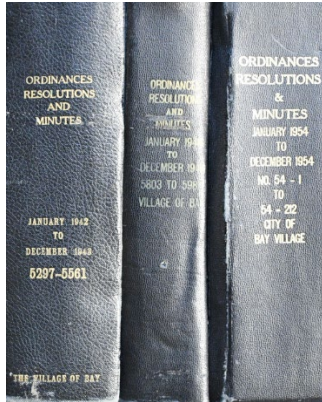
"I have always viewed my work at City Hall as writing the history of our community. This project was important to ensure these records are protected forever, as they represent the true history and identity of the Bay Village community." noted Clerk Joan Kemper, whose extensive experience underscores the urgency of this endeavor. By moving these records from fragile paper to a digital format, the City ensures that the story of Bay Village's development is protected and accessible for generations to come.

Technical Excellence and Accessibility

Managed by Project Manager **John Rostash**, the City partnered with **Make Paper Digital** to digitize 87 volumes, including **26 bound books** and **61 three-ring binders**. The process involved navigating technical challenges, such as specialized binding removal and the discovery of wide-format pages, to ensure the highest possible scan quality.

The City is currently in the final stages of optimizing these files for fast web delivery, ensuring residents can search decades of history with ease. This digital archive fundamentally changes how these records are used, making them accessible online **24/7** and enabling efficient keyword searching for researchers, city officials, and the general public.

Explore the Archive Today: Residents can access the searchable database through a dedicated section on the City of Bay Village's official website at <https://cityofbayvillage.gov/DocumentCenter> .



Preserving the History of Bay Village!

We are thrilled to unveil our new Online Historical Records Archive! This landmark project was sparked by the vision of our Council Clerk, Joan Kemper. With over 60 years of public service, Joan understands better than anyone that this work is about more than just records, it's about "writing history."

As Joan puts it: "I have always viewed my work at City Hall as writing the history of our community. This project was important to ensure these records are protected forever, as they represent the true history and identity of the Bay Village community."

What's inside?

100 Years of Records: Search Ordinances and Resolutions dating back to 1924!

Preservation: 58.5 cubic feet of fragile history is now safe in a digital format.

Accessibility: We are currently optimizing and compressing the files to ensure fast, 24/7!

Supported in part by an award from the Ohio Historical Records Advisory Board (OHRAB), through funding from the National Historical Publications and Records Commission (NHPRC), National Archives and Records Administration. Thanks to the OHRAB, these historical documents are now protected and accessible for everyone without impacting other critical City services.

Explore the Archive Today: Residents can access the searchable database through a dedicated section on the City of Bay Village's official website at

<https://cityofbayvillage.gov/DocumentCenter> .

RC2: General Correspondence