

Broomfield Depot Museum Friends

Greenwood Fund
c/o Denver Foundation
55 Madison St., 8th Floor
Denver, CO 80206

To Whom it May Concern,

The Broomfield Depot Museum Friends requests \$1298.84 from the Greenwood Fund to support the purchase of archival rehousing supplies for the Broomfield Depot Museum. The Broomfield Depot Museum was constructed in 1909 as a train depot and house. The museum was moved from its original site during expansion of the US 36 turnpike, but it operates today under its mission to “collect, preserve, and interpret the history of Broomfield using the railroad depot as a foundation and window into the past.”

The Broomfield Depot Museum houses several collections which record the history of the city. Museum staff are excited for the collections to be moved from the four, non-ideal locations they are currently housed in to a single collections facility in the latter half of 2017. This move will allow museum staff to create and execute a storage plan to best meet the needs of the collection, and to make the material more accessible to the public and researchers. With over 5,000 objects to manage, this move is necessary to appropriately care for the collections. The move will offer an ideal opportunity to rehouse targeted, core collections appropriately, removing them from over-crowded containers and acidic boxes, while appropriately padding and supporting the objects with foam and acid-free tissue.

Improving the housing of the collections is vital to their long-term care, and will enable the museum to hold them in safe perpetuity for the citizens of Broomfield. The collections being targeted for rehousing contain evocative pieces that detail civic pride and community service in Broomfield. A well-cared-for collection will encourage future museum donations, allowing the museum to continue interpreting the history of Broomfield.

Thank you very much for considering our application for a grant from the Greenwood Fund.

Sincerely,

Broomfield Depot Museum Friends



Executive Summary

The Broomfield Depot Museum Friends requests \$1298.84 from the Greenwood Fund to support the purchase of museum quality, archival object storage materials for use at the Broomfield Depot Museum.

The Broomfield Depot Museum Friends (BDMF) is a membership-based nonprofit organization (501c3) that supports the Broomfield Depot Museum through advocacy, fundraising, and by increasing public awareness. Originally organized in 1976 as the Broomfield Historical Society, the BDMF has enjoyed a renaissance in recent years, with a board of eight Broomfield residents who meet monthly to further the organization's goals, including bringing the care of the collections up to best standards and practices. The BDMF has received grants from the Greenwood Fund, the Colorado Historical Records Advisory Board, the Broomfield Arts, Culture, and Science Fund, and the Rotary Club to assist with collections and archives care as well as to facilitate community outreach. The Broomfield Depot Museum has a strong record of working with professional conservators and consultants to bring the documentation and storage of the collection up to the standards of best practices.

In the past six years, the staff of the Broomfield Depot Museum – which includes one full-time Museum Manager, one eight-hour a week curator and one eight-hour a week archivist – have made great strides in improving care of the collections. All the artifacts were removed from the building so the structure could be thoroughly cleaned and the exterior restored. Artifacts that were not returned to the museum to be exhibited are currently stored in four locations: the basement of the museum, an off-site storage unit, an on-site farm outbuilding, and in a loft above the City and County auditorium. Staff, volunteers and interns are completing the first ever full inventory of the collection, recording object information and photographing each item. The museum has purchased computers and PastPerfect database software to catalog this information in a standardized way. The inventory, which has taken three years, has revealed that the museum has over 5,500 artifacts (this excludes books, archival material, and photographs). With funds from grants awarded to the Broomfield Depot Museum Friends, the museum has been able to rehouse important artifacts and process and rehouse some of the most important archival and photograph collections.

This summer the museum will take another step in improving collections care by setting up a single, designated collections storage space in a new building, close to the museum. This will allow the staff and volunteers to move the entire collection to one location and provide the needed space to catalogue, photograph, and properly rehouse the collection. This move offers an opportunity to rehouse the museum's most iconic collections into the space and materials they need. The project's targeted collections are the Broomfield Day memorabilia, Broomfield Police Department and West Adams County Fire Department artifacts, and the Crawford family collection.

Conservation Need

These collections consist of evocative and diverse objects from the history of Broomfield, and as such are vital to fulfilling the mission of the museum. The Crawford collection contains local-man William Kruegal's Spanish-American War uniform, and the collection of fire and police badges helps to chronicle the history of both departments. The Broomfield Days collection captures the city's rich history of civic pride and engagement, captured in the memorabilia of the community festival. These important objects are vital in documenting the rich history of Broomfield, and are currently housed in ways that make them difficult to access or utilize and fail to meet best practices for artifact preservation.

If these collections remain housed as they currently are for the long-term it will result in irreversible damage to the objects. Metal police badges are stored in non-archival boxes, in overcrowded environments with insufficient padding. Textiles from Broomfield Days are stored folded, damaging the fibers, as is Kruegal's uniform. Objects currently on display in the public library have no permanent housing to return to. With funds from this grant, rehousing materials will be bought for the named collections, so that appropriate, custom housing can be provided in the new collections facility. 419 objects, 47 archival documents and photographs, and three books will be rehoused in archival materials and appropriately padded to ensure long-term preservation. The work will be managed by the museum administrator and the museum curator.

The new facility will provide more storage space (2,200 sq. ft. total) than the museum currently has available, and will allow for the expansion of cramped collections into boxes and trays that provide the appropriate amount of space. For this reason, the rehousing project will take place after the collections have been moved. The move to the new facility throughout the fall of 2017. Once in the new space, the rehousing project utilizing the new materials is schedule to occur from December 2017 through the following year.

The purchase of archival storage materials supported by this grant would allow the Broomfield Depot Museum to rehouse these collections in ways that will prolong the life of the objects, allowing future generations of Broomfield residents to appreciate and learn from them, fulfilling the preservation aspect of the museum's mission. Rehousing will make the material more accessible, and specialized boxes for objects such as the historic badges and buttons will allow them to be utilized during public programming without leaving their archival housing. Being able to guarantee the long-term care of collections at the Broomfield Depot Museum will allow the museum to display and utilize more of its collection for the benefit of the citizens of Broomfield and the wider Denver Metro area, and will encourage future donations that will help tell the history of Broomfield.

Description of Materials and Supplies

- Archival document storage boxes
- Unbuffered acid-free tissue
- Padded hangers
- Ethafoam
- Archival blue-board textile boxes
- Archival storage boxes
- Sectioned interior trays
- Lids with Mylar windows

Names and Credentials of Personnel Involved

Museum Administrator, Jacqui Ainlay-Conley. Ainlay-Conley has a master's degree in history, a certificate in historic preservation, and over seven years of experience working in museums and with the management of historic buildings. She was with the National Park Service prior to joining the museum four years ago.

Museum Curator, Tara Templeman. Templeman graduated from the University of New Mexico in 2014 and is currently a Museum Studies graduate student at the University of Colorado Boulder. She has been working for the Broomfield Depot Museum for a year and has been managing the inventory project.

Project Budget

*Items on 2017 CWAM CO-OP Price List

Expenses

Item	Amount	Total Cost
Gaylord Archival # UT301000R, 1000' x 30", unbuffered tissue 0.001" thick	1 Roll	\$173.08
Gaylord Archival® Blue B-flute Shallow Lid Textile Box #CTSB24, 24"x38.5"x6"	2 Boxes	\$76.64
Gaylord Shipping Non-COOP Items	Use Code 1889*	Free
Gaylord Archival # Package of 5 Textile Boxes, blue corrugated board, BUFFERED, acid-free, lignin-free, 3% calcium carbonate, shallow lid	1 Pack (5 boxes)	\$58.64*
Gaylord Archival Blue/Grey Barrier Board Flip-Top Document Case, #D15105, 15 1/4" L x 5" W x 10 1/4" H (approx) Legal	10 Boxes	\$49.20*
Gaylord Shipping on COOP Items	Use Code CWMP2017*	\$84.00
ARSB1800-1 (10775): Hollinger Record Storage Box, Detached Lid, 12W x 15L x 10H	35 Boxes	\$339.15
S788, Hollinger Foam Roll, 24" x 225 Ft. Roll, 1/4" Thick	1 Roll	\$92.91
FFPH16, 16" Hollinger Padded Hangers [3/pack]	5 Packs	\$114.54
ASTL2 "See-Thru" tray cover	10 Lids	\$77.35
AST15, Hollinger Multi-Sectioned Interior Tray 15 Compartments, 2 5/8L x 3 3/4W x 2 1/2H	8 Trays	\$103.70
AST6, Hollinger Multi-Sectioned Interior Tray 6 Compartments, 4 9/16L x 5 3/8W x 2 1/2H	10 Trays	\$129.63
Hollinger Shipping	Use Code 2017CWAM*	Free

Project Total: \$1298.84

Collections and Conservation Budget 2017

Our entire collections and conservation budget is funded through grants.

Greenwood Fund Grant (proposed)	\$1298.84
Colorado-Wyoming Association of Museums Grant (proposed)	\$500.00
Total	\$1798.84

Current Storage for Broomfield Depot Museum Collections



Examples of Objects to be Rehoused

