

#20

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Page 1: GRANT OBJECTIVE

Q1

Contact Info

Name	Sarah Murphy
Library	Greenwich Free Library
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Q2

What are the goals and objectives of your project?

This project has a simple goal: to maintain the safety of our archival history collection and the comfort of our patrons by replacing our broken dehumidifier unit. By replacing this unit, we will ensure that the Gill Local History archive can continue to be a valuable resource for our patrons and researchers from all over. We will also ensure the comfort of our patrons while using our lower level. In coordination with our next large scale project, we are aiming to make better use of our downstairs space. The heating, cooling, and humidity levels must be such that both materials and patrons are safe and comfortable.

We will engage the services of Roland J. Down for the installation of the new unit. Roland J. Down is already familiar with Greenwich Free Library and has been providing preventative heating and cooling services as well as repairs for the past two years.

Q3

How will this project change the library building?

fety and longevity of our one-of-a-kind archive of local and regional history.

In summer 2024, we discovered that the humidity levels were unpredictable and rose to as high as 90%. The Northeast Document Conservation Center suggests that relative humidity for paper, books, and textiles that are used frequently should be between 30-60%. When our humidity rose, we immediately called in a technician from RJD who identified that the problem was the unit and that it needed to be replaced. We also bought a portable unit for the Gill Room itself in order to preserve our collection. This unit needed to be emptied up to three times a day during the hottest weeks of the summer.

A new, properly working humidifier will change the physical space for the better by providing comfort and safe conditions for both materials and patrons

Q4

How will this project benefit your patrons?

The I.V.H. Gill Room local history archive has been popular among our patrons for decades. Unlike many libraries and archives, we allow patrons to access this room and its contents during all library open hours. Patrons do not need to show credentials or have a lofty research goal to use the collection. Curiosity is encouraged! Keeping our physical collections safe means that patrons will be able to access them for years to come.

Q5

What is the timeline for the project?

Our regular preventative maintenance visit from Roland J Down is scheduled for April 16, 2025. Our technician will then create the order for the unit, and as soon as we know when it will be available, we will schedule the installation. Unless there is a significant back order, we expect to have the unit completely installed by the beginning of June, and hopefully sooner. This will allow us to head into summer with confidence in the safety of our collections.

Page 2: Project Assessment

Q6

EVALUATION: What tools will you use to evaluate the program quantitatively (i.e. statistics)? What tools will you use to measure the program's success qualitatively?

We will measure the relative humidity of the room on a daily basis throughout the summer. The Gill Room historian, Sandy McReynolds, will also record observations about the health of the collection.

We will also continue to measure our patron access stats, to make sure that there is no interruption to service.

To measure the success qualitatively, we will engage in conversation with patrons, staff, and community members about their satisfaction with the Gill Room collections and their physical comfort while visiting our lower level.

Page 3: File Uploads

Q7

Upload WALK-THROUGH NARRATIVE

SALS%20Challenge%20Grant%20Patron%20Feedback.pdf (31KB)

Q8

Upload PROJECT BUDGET

Challenge%20Grant%20Application%20Budget_2025.xlsx%20-%20Sheet1.pdf (84.5KB)

Q9

Upload PHOTO DOCUMENTATION

SALS%20Challenge%20Grant_%20IVH%20Gill%20Room%20and%20Local%20History%20Archive.pdf (176.6KB)

Q10

Respondent skipped this question

Upload LONG RANGE PLAN OF SERVICE

Ken Perry participated in the patron feedback walkabout at Greenwich Free Library. Ken is a regular patron who uses the library for a variety of purposes, including genealogical and local history research. Ken also volunteers here by helping us with our Farm 2 Library pick-up, so he is an active member of our library community.

Ken made the following points and observations as we toured the space and discussed climate control:

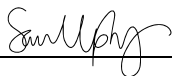
- Keeping paper documents safe and keeping mold away is the bare minimum that an archive should do
- Leather and cloth bindings are also at risk in high humidity
- Microfilm can break down, and not everything is digitized. It is important that the library hold on to our print archive and continue to make it accessible to the public
- The Gill Room is a magnet for local researchers and those who are curious about family and local history
- In addition to genealogy, Ken uses the collection to learn about groups of people—families and cultural groups—who have migrated to and through our area in the past.
- He has been particularly interested in the historical migration of minority and marginalized groups
- Maintaining this archive helps to maintain the stories of minority and marginalized groups in our area's history
- Not all of this information is published online. We must keep our physical archive safe.

Southern Adirondack Library System 2025 Challenge Grant Application

Budget:

In the "details" column, provide information on the item being budgeted for in this category.

Category	Project Funds Requested	In-Kind/Matching	Total	Details
Purchased Services	253.00	266.00	519.00	Installation: site visit (\$99) plus hourly fee x estimated 4 hours (\$105 * 4)
Equipment	4,747.00		4,747.00	RPE 130 Dehumidifier from United Refrigeration, suggested by library's service technician
Materials/Supplies			-	
Personnel			-	
CE Program Registration			-	
Travel			-	
Total	\$ 5,000.00	\$ 266.00	\$ 5,266.00	

Library Director Signature: 

Board President Signature: 

Date: 3/31/2025

Submit all documents as PDFs through our online application portal.

Hand-written applications will not be accepted.



IVH Gill Room and Local History Archive



Broken Humidifier, in furnace room



Temporary portable humidifier, in Gill Room