

# **HISTORICAL COLLECTION COMMITTEE REPORT**

**12 JUNE 2025**

The cataloging and filling continue with the upstairs closet area. It is labor intensive process. In this process we must go through every envelope and box piece by piece to ensure that all materials are found. We identified each piece for the category the piece will be placed in, assign a number to this piece, decide the physical area that it belongs to, and give a very brief description of each piece. Then a numbered tag is filled out and place on each piece. A picture is taken of each piece and placed in proper storage -binder, plastic sleeve or archival box then back into the closet. The recent organizational process has been slow due to boxes filled with a variety of items, some in file folders but of different topics in the same file. We must go through each item to process them.

Since 20 March 2025 there has been 24 hours and 15 minutes logged for the Historical area. This included one out-of-town researcher and one local interest. At this point in time, we are still not ready to assist those seeking information, unless it can be found in the closet storage area. It is important that the public are not allowed to go through the closet on their own. Also, the downstairs area is off limits to the public, there are valuable artifacts in this area and could be taken or damaged. Once we start the process downstairs and others were to move item(s) it will cause great confusion. I'm available to answer any questions.

I have asked Mike Birdsall to join this committee. Mike is native to Gilbertsville and a Lifetime Member of the Gilbertsville Library. I feel his love of the library and local history, plus his knowledge of technology equipment and knows how to utilize them will be an asset to this committee. He will be trained in the process that has been developed and assist in many other ways as time goes on.

As we are ready to embark on the downstairs area it would be appreciated if the other ceiling light fixture be installed to make it easier and safer to work in this area. Thank you.

Respectfully submitted,

AnnMarie Hill

Historical Committee Chair