

Submission: 22393

Mendocino County Museum

Started at: 8/22/2021 12:17 PM - Finalized at: N/A

**Page: Application Guidelines**

## Application Guidelines

Thank you for your interest in the CAP Program! Please answer all of the questions in this application to the best of your ability.

Please note that all questions marked with a red asterisk (\*) are required questions. You will be notified upon completion of the application if any required questions have been missed.

### Notification of Receipt

Institutions will be notified via email when their application has been received and if any additional information is needed. If you have not received an email within 72 hours of submission, contact the CAP office at 202-750-3346 or cap@culturalheritage.org to make sure we've received your application.

### Saving/Printing Your Application

To save or print your application, find the application entry under My Submissions>In Progress or My Submission>Complete. To the right of the listing, select "Print." This will download a pdf version of your application which you can then save or print for your records.

OMB Control #: 3137-0126 Expiration Date: 5/31/2024

**Page: General Information**

## General Information

### Institution Name

Mendocino County Museum

### Address

400 East Commercial Street  
Willits California 95490 US

### Website

<https://www.mendocinocounty.org/government/cultural-services-agency/museum>

**EIN/TIN**

**Project Contact**

The project contact should be the person who will administer the CAP Program for the institution. All CAP correspondence will be directed to this person.

**Salutation**

Ms.

**First and Last Name**

Karen Mattson

**Title**

Museum Curator

**Phone**

(707) 459-2736

**Email**

mattsonk@mendocinocounty.org

**Does your institution operate seasonally?**

No

**If your site is open seasonally, provide a phone number to reach the project contact in the off-season.**

**Governing control of applicant (select one).**

County

Type of Organization (select one)

**Type of Organization**

Museum

**If you selected Specialized or Other for the Type of Organization please specify**

**Does your institution have a parent organization?**

No

**What is your institution's mission statement?**

Mendocino County Museum is dedicated to preserving and interpreting its museum collections for the purpose of educating and inspiring awareness of the peoples, communities, and history of Mendocino County for the enjoyment and benefit of County residents and visitors.

**In what year was the institution first open to the public?**

1972

**Does your organization exist on a permanent basis for educational or aesthetic purposes?**

Yes

**Does your institution own tangible objects, whether animate or inanimate?**

Yes

**Are these objects available to the public through exhibition and/or research on a regular basis?**

Yes

**Does your institution have at least one full-time paid or unpaid staff member, or the equivalent combination of part-time staff, whose responsibilities relate solely to the institution's collections activities?**

Yes

**To the best of your knowledge, can assessors review the entire collection and buildings within a two-day site visit? (consider all buildings that house collections, including any off-site storage)**

Yes

**Page: Budget**

**Budget**

**General Operating Budget**

600,000.00

**Page: Staff**

## **Staff**

**Number of full-time paid staff**

3

**Number of full-time non-paid staff**

**Number of part-time paid staff**

3

**Number of part-time non-paid staff**

3

List the key staff (paid and volunteer) who work with collections and exhibitions, along with their average hours per week. Since job titles vary among institutions, please briefly explain each staff member's responsibilities.

**Staff Member #1**

**Name**

Karen Mattson

**Title**

Museum Curator

**Employment Status**

Paid

**Hours per week**

40

**Responsibilities**

Care and oversight of collections and exhibits

**Staff Member #2**

**Name**

Benjamin MacBean

**Title**

Librarian II Research and Archives

**Employment Status**

Paid

**Hours per week**

40

**Responsibilities**

Research and archives management

Staff Member #3

**Name**

Brent Walker

**Title**

Board Member/Collections Volunteer

**Employment Status**

Volunteer

**Hours per week**

10

**Responsibilities**

Collections Care

Staff Member #4

**Name**

Steven Prochter

**Title**

Collections Volunteer/Preparator

**Employment Status**

Volunteer

**Hours per week**

10

**Responsibilities**

Collections care

Staff Member #5

**Name**

Scott Ferleman

**Title**

Volunteer

**Employment Status**

Volunteer

**Hours per week**

10

**Responsibilities**

Collections care/Exhibit installation

Additional Staff

**Upload a list of additional relevant staff if necessary (pdf files preferred).**

No File Uploaded

**Page: Goals**

**Goals**

**Goals**

Develop a long-range preservation/conservation plan for collections, Improve collections care, Increase staff and board awareness of collections conservation concerns, Improve environmental conditions, Improve storage conditions, Use as a tool to obtain funding for collections care

**If you selected "other" above, please elaborate.**

**Do you have any comments or special concerns regarding your goals for the assessment?**

**Page: Non-Living Collections Information**

**For Museums and Historic Sites**

**Is a significant portion of the collection held on loan, or owned by another institution?**

No

Please select the range that reflects the approximate size and composition of your collection for each collection type below. Exact numbers are not expected. Please estimate to the best of your ability.

**Archaeological artifacts**

1,001-10,000

**Arms and armor/weapons**

1-100

**Baskets**

101-1,000

**Botany (live)**

**Botany (herbaria)**

**Ceramics and glass**

1,001-10,000

**Digital (born digital)**

101-1,000

**Ethnographic artifacts**

1,001-10,000

**Furniture**

101-1,000

**Geology/ mineralogy**

1-100

**Industrial/ agricultural tools and equipment**

1,001-10,000

**Leather/ animal hides**

1-100

**Library/books/ archival materials**

1,001-10,000

**Metal objects**

101-1,000

**Musical instruments**

1-100

**Paintings**

101-1,000

**Paleontological specimens**

1-100



**Photographic materials**

1,001-10,000

**Science/ technology/ medicinal artifacts**

1-100

**Sculpture**

1-100

**Stone objects**

101-1,000

**Taxidermy**

1-100

**Textiles and costume**

101-1,000

**Time based media (film, audio recordings, etc.)**

101-1,000

**Transportation vehicles**

1-100

**Works on paper**

101-1,000

**Wet collections/ fluid preserved collections**

1-100

**Wood objects**

1-100

**Zoology (live)**

0

**Zoology (preserved)**

0

**Other**

**Total number of objects in the collection**

75,000

**Page: Site Information**

**Site Information**

**What is the area of the site?**

1-5 acres

**How many buildings hold collections storage or exhibitions?**

1

**Are they all on the same site?**

Yes

**Does your organization own all of the land and buildings it occupies?**

No

**Please explain.**

Mendocino County owns the building but the land is leased through the City of Willits

**Page: Building Information**

**Building Information**

Complete the following section for each structure that houses collections storage or exhibition space. Upload additional pages with the same information for each building if necessary.

**Primary Building/Building #1**

**Building Name**

Mendocino County Museum

**Number of stories in building**

1

**Which stories include space for exhibitions?**

1

**Which stories include space for storage?**

1

**Approximate square footage or dimensions of space occupied by exhibitions**

10,000

**Approximate square footage or dimensions of space occupied by collections storage**

20,000

**Type of Structure**

older building (50 years or older) built as a museum or collections space

**Approximate construction date**

The museum is located at 400 East Commercial Street, Willits, California 95490. The three stages of construction are a. Original Museum Facility 1972. b. Artifact Storage and Archives Annex (North Annex) 2003. c. Education & Learning Center (Redwood Empire Railroad History Project RERHP) 2003. Total area approximately 34,000 sq. ft.

**Does the building have additions?**

Yes

**Please list approximate construction date(s) of the additions:**

2003

**Is this building (select all that apply):**

built on a slab

**This structure is used for (check all that apply):**

collections, storage, exhibits (with artifacts), office space, other

**please specify:**

The museum building and grounds consists of: office space for staff, a workshop for exhibit construction, collections storage areas, archival storage and multiple main exhibit areas. Classroom space is leased to the local college and a library and engine house is occupied by the Roots of Motive Power non-profit organization with an MOU agreement.

**Additional Information:**

**Building #2**

**Building Name**

**Number of stories**

**Which stories include space for exhibitions?**

**Which stories include space for storage?**

**Approximate square footage or dimensions of space occupied by exhibitions:**

**Approximate square footage or dimensions of space occupied by collections storage:**

**Type of Structure**

**Approximate construction date**

**Does the building have additions?**

**Is this building**

**This structure is used for:**

**Additional Information:**

**Building #3**

**Building Name**

**Number of stories**

**Which stories include space for exhibitions?**

**Which stories include space for storage?**

**Approximate square footage or dimensions of space occupied by exhibitions:**

**Approximate square footage or dimensions of space occupied by collections storage:**

**Type of Structure**

**Approximate construction date**

**Does the building have additions?**

**Is this building**

**This building is used for**

**Additional Information:**

**Additional Buildings**

**If your site contains more than three structures that house collections, please upload a document that lists all additional structures. Please include all information requested above for each structure.**

No File Uploaded

## **Additional Information**

### **Explain the significance of your organization's collections and how they are used.**

The Mendocino County Museum collection contains over 75,000 objects chronicling and celebrating the peoples, communities, culture, and history of our county. Our collection represents a range of objects including: agricultural equipment, rolling stock, fine art, basketry, tools, archaeological collections, textiles, photography and archival material. We are dedicated to preserving and interpreting our collections for the education, benefit, and enjoyment of County residents and visitors. We are pleased to introduce a searchable database for our collections. Making our artifacts and archives accessible online is an ongoing project. The Mendocino County Museum offers access to view non-exhibited artifacts, archival materials, and reference materials to all members of the public by appointment. Additionally our team assists the public with research inquiries regarding items from our collection and archives. Mendocino County Museum has both Permanent or Accessioned Collections and Use or Non-Accessioned Collections. The Mendocino County Museum Collections Policy identifies what items are collected, professional museum management standards used to care for the collection, and respective roles and responsibilities of staff in regard to the care and management of the Museum's collections. The museum is open to the public 5 days per week. The museum has a history of providing group tours, school tours, and a variety of educational programming throughout the year. The museum provides a combination of permanent and rotating exhibits for the public to view.

### **What are your biggest concerns regarding the collection?**

The museum experienced a series of hardships over the past 10 years that included vacant curatorial staff positions, a roof collapse and mold and moth outbreak. New staff has focused on recovery and has reached numerous goals set for the collection. The museum now needs assistance prioritizing collection preservation projects for the future to ensure that time sensitive preservation projects are identified. After establishing a Collections Management Policy, approved by our governing body in 2018, staff would like to now establish a comprehensive procedures guide to promote best care of the collection and to encourage increased volunteerism in collections. Staff is interested in creating a plan for the long term care, storage and digitization of the media collection which includes, slides, negatives, photographs, oral histories and films. Only a small portion of this collection is digitized and a digitization and storage plan is needed. After the moth infestation staff and volunteers have been freezing the textile collection. This collection needs to be rehoused and hepa-vaccumed. There are several other collections that merit evaluation. Having clear procedures in place coupled with clear priorities would improve the staffs ability to improve care for the collection and provide tools necessary to expand train their team.

## **How does this proposed assessment fit into the institution's overall preservation goals?**

Our staff has been working hard to improve collections care. Our main goal for three years has been to increase accessibility and improve storage conditions. We have established an integrated Pest Management system, erected over 24 pallet racks and shelving units, separated all non-collection storage from the collections area, frozen 125 boxes of textiles to eliminate moths, designated space to house textiles separately from other collections, installed Hobo monitors to record temperature and humidity of our exhibits and storage space, have been photographing objects and entering information into our data base. We are now in a place where our collections can be physically inspected by an outside entity. Our collections are ready for a higher level of planning and consideration and we are at a level of organization where detailed procedures can be followed. (this was previously not the case as the space was not physically accessible and our collections storage area and appropriate work spaces and policies were not established). Staff recognizes that with limited time and resources it is imperative that we identify what collections require immediate attention so that appropriate projects are identified. Having the support of an outside entity would lend credibility to our goals and equip us with additional tools to educate all staff, our MAB board, Board of Supervisory and fellow county employees about the needs and potential goals for the museum collection. This shared information could improve our ability to work together as we create a strategic plan for our organization.

### **Page: Proof of Nonprofit Status**

## **Proof of Nonprofit Status**

### **Nonprofit organizations:**

Submit a copy of the federal IRS letter indicating the institution's eligibility for nonprofit status under the application provisions of the Internal Revenue Code of 1954, as amended

NOTE: If the name or TIN on the IRS letter differs from the applicant institution because the IRS letter of a parent organization is being used (as with a university museum), submit a letter explaining the relationship between the two organizations on the parent organization's letterhead and signed by an official at the parent organization (for example, a provost). This letter must be submitted in addition to the IRS letter of the parent organization

### **Institutions that are a unit of local, state, or tribal government:**

Submit a letter identifying the institution as a unit of government on that government entity's letterhead and signed by an official at that unit of government.

FAIC will not accept a letter of sales tax exemption or a copy of the institution's tax returns as proof of nonprofit status.

### **Click to select a file to upload**

No File Uploaded

You will only be able to upload a single file. If you wish to upload multiple documents, please combine them into a single file before uploading. For assistance, contact CAP staff at [cap@culturalheritage.org](mailto:cap@culturalheritage.org) or 202-750-3346.

**Page: Certification**

## **Certification**

Participants in the Collections Assessment for Preservation program must obtain the approval of their board or governing body before applying to the program. To demonstrate this approval, please provide the contact information of a board or governing body official who will serve as the Authorizing Official in the spaces below. The Authorizing Official should be an executive member of the organization's governing body, the head of the sponsoring organization, or the government official responsible for oversight of the institution. The Authorizing Official should be different from the project contact.

In the event that FAIC staff is unable to reach the institution's staff for questions about the CAP application or the organization's participation in the program, the Authorizing Official listed below will be contacted.

### **Salutation**

### **First and Last Name**

Karen

### **Phone Number**

### **Email Address**

### **When the application is complete:**

- download and print the Certification document found [here](#)
- obtain an original signature of the Authorizing Official where indicated
- scan the Certification (saved as a pdf, if possible) and upload the file below

### **Select and Upload Signed Certification**

No File Uploaded