

Preserving the Past, Protecting the Future



HISTORIC DOCUMENTS PRESERVATION GRANT PROGRAM

2005 ANNUAL REPORT

PUBLIC RECORDS ADMINISTRATOR
Eunice G. DiBella, CRM

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Connecticut State Library
Hartford, Connecticut
January 1, 2006

Front Cover
Roxbury Town Record Room, ca. 1936, PG 300, Connecticut State Archives.

Historic Documents Preservation Grant Program FY2005 Legislative Report

I. Description of Grants

a. Goals and Objectives

The targeted grants available to every town remained the major focus of the Historic Documents Preservation Grant Program. Staff continued to make improvements to the program structure and application process.

In addition to the targeted grants, the Public Records Administrator's top priority was to begin developing the foundation for a competitive grant program. The program's goal is to implement the new phase in FY2007. The staff strongly encouraged towns to utilize their targeted funding during FY2005 to prepare for the competitive grants by having a planning survey conducted to evaluate their needs.

The monthly filings throughout FY2005 confirmed that the long anticipated downturn in the housing market had arrived. The State Librarian and the Public Records Administrator decided to leave the funding for the three population levels at the amounts for the previous fiscal year. By maintaining the funding levels at the current level, the State Library hopes to avoid drastic cuts in future grant funding should the slow down in the housing market be an extended one.

b. Grant Awards

In FY2005, the State Library awarded grants in July and December of 2004 as required by statute. One hundred fifty-two towns applied for and received grants totaling \$1,268,156. In addition, the Town of Enfield received a Disaster Recovery Grant for \$5,000 in April 2005 to cover damage from a broken pipe during the blizzard of January 2005.

1. July 2004 awards

Town	Category	Amount
Andover	Storage and Facilities	\$7,000.00
Avon	Organization and Indexing	\$7,000.00
Barkhamsted	Storage and Facilities	\$7,000.00
Berlin	Preservation/Conservation	\$7,000.00
Bloomfield	Organization and Indexing	\$7,000.00
Branford	Storage and Facilities	\$12,000.00
Brookfield	Preservation/Conservation	\$7,000.00
Brooklyn	Organization and Indexing	\$7,000.00

Town	Category	Amount
Burlington	Preservation/Conservation	\$7,000.00
Canaan	Organization and Indexing & Preservation/Conservation	\$7,000.00
Canterbury	Organization and Indexing	\$7,000.00
Canton	Preservation/Conservation & Storage and Facilities	\$7,000.00
Cheshire	Preservation/Conservation	\$12,000.00
Chester	Preservation/Conservation & Storage and Facilities	\$7,000.00
Clinton	Preservation/Conservation	\$7,000.00
Colchester	Organization and Indexing	\$7,000.00
Columbia	Preservation/Conservation	\$7,000.00
Cornwall	Preservation/Conservation & Storage and Facilities	\$7,000.00
Coventry	Organization and Indexing	\$7,000.00
Cromwell	Preservation/Conservation	\$7,000.00
Deep River	Preservation/Conservation & Storage and Facilities	\$7,000.00
East Granby	Organization and Indexing	\$7,000.00
East Haddam	Inventory and Planning & Storage and Facilities	\$7,000.00
East Hampton	Organization and Indexing	\$7,000.00
East Hartford	Preservation/Conservation	\$12,000.00
East Haven	Preservation/Conservation	\$12,000.00
East Lyme	Preservation/Conservation	\$7,000.00
East Windsor	Organization and Indexing & Preservation/Conservation	\$7,000.00
Easton	Organization and Indexing	\$7,000.00
Ellington	Organization and Indexing & Preservation/Conservation	\$7,000.00
Enfield	Organization and Indexing	\$12,000.00
Essex	Preservation/Conservation	\$7,000.00
Farmington	Preservation/Conservation	\$7,000.00
Glastonbury	Preservation/Conservation	\$12,000.00
Goshen	Preservation/Conservation	\$7,000.00
Greenwich	Organization and Indexing	\$12,000.00
Griswold	Organization and Indexing	\$7,000.00
Groton	Program Development	\$12,000.00

Town	Category	Amount
Guilford	Preservation/Conservation	\$7,000.00
Haddam	Organization and Indexing	\$7,000.00
Hamden	Organization and Indexing	\$12,000.00
Hartford	Preservation/Conservation & Storage and Facilities	\$17,000.00
Hartland	Preservation/Conservation	\$7,000.00
Hebron	Organization and Indexing & Preservation/Conservation	\$7,000.00
Killingworth	Preservation/Conservation	\$7,000.00
Lisbon	Preservation/Conservation	\$7,000.00
Litchfield	Preservation/Conservation	\$7,000.00
Madison	Organization and Indexing & Preservation/Conservation	\$7,000.00
Manchester	Organization and Indexing	\$12,000.00
Marlborough	Preservation/Conservation	\$7,000.00
Meriden	Organization and Indexing & Preservation/Conservation	\$12,000.00
Middlebury	Organization and Indexing	\$7,000.00
Middletown	Preservation/Conservation & Storage and Facilities	\$12,000.00
Milford	Preservation/Conservation & Storage and Facilities	\$12,000.00
Montville	Preservation/Conservation	\$7,000.00
Morris	Preservation/Conservation	\$7,000.00
New Britain	Organization and Indexing & Storage and Facilities	\$12,000.00
New Hartford	Inventory and Planning & Storage and Facilities	\$7,000.00
New Haven	Storage and Facilities	\$17,000.00
New Milford	Organization and Indexing	\$12,000.00
Newington	Preservation/Conservation	\$12,000.00
Newtown	Preservation/Conservation	\$12,000.00
Norfolk	Preservation/Conservation	\$7,000.00
North Branford	Inventory and Planning	\$7,000.00
North Canaan	Preservation/Conservation	\$7,000.00
Norwich	Organization and Indexing & Preservation/Conservation	\$12,000.00
Old Lyme	Preservation/Conservation	\$7,000.00
Old Saybrook	Storage and Facilities	\$7,000.00
Orange	Preservation/Conservation	\$7,000.00

Town	Category	Amount
Oxford	Inventory and Planning	\$7,000.00
Plainville	Preservation/Conservation	\$7,000.00
Portland	Organization and Indexing, Preservation/Conservation, & Storage and Facilities	\$7,000.00
Preston	Organization and Indexing, Preservation/Conservation, & Storage and Facilities	\$7,000.00
Putnam	Storage and Facilities	\$7,000.00
Redding	Preservation/Conservation	\$7,000.00
Ridgefield	Storage and Facilities	\$7,000.00
Rocky Hill	Preservation/Conservation	\$7,000.00
Salem	Preservation/Conservation	\$7,000.00
Salisbury	Preservation/Conservation	\$7,000.00
Seymour	Storage and Facilities	\$7,000.00
Shelton	Preservation/Conservation & Storage and Facilities	\$12,000.00
Sherman	Preservation/Conservation	\$7,000.00
Somers	Preservation/Conservation	\$7,000.00
South Windsor	Organization and Indexing	\$7,000.00
Southington	Organization and Indexing	\$12,000.00
Stafford	Preservation/Conservation	\$7,000.00
Stamford	Preservation/Conservation & Storage and Facilities	\$17,000.00
Sterling	Organization and Indexing & Preservation/Conservation	\$7,000.00
Stratford	Preservation/Conservation	\$12,000.00
Tolland	Preservation/Conservation	\$7,000.00
Torrington	Preservation/Conservation & Storage and Facilities	\$12,000.00
Vernon	Organization and Indexing	\$12,000.00
Wallingford	Organization and Indexing	\$11,156.00
Warren	Preservation/Conservation & Storage and Facilities	\$7,000.00
Waterbury	Inventory and Planning & Preservation/Conservation	\$17,000.00
Waterford	Preservation/Conservation	\$7,000.00
West Hartford	Storage and Facilities	\$12,000.00
Weston	Organization and Indexing & Preservation/Conservation	\$7,000.00

Town	Category	Amount
Westport	Inventory and Planning & Preservation/Conservation	\$12,000.00
Willington	Organization and Indexing & Storage and Facilities	\$7,000.00
Winchester	Preservation/Conservation	\$7,000.00
Windham	Preservation/Conservation	\$7,000.00
Windsor	Inventory and Planning & Organization and Indexing	\$12,000.00
Windsor Locks	Preservation/Conservation	\$7,000.00
Woodbridge	Organization and Indexing	\$7,000.00
Woodstock	Organization and Indexing & Preservation/Conservation	\$7,000.00
Total		\$916,156.00

2. December 2004 awards

Town	Category	Amount
Ashford	Preservation/Conservation & Storage and Facilities	\$7,000.00
Bethany	Organization and Indexing	\$7,000.00
Bethel	Organization and Indexing	\$7,000.00
Bethlehem	Preservation/Conservation	\$7,000.00
Bolton	Organization and Indexing	\$7,000.00
Bridgewater	Preservation/Conservation & Storage and Facilities	\$7,000.00
Bristol	Preservation/Conservation	\$12,000.00
Chaplin	Preservation/Conservation & Storage and Facilities	\$7,000.00
Colebrook	Inventory and Planning & Organization and Indexing	\$7,000.00
Danbury	Preservation/Conservation & Storage and Facilities	\$12,000.00
Darien	Organization and Indexing	\$7,000.00
Durham	Organization and Indexing, Preservation/Conservation & Storage and Facilities	\$7,000.00
Eastford	Inventory and Planning & Preservation/Conservation	\$7,000.00
Franklin	Organization and Indexing	\$7,000.00

Town	Category	Amount
Granby	Organization and Indexing, Preservation/Conservation & Storage and Facilities	\$7,000.00
Hampton	Preservation/Conservation	\$7,000.00
Harwinton	Preservation/Conservation	\$7,000.00
Kent	Organization and Indexing & Preservation/Conservation	\$7,000.00
Killingly	Organization and Indexing & Preservation/Conservation	\$7,000.00
Lebanon	Preservation/Conservation & Storage and Facilities	\$7,000.00
Lyme	Preservation/Conservation & Storage and Facilities	\$7,000.00
Mansfield	Program Development	\$7,000.00
Middlefield	Organization and Indexing, Preservation/Conservation & Storage and Facilities	\$7,000.00
Naugatuck	Storage and Facilities	\$12,000.00
New Fairfield	Preservation/Conservation	\$7,000.00
North Haven	Preservation/Conservation	\$7,000.00
North Stonington	Preservation/Conservation & Storage and Facilities	\$7,000.00
Pomfret	Organization and Indexing & Preservation/Conservation	\$7,000.00
Roxbury	Preservation/Conservation & Storage and Facilities	\$7,000.00
Sharon	Preservation/Conservation & Storage and Facilities	\$7,000.00
Simsbury	Organization and Indexing & Preservation/Conservation	\$7,000.00
Southbury	Organization and Indexing & Preservation/Conservation	\$7,000.00
Sprague	Organization and Indexing & Preservation/Conservation	\$7,000.00
Stonington	Organization and Indexing	\$7,000.00
Suffield	Preservation/Conservation & Storage and Facilities	\$7,000.00
Thomaston	Preservation/Conservation & Storage and Facilities	\$7,000.00
Thompson	Storage and Facilities	\$7,000.00
Trumbull	Preservation/Conservation	\$12,000.00

Town	Category	Amount
Voluntown	Organization and Indexing & Preservation/Conservation	\$7,000.00
Washington	Preservation/Conservation	\$7,000.00
Watertown	Inventory and Planning, Preservation/Conservation & Storage and Facilities	\$7,000.00
West Haven	Organization and Indexing	\$12,000.00
Westbrook	Preservation/Conservation	\$7,000.00
Wethersfield	Inventory and Planning	\$12,000.00
Wilton	Preservation/Conservation	\$7,000.00
Wolcott	Organization and Indexing, Preservation/Conservation & Storage and Facilities	\$7,000.00
Total		\$352,000.00

3. Disaster Recovery Grants

Town	Category	Amount
Enfield	Disaster Recovery	\$5,000.00
Total		\$5,000.00

II. Administrative Activities

a. Program development

The Public Records Administrator, Public Records Program Grant Specialist, and part-time Archival Consultant continued to refine policies and procedures for the program. The guidelines for FY2005 realigned the grant categories to better reflect the funding priorities of strategic planning, preservation and conservation of historic documents, improved public access and improved records storage. Within these categories are many eligible projects to provide greater flexibility for the towns to utilize the funds to achieve the greatest results. In addition, the program added to the list of eligible expenses such as hiring of temporary help or increasing staff hours for the project's duration.

As part of the preparation for the up-coming competitive grants, the staff reviewed recommendations made in the final reports of twenty-three planning surveys completed to date and information gathered from a follow-up survey. The analysis revealed three areas of common need among the towns: the lack of town-wide records management programs, the need for archival management of significant collections of historical town records, and facility and environmental upgrades to storage of town

records. Unfortunately, delays in the revision to the vault regulations make grant funding of improvements to facilities and environmental controls unfeasible for the first round of competitive grants. Having established the initial competitive grant categories, the staff began adapting the targeted procedures and forms for the competitive grants.

The State Librarian, Public Records Administrator and the grant staff continued to investigate the possibility of restructuring the distribution formula for targeted grants. The State Library requested a revised proposal from the Center for Public Policy and Social Research at Central Connecticut State University. The original proposal created multiple funding levels based on population, median income and the number of documents filed. The revised formula created twenty-five groupings that increased funding for some towns while reducing the funding of many others. The staff attempted to reduce the groupings from twenty-five to six. Even with this modification, the staff determined that there was no way to change the funding formula to increase funding for some towns without significantly reducing funding for other towns. After reviewing the various options, the advisory board agreed with the State Librarian to table the matter for the time being.

b. Town Clerk Training

Due to the heavy demands of the Presidential elections on the town clerks, the State Library did not offer a workshop in the fall of 2004. The program offered a spring workshop on June 14, 2005 at the ITBD Conference Center in New Britain. Dr. Mark Langemo, Professor Emeritus at the University of North Dakota, spoke on “Winning Strategies for Successful Municipal Records Management.” Sixty-nine participants attended the workshop.

c. Program Personnel

The grant staff increased with the hiring of Kathy Makover as Field Archivist in February 2005. The Field Archivist will work with the town clerks on preservation of their local records as well as assisting in developing grant projects. She made a number of site visits to towns along with the Public Records Program Grant Specialist and the Public Records Administrator during the spring.

d. Advisory Committee

The following individuals are members of the Historical Records Preservation Grant Program Advisory Committee:

Barbara L. Breor, Goshen Town Clerk
Jane Cullinane, Preservation Librarian
Eunice G. DiBella, Public Records Administrator
Sandra R. Hutton, Middletown Town Clerk
Mary Louise Jensen, Building Consultant

Dr. Mark H. Jones, State Archivist
Richard Kingston, Director Administrative Services
Karen L. Marsden, Clinton Town Clerk
Joyce P. Mascena, Glastonbury Town Clerk
Sheila Mosman, Grants Manager
Catherine S. Nurmi, Sterling Town Clerk
Therese Pac, Bristol Town Clerk
Carla Pomprowicz, Hebron Town Clerk
Patricia H. Strauss, Westport Town Clerk
Lisa A. Valenti, North Branford Town Clerk
Kendall F. Wiggin, State Librarian

The following left the committee during FY2005:

Joan E. Gerdson, Mansfield Town Clerk
Cynthia C. Ladwig, Stonington Town Clerk

The grant program staff and the members of the Advisory Committee greatly appreciated their contributions. Their absence will be deeply felt.

III. Financial Statement

Historic Documents Preservation Fund

<i>FY2005 Receipts</i>	\$1,920,572.00
<i>Interest</i>	\$ 54,595.44
Total	\$1,975,167.44

Grants to Towns and Municipalities

FY2005 grant funds received (70%)	\$1,382,617.21
Balance carried FY2004	\$2,538,195.46
Unexpended grant funds returned*	\$ 5,033.71
Total Grant Funds Available	\$3,925,846.38

*Returned at the end of the grant year

Grants Awarded	
<i>Targeted</i>	\$1,268,156.00
<i>Disaster Recovery</i>	\$ 5,000.00
Total Grants Awarded	\$1,273,156.00

Grant Funds Year End Balance **\$2,652,690.38**

Encumbered Funds	
Disaster and Competitive Set Asides**	\$400,000.00
FY 2006 Targeted Grants	\$1,413,000.00
Total Encumbered	\$1,813,000.00

**\$100,000 for Disaster Recovery and \$300,000 for future Competitive Grants

Grant Funds Remaining Balance **\$ 839,690.38**

CSL program administration and preservation activities

FY 2005 Administration/preservation funds received (30%)	\$ 592,550.23
Balanced carried FY2004	\$1,449,514.53
Total	\$2,042,064.76

FY2005 Operating expenses	\$ 798,381.26
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Administrative Year End Balance **\$1,243,683.50**

IV. Local Projects

The dollar-recording fee retained at the town level continues to have a significant impact for the towns. Many town clerks continued to use their funds for on-going preservation work or to supplement their grant awards. Some town clerks used the money to reformat records from paper to electronic media with a microfilm backup or purchase equipment and supplies to improve records management within the office. Other towns funded projects to improve intellectual access to their vital records, minutes, land records, maps, and town code and charter through indexing projects. Because of these activities, many towns required additional storage equipment for the new media or to meet revised archival and records management standards. Finally, many towns used their funds for additional staff training and continuing professional education.

The most important aspect of the local fund has been to free preservation and records management from the municipal budgetary process in many localities. The local historic preservation fund allows the towns to make improvements that benefit future records and preserve older records without being tied so closely to budgets and political climates. They are able to address needs with fewer restraints than in past years or that they would have had to put off due to lack of funds. The money has allowed towns, especially the smallest ones, to acquire available technologies to improve services to their citizens.

V. Findings and Recommendations

The grant program continues to evolve as the program staff identifies areas of need and resolves administrative problems as they occur. The Public Records Administrator continued to adapt the targeted grants to increase project options as well as create a strong foundation for records management and preservation. The competitive grant component has moved closer to reality with the hiring of the Field Archivist and development of grant categories. These efforts will continue for the FY2006 grant year.

The end of the real estate boom market prevented any increase in the maximum grant level for each population tier for the fifth grant year. Therefore, the staff continues to recommend that maintaining a fund balance will ensure that grant levels can be sustained and that there will be funds for competitive grants in the coming years. The staff has begun developing a competitive grant process that will provide larger amounts of money for a select number of towns based upon the merits of the proposed project.

Respectfully submitted,



Eunice G. DiBella, CRM
Public Records Administrator