

# MAINE STATE LEGISLATURE

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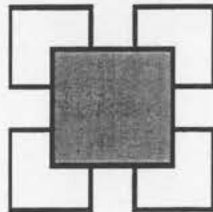


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# ***MAINE STATE CULTURAL AFFAIRS COUNCIL***

## **Annual Report For Fiscal Year 1996**



- ☐ MAINE ARTS COMMISSION
- ☐ MAINE HISTORIC PRESERVATION COMMISSION
- ☐ MAINE STATE LIBRARY
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**MAINE STATE CULTURAL AFFAIRS COUNCIL**  
**ANNUAL REPORT FOR FISCAL YEAR 1996**

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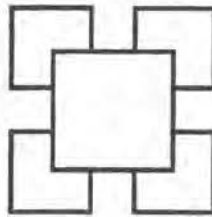
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## HISTORY

The Maine State Cultural Affairs Council was established in 1991 to unite four of the State's cultural agencies in their encouragement of cooperation within the cultural activities of Maine.

The Council membership includes the chair and vice-chair of the governing body of each agency (Maine Arts Commission, Maine Historic Preservation Commission, Maine Library Commission, and Maine State Museum Commission) and the chair of the Council who is appointed by the Governor. Ex-officio members include the four agency directors and a liaison representative from the Office of the governor.

The duties of the Council call for the coordination of budget requests, the provision of a forum for interagency planning, a liaison capacity for receipt and distribution of notices and instructions from other governmental administrative agencies, a mechanism to enhance statewide cultural planning, and the presentation of an annual report.



This report was printed using funds remaining from publication of the 1992 *First Annual Report*. These funds were contributed by the four cultural agencies from their fiscal year 1991 appropriations.

## INTRODUCTION

The Council is responsible for "ensuring a coordinated, integrated system of cultural resources, programs and projects, and ensuring the support of cultural institutions and activities of the state." In pursuit of that mission, the council builds upon a long history (predating the recent severe budget cuts) of instinctive cooperation exhibited by the Maine Arts Commission, Maine Historic Preservation Commission, Maine State Library, and the Maine State Museum. Through the forum created by the Council, the agencies now have regular planning and informational meetings with other prominent cultural organizations such as the Maine Humanities Council, Maine Film Commission, Maine State Archives, the Maine Community Cultural Alliance, and the Law & Legislative Reference Library.

The years of coordinated planning and dialogue have helped the agencies to develop beyond deliverers of services and grant money into conveners. The agencies now consider questions that are likely to be interdisciplinary requiring assistance of other agencies in pursuit of answers. The cultural agencies have not only embraced technology but have been on the forefront of telecommunication development. Intelligent and passionate leadership by members of the Council have fostered statewide conversations on questions such as the future of the agencies, technology and its statewide impact on our cultural resources, community cultural planning and cultural tourism.

The work that the Cultural Council pursues affects thousands of Mainers everyday. Through our arts groups, preservation organizations, libraries and museums we are engaged in what Sheldon Hachney, Chairman of the National Endowment for the Humanities, termed on a recent trip to Maine "simultaneous reciprocation." Mainers are being shaped by our cultural agencies and our citizens are in turn determining what our cultural agencies shall be. We are listening.

Stephen J. Podgajny  
Chair

## MAINE ARTS COMMISSION

### PURPOSE AND MISSION

In the Long Range Plan adopted by the Maine Arts Commission in 1993, the Commission saw its role as supporting the arts primarily through artists working in a community context. Far from abandoning this concept for the period covered by this report, the Commission has concluded, through experience gained in the first three years of the plan, that support for artists at the local level is more critical than ever. The sudden and precipitous decline in State and Federal funds available for grantmaking has created a need to investigate new paradigms for increasing support at the local level, and to create new grant making structures to build upon past successes. Although individual artists and arts institutions are now less likely to receive substantial project funds directly from the Commission, the Commission believes that support at the local level will increase through its new capacity-building initiatives. The new plan has this notion at its core.

A new Mission Statement reflecting this change in focus was developed. Following the suggestion of several Commissioners, an extract of the enabling legislation is herein substituted for the existing Mission Statement: *The Maine Arts Commission shall encourage and stimulate public interest and participation in the cultural heritage and programs of our state; shall expand the state's cultural resources; and shall encourage and assist freedom of artistic expression for the well being of the arts, to meet the legitimate needs and aspirations of persons in all parts of the state.*

### GUIDING PRINCIPLES

The Maine Arts Commission, as reconstructed, is guided by the following principles, which are consistent with what the agency heard from its constituents in terms of the direction the agency should take as a result of diminished resources. The Commission will:

- value artistic quality and cultural diversity, which may be represented in many forms and achieved in many ways;
- recognize and honor premier artists and arts institutions;
- engage the public widely and deeply, recognizing that broad access to the arts and impact of the kind that changes lives are both immediate and long-term goals;
- act locally, because it is at the local level that access and impact are most readily achieved and sustained;
- work collaboratively and promote collaboration in order to increase the effect of the Commission's resources, and to foster relationships and commitments that build infrastructure beyond the Commission's involvement;
- be flexible and adaptive in the way the agency functions in order to take advantage of opportunities, to respond to needs more effectively, and to



- incorporate what it learns from its experience; and
- demonstrate leadership in its conduct as a state agency.

In acting on these principles, the Commission looks for evidence that the public is a clear beneficiary; that available resources (including but not limited to money) are being used efficiently; that additional resources are being leveraged to ensure success, sustainability and commitment; and that the local capacity to carry on the work begun becomes greater as a result of these efforts.

## **PROGRAMS**

### **Statewide Leadership Initiatives**

*Purpose: To respond to needs and opportunities by strategically intervening with projects and funding directed at long-term capacity building at the state and local levels.*

The following examples illustrate projects that are consistent with this purpose. We anticipate that the nature of the projects undertaken in this program area will vary from year to year.

**Cultural Tourism:** The State of Maine is in the process of implementing a new five-year tourism promotion plan, which includes arts and culture as one of five target areas. The ability of arts groups and collaborations of arts and business interests to gain access to these funds will be to some degree dependent upon their understanding of the tourism industry. The Commission has supported pilot projects, one of which in the mid-coast increased attendance at Bay Chamber Concerts by 15% in one year. By increasing marketing to the tourism audience, arts organizations generate more earned income and tourists spend dollars on local shopping, food and lodging.

**Traditional and Ethnic Arts:** In recognition of needs discovered through many years of traditional and ethnic arts field work, and in response to an opportunity represented by the National Endowment for the Arts' new Heritage and Preservation major grant category, the Commission received support (in collaboration with several other ethnic and traditional arts organizations across the state) for a project entitled "The Generations Project." The program explores the communication of traditional arts and skills between generations. As with other initiative areas, Maine Arts Commission funds are used for project initiation and matching requirements.

### **Audience and Constituency Development**

*Purpose: To provide for the long-term development of educated and appreciative audiences and capable artists.*

The following are examples of programs consistent with this purpose:

**Arts in Education:** The Maine Arts Commission is piloting a new format for



distributing arts in education funds and programs. The Maine Touring Artist and Arts in Education programs will be combined into a single program focused on bringing direct, meaningful experience of arts activity to K-12 public school children in targeted areas of the state. The pilot sites have been chosen in concordance with the Community Cultural Planning pilot sites, and will be funded on a direct per-pupil allocation. Staff will work with each school district in tailoring arts in education plan to fit each district's needs.

**Percent for Art:** The Percent for Art program, a model state-local funding and decision-making partnership, continued at approximately the same level of funding (\$300,000 per year) for the past biennium. Through Maine Arts Commission staff technical assistance, state-funded buildings, including public schools, will be enhanced by works commissioned (with preference given to the work of artists living and working in Maine) for the enjoyment and edification of the public at large. The Commission will also convene an *ad hoc* committee to discuss ways to increase the efficiency and visibility of the program, including the creation of a promotional brochure with a high level of design quality.

**Advocacy:** Recognizing that increased advocacy for the arts is both a desired outcome and an effective strategy, the Commission increased the involvement and activism of its members, both locally and statewide, continued to honor and recognize Maine's premier artists and arts institutions through awards programs and other forms of recognition; and established the current Arts in the Capitol and State Concert Series presenting programs.

#### **Development of Cultural Communities through the Arts**

**Purpose:** *To enhance the growth of geographic and cultural communities through assessment, planning and development of cultural resources at the local level.*

The following are examples of projects consistent with this purpose:

**Community Cultural Planning:** The Commission developed a statewide program that supports cultural assessment and planning in local communities throughout Maine. Support is intended to stimulate community awareness and participation in the arts, encourage local government recognition and commitment, and develop broad-based planning activities that will encourage arts activities on a local level. The program aims to enhance and solidify a state/local partnership that stimulates additional public support for the arts.

**Technical Assistance:** The Commission created a small grants program intended to assist institutions or groups of institutions in assessing, planning, or implementing strategically directed development projects.

**Traditional Arts Apprenticeships:** The current program, which utilizes master folk

artists to train younger artists in order to carry on traditions (e.g. Native American basketmaking), was continued with reduced funding. The value of this program to communities of traditional artists far exceeds its cost, and provides a measurable public benefit.

#### **Information and Communications**

*Purpose:* To develop and disseminate cultural information through the use of accessible communications technology, for use by the arts field and the general public.

The following are examples of projects consistent with this purpose:

*Maine Artists Roster:* The Maine Artist Roster includes information on artists for touring and for arts in education venues, the Artist Registry, a list of visual artists available for public commissions, listings of Master Artists and Fellows selected through the fellowship and traditional arts program, and other information in one publication designed to assist the public in locating and engaging artists. The Commission will continue to jury artists and publish the Artist Roster as a resource for communities, schools, and businesses. In addition, the Commission retains artists' portfolio files and a slide-based Artist Registry until such time as a complete transition is made to a digitized format.

*Maine Arts Commission World Wide Web page:* A properly designed and maintained Web site will do more for the information needs of Maine's arts community than any other single project that the Commission might undertake, and one was planned during this period. The staff has done some preliminary research on the potential for a Maine Arts Commission WWW information site, the administration is quite interested in this project, and collaborations with other agencies of state government (such as the Bureau of Information Services) may make it fiscally possible.

*Conferences and Consulting:* Several possibilities are in the works for statewide or regionwide consulting services available over telecommunications networks. In addition, with the advent of a Maine Arts Commission web site, Commission staff will find itself in a position to provide new kinds of consulting/technical assistance services on a regular basis.

## **MAINE HISTORIC PRESERVATION COMMISSION**

Thirty-one years have passed since the National Historic Preservation Act became law, creating the National Register of Historic Places and establishing mechanisms to enable the states to identify and preserve significant cultural resources.

Mindful of this federal action, Maine's 105th Legislature in 1971 created the Maine Historic Preservation Commission. The Commission immediately began administering the historic preservation program, assuming responsibility from the Maine Bureau of Parks and Recreation, which had operated it since 1969.

During the past three decades, the program has developed in ways that the Congressional founders could hardly have imagined at its inception. Maine's statistics provide ample evidence of the growth and breadth of the historic preservation program.

In 1971, Maine's entries in the National Register totalled 78 individual properties and 5 historic districts. Through 1996, the figures are 1,114 individual properties and 125 historic districts. Listing in the National Register is important in that it provides certain protections under the law, as well as potential eligibility for federal grants and tax incentives. During 1996, the Commission nominated 28 buildings, 3 archaeological sites, and 3 historic districts to the National Register.

Conducted on both an in-house basis and by means of collaboration with other agencies and institutions, surveys to identify and evaluate buildings, districts, and archaeological sites statewide are the essential first step toward preserving endangered historic and prehistoric resources. Over the past year in Maine, more than twenty thousand acres were studied, with the result that the Commission's inventories were increased by over a thousand buildings and more than one-hundred-fifty sites.

Other essential program areas merit mention:

- \*\*** The Commission staff annually reviews all proposed federal, federally-funded, and federally-licensed construction projects to ensure that significant archaeological sites and buildings will not be damaged or destroyed. Last year, over fifteen hundred such reviews were conducted, and over one hundred called for further research or protective action.
- \*\*** In addition to setting annual priorities based upon its comprehensive plan--published in 1996--the Commission assisted 51 municipalities with the development of their growth management plans, ensuring that historic resources are considered on the local level when land-use decisions are made.

A total of 291 cities and towns have now received such assistance from the Commission. In addition, 8 Maine municipalities have been designated Certified Local Governments by the Secretary of the Interior, advised by the Commission. These communities have established local historic preservation boards and are eligible for grants amounting to at least ten percent of Maine's share of the annual federal appropriation.

- \*\* Since 1981, the staff has assisted Maine's private development community in gaining federal investment tax credits through the proper rehabilitation of depreciable buildings listed in the National Register. Over the history of this program, more than 200 significant Maine buildings have been saved, involving a private sector investment totaling \$41 million in the past 10 years alone. Six such projects were seen through to completion in 1996.
- \*\* Over its entire history the Commission has placed a high priority on public education and public benefit relating to its many program areas. The 56 lectures which the staff delivered to a full range of audiences in 1996 was typical for this annual activity. Every year the commission provides essential support for a statewide preservation conference, for a Certified Local Governments workshop, and for the publication of a non-profit Newsletter. The Commission's long list of publications includes the volumes in the series Occasional Publications in Maine Archaeology. Numerous architectural histories will be joined in 1997 by a major study of Maine's historic designed library buildings.

Much of the staff's duties and activities carry little visibility. But, whether they are high profile or not, they are all inter-locking components of a complex program. Without these components the preservation of Maine's physical heritage over the past more than one-quarter of a century would not be where it is today.



## **MAINE STATE LIBRARY**

The purpose of the Maine State Library is to lead in efforts that will provide, broaden and improve access to educational and informational materials regardless of location or residency of individual citizens. The focus of the State Library includes three primary functions:

**ADMINISTRATION:** Provides leadership for the development of library services in Maine; coordinates the work of all staff; prepares and supports necessary legislative action concerning libraries; and provides all necessary fiscal information.

**LIBRARY DEVELOPMENT:** Provides leadership and support for library development in all types of libraries throughout the state; encourages and facilitates cooperation among all types of libraries; provides direct assistance to school and public libraries through consultant services, workshops, publications, research information, and program evaluation and guidance; administers state and federal funds; and provides services to meet educational and information needs for all Maine citizens.

**READER AND INFORMATION SERVICES:** Provides the delivery of quality information, reference and loan services to state agency personnel and, by law, the general public. As a public research library, the collection supports the special needs of libraries throughout the state.

Maine State Library staff and many representatives from all types of libraries statewide are participating in several efforts to assure Maine citizens have access to state-of-the-art technology and the vast resources of the Internet.

FY96 was witness to several significant library and school related developments which place Maine in the forefront of efforts to construct and use the "information superhighway".

In November 1995, Maine voters approved a \$15 million bond issue to create a high-speed multipurpose data network using ATM (Asynchronous Transfer Mode) technology to link every secondary school in Maine, plus up to 7 public libraries. Applications will include two-way interactive instructional video for students and teaching staff, teleconferencing and general purpose, high-performance computer communications. The bond will buy equipment for each site. The on-going cost of the link must be provided locally.

In January 1996, the Maine Public Utilities Commission approved a plan to provide access to information networks and services to those public libraries

and schools that lacked adequate access. The services or facilities would be provided by or through NYNEX and NYNEX will supply the funding for the plan up to \$4 million per year for five years. The plan resulted from a collaborative effort among NYNEX, the Maine Department of Education, the Maine Library Commission, the Maine Library Association and the Maine Educational Media Association, with comments from other interested parties. The plan, known as the Maine School and Library Network, was created to provide public and student access to telecommunications and electronic information.

On February 1, 1996, Congress passed the Telecommunications Act (TelAct) of 1996. This was a comprehensive overhaul of the Communications Act of 1934 and establishes new rules for nearly all sectors of the communications industry. It requires the FCC and the states to ensure that the goals of affordable service and access to advanced telecommunications services are met. The TelAct requirements for universal service are especially relevant to the goal of making advanced telecommunication services available statewide through Maine's schools and libraries.

Public Law 631, An Act to Provide Affordable Access to Information Services in All Communities of the State through Enhanced Library and School Telecommunications, was signed into law April 10, 1996. This establishes a state policy on equitable and affordable access to telecommunications throughout Maine.

On June 11, 1996, a \$4.9 million bond issue was approved to purchase software, hardware and services to create a statewide information system providing links to Maine resources and the Internet. This project, known as Maine Info Net, will be administered by the Maine State Library. Every Maine library will have the option of sharing in the system and may apply for grants available to cover an array of needs.

In 1996, as part of a NTIA, Department of Commerce \$850,000 grant, Maine libraries received \$133,000 to link public libraries with the electronic resource made possible by the project. Funds also included training rural librarians in the use of these electronic resources. The library project was a joint Maine State Library and University of Maine planning effort. The Maine State Library played an active role in the total NTIA project called "The Maine Project: Community and Statewide Telecommunications Networks and Information Technology Applications."

Related to these far-reaching advances in library technology is the on-going need to provide vital training resources to assist libraries in accessing information through electronic networks, to encourage libraries in different areas, and different types of libraries, to establish consortia and share resources.



The Maine State Library is challenged to meet the ever-increasing financial needs to support evolving library technology as well as support traditional library services still very much in demand. This must be managed with little if any increase in financial support. An important example is finding resources to improve the State Library book collection.

Library technology and the Internet are streamlining access to ever increasing sources of information and creating ever increasing demand for library materials in all formats: book, CD, and on-line full text. The State Library's ability to satisfy this demand weighs heavily on its materials budget, one that has been pitifully inadequate for decades when it was used solely to purchase print resources. Now we also are expected to purchase material in electronic formats from the same stagnant budget. It is impossible for us to develop a collection that allows us to fulfill the mission state government has determined for us. A modest annual investment of \$100,000 in our materials budget is essential to provide citizens and state government with a collection they both will need to enter the 21st century.

#### **STATISTICAL MEASURES:**

- \* 76,000 items were circulated to library users statewide; over 83,000 items were used by patrons in the library
- \* Over 23,000 subject requests were processed
- \* 23,899 requests for books and periodical articles were processed through the inter-library loan system
- \* 1,000 computer-based citations were provided
- \* 41,746 sets of catalog cards were provided to 170 public libraries
- \* 128,013 talking books were circulated to over 3,622 visually impaired readers
- \* 35,360 books-by-mail items were mailed to 9,038 users throughout rural Maine
- \* 56,119 large-print books were circulated to over 110 public libraries and 472 individuals

- \* 12,000 video programs use the State Library collection, serving over 200,000 viewers
- \* over 8,400 items were circulated from video packets
- \* Maine's Regional Library System provided over 55,000 interlibrary loan items - one of the country's highest per capita rates
- \* Library consultant services were provided for 500 Regional Library System members
- \* 14,000 educational videotape programs were distributed to schools
- \* 200 schools were visited for consultation and workshops
- \* The Information Exchange processed 2,000 computer-based searches to help locate resources for solving classroom instruction problems
- \* Over 100 school tours were conducted, benefiting more than 3,500 Maine students

## MAINE STATE MUSEUM

In Fiscal Year 1996 the Maine State Museum and its private sector partner, Friends of the Maine State Museum, solidified their efforts to serve the public and ensure long-term institutional improvement.

**MISSION:** The overall mission of this public-private partnership is to promote a better understanding of Maine and its people.

"The Mission of the Maine State Museum is to collect, preserve and research objects of Maine's natural and cultural history and to interpret those collections in a responsible manner through educational programs, publications, exhibitions and outreach."

The Friends of the Maine State Museum was established "to benefit the Maine State Museum and its mission to preserve Maine's heritage."

**HISTORY:** The only Museum to deal with Maine's full history, this is a complex research, collection care and educational institution. Tracing its roots back to 1837, the modern Museum was initiated in 1966.

Exhibits of minerals, wildlife and historical curiosities were presented in the State House intermittently from 1837 through 1958 when Klir A. Beck became curator. Beck greatly improved the standard of exhibits and built the four wildlife dioramas in the State House now dedicated to his memory.

By 1965 sufficient interest had developed in the legislature to establish the Maine State Museum Commission to "further the cultural and educational interests of the People of the State, to present through the use of its collections and activities the proud heritage and unique historical background, and to preserve and exhibit the environmental and cultural richness of the State..."

Subsequent legislation has enhanced this purpose to specifically include historic portraits, furnishings and other artifacts in the State House and Blaine House. The Museum has a shared responsibility with the Maine Historic Preservation Commission concerning archaeological remains on state controlled lands and for the historic shipwrecks and significant artifacts under waters controlled by the state. The Museum's role in promoting professional cooperation and development within the state's network of museums, historical societies, and research organizations was emphasized in legislation establishing the Cultural Affairs Council.

The Maine State Cultural Building, home of the State Museum, State Library and State Archives, was funded by a bond issue referendum passed in 1966. The first exhibits and educational programs in the new building began in 1971. The major exhibits

installed since then are among the finest anywhere.

**FUNCTIONS:** The Museum staff and volunteers perform a variety of tasks, some highly specialized and unique, which integrate into one complete "program". These tasks can be grouped into mutually supportive functions:

**Administration and Operations:** Provides leadership to enhance institutional effectiveness, directs the work of all staff and outside contractors, participates in state budget development and administrative processes, plans major upgrades to facilities and equipment, and encourages professional cooperation within the state's network of historical organizations.

**Education:** Develops and presents educational services to student groups and Museum visitors. Ensures safety and security of visitors as well as protection of exhibited artifacts. Recruits and trains Museum volunteers.

**Exhibit Design and Preparation:** Plans, designs, prepares and maintains Museum exhibits. Designs and constructs special items needed for the handling and storage of artifacts.

**Research and Collections:** Under the subject categories of Natural History Collections, Prehistoric Cultural Collections, and Historic Cultural Collections, this function provides field study, acquisition, research, management, conservation, interpretation and explanation. This work leads to exhibits, publications, lectures and loans to other institutions.

State General Fund reductions between 1990 and 1996 eliminated 12½ staff positions, a 34% reduction from 32 to 19½ positions. General Fund "All Other" monies were also cut by over 60%. The largest portion of this came from exhibit construction, publication, and artifact acquisition accounts. In 1992 to partially overcome this great loss the Museum's governing body, the Maine State Museum Commission, initiated the incorporation of a non-profit support organization and obtained legislative approval to establish a Membership Program.

**Friends of the Maine State Museum:** Administers the Museum Membership Program under which dues collected are used to publish the quarterly newsletter **Broadside**, provide lectures, special events, and other member services. Fundraising and promotional activities support Museum projects.

**FISCAL YEAR 1996:** This was a year of increasing visitation and broadening public awareness of museum activities. Extensive scientific advice to the Maine Public Television **Quest** series will carry news of museum projects throughout the state in the 1996-97 season. It was also a year implementing new computer technology to make internal operations more efficient.

**ACCOMPLISHMENTS:** Some specific FY96 accomplishments are summarized by program.

**AWARD;** From the Maine Publicity Bureau, the first ever Government Award in recognition of the Museum's service to Visitors to Maine through excellent exhibits and programs.

**EDUCATION;** Exhibit gallery attendance increased by 30% to 100,012 visitors in Fiscal Year 1996, of whom over 29,000 came in groups from more than 300 Maine communities. Museum educators provided live demonstrations and hands-on gallery programs. Our fourth annual winter lecture series, "From Paleo Indians to the Guns of the NOTTINGHAM: Maine Archaeology Today" extended the learning into the evening.

**EXHIBITIONS;** A special exhibit, "Highlights of Twenty-Five Years at the Maine State Museum" was the key element of a celebration of all that has been accomplished in research, collecting, publishing, education, and exhibition since the new building opened in 1971. A lobby exhibit of Library, Museum, and Archives activity was opened by former Governor Ken Curtis as he re-dedicated the building in a festive ceremony. Recognizing Maine's international connections was "Merci, Arigato, Thank You: Gifts to Maine from Across the Seas."

**COLLECTIONS;** The Museum acquired 131 groups of historic artifacts and scientific specimens consisting of 2,156 items in this year, as well as archaeological collections from six sites.

**PUBLIC-PRIVATE PARTNERSHIPS;** The growth of museum collections has always depended upon private gifts from Maine people. **VOLUNTEERS** and professional associates have assisted the museum for many years. The **MEMBERSHIP PROGRAM** offers an opportunity for those interested in Maine history to participate actively in the Museum's growth. 1,800 members received the Museum newsletter **BROADSIDE** and other services funded exclusively by annual dues. The non-profit support organization **FRIENDS OF THE MAINE STATE MUSEUM**, completed its fourth year of service. The Friends' most significant contributions this year include sponsorship of the winter Lecture Series and Insiders Tour, plus two week-long archaeological Field Schools. Their "Save Maine's Colors" campaign continued to raise funds to conserve the historic flag collection.

**OUTREACH;** Objects from the Maine State Museum collection are on view at many other institutions, with over 240 loan agreements outstanding. Unfortunately one of the best professional outreach programs in the State was essentially eliminated in January. The Cultural Resources Information Center, a collaborative effort with the Maine State Archives and Maine Association of Museums, had been managed on a half time basis by a Museum Educator, for three and one half years until further staff reductions eliminated two more half time positions in FY96.



## **MAINE STATE ARCHIVES**

### **MISSION:**

The Maine State Archives establishes rules, standards and procedures governing the creation, use, maintenance, retention, preservation and disposal of State and local government records. It assists these governments in making their operations more efficient and economical through the application of modern records management techniques, including 1) establishing disposition schedules under which agencies may systematically destroy records having no permanent value; 2) providing technical assistance in specialized fields such as files, forms, general paperwork procedures and office equipment management; and 3) providing centralized, secure, environmentally controlled storage and retrieval facilities.

Professional archival services include the selection and preservation of records that have permanent value to the State, accompanied by the application of specialized technology and techniques designed to make them readily accessible for use by the government and public. These include the identification and arrangement of records, the development of finding aids in the form of inventories, indexes and guides, reference services, and publication by microfilm or printing of selected records having a high public demand.

Records management services includes auditing State microfilm and other imaging applications for feasibility and economy, with the Photoduplication Laboratory serving as a standards laboratory to insure that all State filming of records meets standards of quality established by Maine State Archives.

### **HISTORY:**

The Maine State Archives was created in 1965 to serve State agencies. Its jurisdiction was extended in 1973 to include local governments. By order of the Supreme Judicial Court, the Advisory Committee on Judicial Records was established in 1975 to exercise general direction over program services to the Courts, similar to those provided to the Executive branch. A legislative Joint Order in 1975 directed the Legislative Council to exercise like supervision over a comprehensive records program for the Legislative Branch.

The Maine State Archives is comprised of two operating divisions; the Division of Records Management Services, and the Division of Archives Services. The Office of the State Archivist is organized to supervise overall administrative and programming responsibility, and exercise general control over publications, and agency participation in intergovernmental and public activities. The Archives Advisory Board together with the State Archivist is solely responsible for authorizing the destruction of government records.

### **PROGRAM:**

Continuing efforts have been made to strengthen and improve services to meet the needs of the general public, whose use of the agency's facilities has increased dramatically. The staff has conducted workshops to assist beginning researchers as well as more advanced users; and the agency has cooperated with both national and local



organizations who are interested in the preservation of the State's documentary heritage.

Strategic planning for electronic records management continues. The State Archivist and the Director of Records Management Services actively participated in Bureau of Information Services sponsored programs for electronic records throughout State government. This effort is essential for the retention of historically valuable electronic records.

The Archives completed the initial planning for the US Newspaper Project, funded by the National Endowment for the Humanities. It is now cooperating in the implementation phase, which is administered by the State Library. Publications designed to foster coordinated, cooperative planning to preserve the state's cultural resources were distributed to several hundred historical societies, museums, and libraries throughout Maine. The Maine State Archives participates in several professional associations, including the Association of Records Managers and Administrators, the Society of American Archivists, the National Association of Government Archivists and Records Administrators and the New England Archivists. Continuing education opportunities are provided for professional staff. Access to the Internet has expanded professional contacts dramatically.

The agency actively supports and participates in the activities of the broader cultural community. Cooperative agreements were made with the Maine State Library in pursuing and receiving an NEH grant for newspaper preservation and with the Maine State Museum in support for the Cultural Resources Information Center. Records management consulting and manuals are available to all government agencies including counties and municipalities, free of charge. A lecture/slide presentation is also available. A free, publicly accessible computer bulletin board provides electronic access to information about the Archives and its holdings. Users may call 207-287-5797 to log on. The Archives has established a World Wide Web site on the Internet which includes information about our collections, related cultural organizations, and how to contact the Archives through electronic mail. Its address is

<http://www.state.me.sos/.us/sos/arc/general/admin/mawww001.htm>.

## **PUBLICATIONS:**

Free informational brochures describing record holdings related to general public interest, including military history, family history, local history, public lands, Judicial and Legislative records.

### Reference Publications:

Documentary Conservation: Guidelines for Restoration-Preservation of Documentary Papers, Maps, Books, \$1.00

Counties, Cities, Towns and Plantations of Maine - A Handbook Of Incorporation's, Dissolution's, and Boundary Changes. \$5.00

Lands and Forests: Maine and the Nation - A Select Bibliography, \$1.00

Public Record Repositories in Maine, \$5.25

Microfilm List - Maine Town and Census Records. \$1.00

Archives of The Legislature of Maine: Legislative Index Series 1820-1825; 1826-1830; 1831-1835; 1841-1845. \$5.25 each

Information Resources in Maine State Government (A listing of Official Records by Agency). Free.

Guidelines for Your Records Management Program (instructions on how to correctly complete retention schedules and other Records Management forms - useful only to Executive Branch employees). Free to State employees.

Documentary Publications:

Dubros Times: Selected Depositories of Maine Revolutionary War Veterans. \$3.00

**FUNCTIONS:** The Archives activities have been organized under two functional divisions and external services through the Archivist's office:

**Archives Services** preserves, maintains, services and makes available to the government and the public the permanently valuable records of the State. The loss of the Conservator position has meant that certain basic conservation responsibilities such as monitoring temperatures, humidity, and other environmental controls, and performing very basic repairs or other preservation measures have been undertaken by various staff members.

The creation of finding aids in the form of computerized indices for important record series has continued. Among these are the early records of the Executive Council, the Legislature, Washington and Kennebec County Courts as well as the agency's extensive collection of maps. Preliminary sorting of correspondence from officer of Maine Civil War regiments and other materials relating to the impact of the Civil War on Maine has been nearly completed. Interest in the agency's Civil War holdings has increased dramatically due to the popularity of the motion picture "Gettysburg" and the documentary series "Civil War Journal" on the Arts & Entertainment network. One segment of this series featured Maine General Joshua Chamberlain for which the Maine State Archives provided material.

Other recent books and films researched, in part, at the Archives are

**BOOKS:**

"No Rich Man's Sons: The Sixth Maine Volunteer Infantry" by James H. Mundy, Harp Publications, 1994; "The Forts of Pemaquid, Maine: An Archaeological and Historical Study" by Robert L. Bradley, Maine Department of Parks and Recreation, 1994; "Stand Firm Ye Sons of Maine: The Twentieth Maine At Gettysburg" by Thomas A. Desjardin, Thomas Publications, 1995.

**FILMS:**

"The Reenactors" a documentary on Civil War reenactings, and "The Midwife's Tale" now in production for showing in the PBS series "The American Experience."

Researchers using the Archives facility continued to reflect a broad variety of interests, with a significant increase in the number of individuals seeking information about birth

parents, adopted children and other living relatives. The staff has continued to explore ways to facilitate research via computerized informational systems including making available a 640,000 record database of marriages from 1892-1966. Patrons may review and copy it to computer disk at the Archives. It is now also available through the electronic bulletin board and the World Wide Web. Staff has participated in or conducted various workshops, seminars and other meetings relating to archival research, conservation and other specialized topics.

**Records Management Services** assists other State Agencies in the effective management of their records by means of retention-disposition schedules; by technical assistance to improve procedures for maintaining, storing and servicing records; and by provision of centralized photoduplication services. It includes the State Records Center and the Photoduplication Laboratory.

Emphasis is placed on the development of retention-disposition schedules for records generated by all State agencies and a continuing review of approved schedules. These provide for the orderly disposition of records at the expiration of prescribed retention periods. Work has also continued on the general retention-disposition schedules that apply to large classes of records common to all agencies. Most scheduling is accomplished through a network of Departmental Records Officers and Assistant Records Officers throughout the Executive Branch. A principal tool is the Records Management Expenditure Request, without which records storage equipment and imaging equipment (micrographics) or digital image processing can neither be purchased nor leased, which helps determine that the equipment is needed, that it is cost-effective and that the records involved are scheduled.

During Fiscal Year 1996 more than 100,000 references were provided to State agencies by the State Records Center. The Center provides safe, environmentally controlled storage for agency records (including computer tapes, computer disks, and microform records as well as paper files). Court records have continued to arrive, alleviating severe storage problems at the various court buildings throughout the state. Staff continued development of retention schedules for local government records and provided records retention advice and assistance to the Administrative office of the Courts. The Division has continued to work with the Bureau of Information Services to insure the preservation of permanently valuable electronic records throughout State government.

By law, the Maine State Archives must furnish copies of archival materials in its possession. This service is provided by the Photoduplication Laboratory, which also microfilms paper records that are too fragile to be handled. A microfilm copy is generated for safe Search Room use. During Fiscal Year 1996 the Laboratory provided extensive centralized microfilm and photographic services for government records at the request of State agencies, as well as direct service to the public at an established fee rate. The Laboratory continues to stabilize, duplicate and preserve the thousands of images in our holdings which date from the 1860's.

**External services** include activities through the Maine Historical Records Board, which helps support and coordinate historical records programs throughout the state. The Board conducted a two-year grant program supporting historical records programs primarily in small repositories. The Archives administers the Odiorne fund supporting archaeological-archival projects.

**FINANCIAL REPORT  
FOR FISCAL YEAR 1996**

The Maine State Cultural Affairs Council has no separate budget and relies upon the resources of the four agencies for staff support and all activities.

	Arts Commission	Historic Preservation Commission	State Library	State Museum
<b>Receipts</b>				
Federal Funds	\$704,070	\$404,510	\$1,015,867	\$ 31,057
Special Revenue	<u>36,289</u>	<u>116,377</u>	<u>29,893</u>	<u>174,503</u>
Total Receipts	\$740,359	\$520,887	\$1,045,760	\$205,560
<b>Expenditures</b>				
General Fund	\$ 516,907	\$214,597	\$2,314,978	\$ 987,727
Federal Fund	743,891	450,414	1,031,979	28,861
Special Revenue	<u>37,961</u>	<u>125,233</u>	<u>25,448</u>	<u>160,569</u>
Total Expenditures	\$1,298,759	\$790,244	\$3,372,405	\$1,177,157
<b>Number of Positions</b>				
General Fund	6	3	48	20.5
Federal	3	5	13.5	0
Other		4	0	1
Total Positions	9	12	61.5	21.5

**SUMMARY OF FOUR CULTURAL AGENCIES**

<b>Receipts</b>	
Federal Funds	\$2,155,504
Special Revenues	<u>357,062</u>
Total Receipts	\$2,512,566
<b>Expenditures</b>	
General Fund	\$4,034,209
Federal Fund	2,255,145
Special Revenue	<u>349,211</u>
Total Expenditures	\$6,638,565



## **LEADERSHIP**

### **MAINE STATE CULTURAL AFFAIRS COUNCIL**

Stephen Podgajny, Chair

Christopher Crosman, Chair, Maine Arts Commission

John Philbrick, Member, Maine Arts Commission

Richard Will, Chair, Maine Historic Preservation Commission

Malcolm Collins, Vice Chair, Maine Historic Preservation Commission

Valerie Osborne, Chair, Maine Library Commission

Linda Lord, Vice Chair, Maine Library Commission

Linda Frinsko, Chair, Maine State Museum Commission

Eloise Ault, Vice Chair, Maine State Museum Commission

#### **Non-voting members**

Sue Bell, Special Assistant to the Governor

Lynn Randall, State Law Librarian

Lea Girardin, Director, Maine Film Commission

Jim Henderson, Director, Maine State Archives

Dorothy Schwartz, Director, Maine Humanities Council

David Cheever, Maine Community Cultural Alliance

#### **Non-voting ex-officio members:**

Alden C. Wilson, Executive Director, Maine Arts Commission

Earle G. Shettleworth, Jr., Director, Maine Historic Preservation Commission

J. Gary Nichols, State Librarian, Maine State Library

Joseph R. Phillips, Director, Maine State Museum



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Jane E. Hunter, Portland

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Suzanne P. Olson, Hallowell

Mary E. O'Meara, Cape Elizabeth

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Sally Rand, Freeport

Timothy C. Woodcock, Bangor

Judy Lindsey-Foster, Ex Officio, Augusta

Herbert Hartman, Ex Officio, Augusta

Earle Shettleworth, Director

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Debbie Chandler, Westbrook

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George Parks, Westbrook

Jeanne Pernice, Winslow

Steve Podgajny, Brunswick

Don Wismer, Kents Hill

Robert Woodward, Bangor

Sheldon Kaye, Portland

Barbara McDade, Bangor

J. Gary Nichols, State Librarian

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Eloise R. Ault, Vice Chair, Wayne

Richard N. Berry, Portland

Gail Rae Carter, Portland

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Muriel Flagg M. Deshon, Perry

Bonnie H. Ekelund, Cape Elizabeth

Gordon H. Falt, Jr., Woolwich

Allerton H. Hawkes, Westbrook

Linda J. Mills, Farmington

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Elaine M. Peverly, Kittery

C. Lila Segal, Winthrop

Howard P. Segal, Bangor

Elsie Viles, Augusta

Joseph R. Phillips, Director

