

# FLORIDA LEGISLATIVE RESEARCH CENTER & MUSEUM

## *2005 Accomplishments*

### Outreach & Communications

- **Strategic Plan** – The FLRC&M Board adopted a Strategic Plan on February 24, 2005. The plan has 5 goals covering solicitation and acquisition of collections and archival materials, communications and outreach, educational programs, and financial and administrative procedures.
- **Statesman's Luncheon** – Hosted luncheon honoring President Phil Lewis and Speaker Donald L. Tucker on November 7, 2005. Nearly 300 people attended, including Lt. Governor Toni Jennings, President Tom Lee, Speaker Allan Bense, current and former legislative members, lobbyists, and friends from throughout Florida. Developed historical exhibits about both honorees which were displayed at the luncheon and the FLRC&M museum through February 2006. Produced historical documentation of the event including a CD of all photographs and DVD of all speakers.
- **Web Site** – The FLRC&M's web site is [www.legislativeresearchcenter.org](http://www.legislativeresearchcenter.org). As of 12/31/05, it has had over 3,200 visitors. The site has information on the mission and programs of the FLRC&M; descriptions of museum collections and displays; a listing of available oral histories; forms for ordering copies of *Our Florida Legacy*; information on rental of FLRC&M conference/meeting space; and links to other Florida governmental and related sites.
- **Data Base** – The FLRC&M maintains one of Florida's most comprehensive data bases for contact information of current and former members of the legislature. The current data base contains information for 690 current and former members, and 1,581 other individuals who are interested in our programs.
- **Book Sales** – As of 12/31/05, 889 copies of *Our Florida Legacy* have been distributed, generating \$32,615.55.
- **Public Presentations/Speeches** – Director Anne Mackenzie took part in Boys' State, Governor Askew's Institute of Government, and a panel discussion for Women in Politics at FSU. Mr. Patrick McDermott presided over the TCC Black History Youth Day Event.
- **2005 Legislative Session** – Provided all current members with an updated "Welcome to the Legislature" video and information about the FLRC&M.
- **Newsletter** – The FLRC&M's first newsletter, *Movers, Shakers & Lawmakers*, was produced in November 2005. It was given to attendees at the Statesman's Luncheon and mailed to approximately 2,500 individuals. Newsletters will be published 3-4 times annually.
- **Building Usage & Rental** – FLRC&M had nearly 9,000 patrons in 2005, including: Florida Community College Council of Presidents, Florida Community College Trustees, Department of Education, Tallahassee Community College Alumni Board of Directors, Tallahassee Community College Foundation Board of Directors, Tallahassee Community College Black History Event, Tallahassee Community College's Women's History Event, Department of Juvenile Justice, Pat Thomas Law Enforcement Academy, Tallahassee Memorial Hospital

## *2005 Accomplishments*

### Museum Collections & Archival Projects

#### ■ *Exhibits*

Allen Morris exhibit – May 2005

Exhibit on Former House Speaker Don Tucker and Former Senate President Phil Lewis for Statesman's Luncheon; currently at TCC campus for viewing by the general public

Research started for Cuban American exhibit

#### ■ *Collections*

##### *Accessioned Collections*

Donn Dughi/Mark Foley personal photographic collection (materials on loan for duplication)

Rep. Sam Bell manuscript and memorabilia collection

Rep. Anne Mackenzie campaign materials

House Clerk's Office artifact collection

Rep. Everett Kelly collection

Speaker T.K. Wetherell video collection

Speaker Don Tucker collection (loaned materials for duplication)

President Phil Lewis artifact collection

#### ■ *Processed Collections*

Senator Pat Thomas manuscript collection

Speaker Tom Gustafson manuscript collection

House Clerk's Office artifact collection

Mark Foley personal photographic collection (scanning started)

Speaker Don Tucker collection (materials scanned and duplicated)

Rep. Sam Bell collection – re-housed in archival storage materials and container listing created

#### ■ *Un-processed Collections (collection descriptions needed)*

Rep. Marjorie Turnbull collection

Speaker T.K. Wetherell video collection

Rep. Anne Mackenzie collection

Donn Dughi/Mark Foley personal photographic collection

Rep. Everett Kelly collection

Rep. Sam Bell collection

## *2005 Accomplishments*

### Archive & Museum Development

- Forms created to establish standards for processing archive and museum collections. (i.e. accession, patron ID cards and forms, fee schedule, appraisal, identify public record form, guides for student interns on handling archival records, etc.)
- Set-up Research Room for patrons, scanning and imaging area, and completed archival storage shelving.
- Case files developed for collections management (contains all documentation for each collection).
- Archivist attended Society of Florida Archivist annual meeting and workshops and continued membership in Society of American Archivist.
- FLRC&M joined the University of Central Florida Special Collections online listing of Florida Archives and Manuscript Repositories

### ■ *Technical Assistance Provided to Other Florida Archives/Museums*

Assisted Florida House of Representatives and Senate with developing a method to manage a permanent online photographic collection that is consistent with current archive and library cataloging standards (Encoded Archival Description, MARC) and current methods of preserving digital images.

Assisted the Riley House Museum and Archives with procedures and policies for receiving artifacts on loan rather than donation.

Assisted TCC President's assistant with current preservation methods and locating a repository to house several cubic feet of circa 1940s Florida Association of Community College records.

### ■ *Historical Assistance to TCC Professors & Instructors*

Developed Allen Morris exhibit for the Florida History Fair

Located historical information on Florida legislative issues and process for political science and nursing professors.

### ■ *Oral Histories*

29 interviews conducted

28 raw footage DVDs received

83 completed DVDs received

### ■ *Inquiries from the Public – Reference Requests*

In 2005, the Center received 13 requests for research assistance.

From January until October there were 5 requests. Between October and December 31, 2005 FLRC&M received an additional 8 requests.

Percentage of Patrons by Type: History 62.5%; Legislative 37.5%

Request Type: E-mail 5; Phone 7; Registered 1

## *2005 Accomplishments*

### Photo Exhibits in Capitol & House/Senate Office Buildings

- 461 historical photos were hung in the Capitol, House Office Building, Senate Office Building, and the Knott Building
- Donn Dughi/Mark Foley Photographic Collection
- All photos from the Mark Foley (personal photographic collection) have been scanned and cataloging is in process
- Processing of the Donn Dughi personal collection is in progress

### ■ *Rediscovery*

Identification, Evaluation, and purchase of Collections Management Software completed January, 2005

Past Perfect Museum Software

Rediscovery Software

STAR Collections Management Software

Rediscovery customization January-July, 2005

TCC IT Department installed server and software October, 2005