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YOLO COUNTY ARCHIVES

Annual Report 2016

Prepared by Heather Lanctot
Archives and Records Center Coordinator
January, 2017

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I. Introduction and Summary

Prepared by Heather Lanctot, Archives and Records Center Coordinator

The Annual Report for the Archives and Records Center of Yolo County serves not only as a platform to summarize some of the highlights and accomplishments from the past year, but also to report out statistical data on collection usage and access among other things. The annual report also functions as a tool to evaluate whether archives' resources and staff time are being used to further our mission of collecting and preserving both the official records of Yolo County Government, as well as the collective history of Yolo County communities. This report will help to inform the archives' priorities for the upcoming year.

The archives saw many changes this year with regard to personnel. Amy Ponce was hired in January as the Library Assistant to the Archives and Records Center. She has taken on many duties, including assisting with the pick-up and delivery of records to and from the Records Center, participating in the destruction of appropriate records in accordance with legal retention schedules and destruction guidelines, and providing wonderful customer service to all county departments and patrons. Jennifer Springfield came on as the Interim Archives and Records Center Coordinator from March through December 5th and quickly got to work organizing collections and leading the department. Jennifer was a real asset to the archives and utilized her customer service strengths to increase community engagement through outreach activities. Heather Lanctot was hired in October as the new Archives and Records Center Coordinator and with the foundational work of Jennifer, was able to transition smoothly into the position and began creating priorities and goals for the department. Rachel Nelson was hired in October as extra help to coordinate the Discover. It. Yourself (D.I.Y.) History website and project. Rachel had, prior to being hired, interned at the archives and worked on this project.

Some of the **larger accomplishments** that occurred in the archives this past year included the reproduction of one of the original Yolo County Flags, which was framed and placed outside the Board of Supervisors' Chambers. This reproduction was presented in a special ceremony to the Board of Supervisors, and the original flag was rehoused in appropriate archival storage. Furthermore, the Archives' Staff, in cooperation with Yolo County Library Staff, successfully hosted a group of librarians from UC Davis in October. This tour afforded the opportunity for introductions and potential future collaborations. The archives also embarked on an outreach activity, with the help of new portable scanners provided to the archives on behalf of the California Preservation Program. This outreach activity involved going out to half of the library branches and hosting digitization workshops so that community members could scan their family photographs and ephemera. Lastly, the D.I.Y. History project, which was funded through the California State Library LSTA Staff Innovation Fund Pitch-An-Idea Grant, was completed in July. The project continues to develop and evolve under the leadership of Rachel Nelson.

We would like to thank all of our **volunteers** who continually help us to make sure that our collections are well-cared for and accessible. Volunteers have collectively contributed over 699 hours of work in this past year to the archives, and we would not be successful without them.

II. Annual Report of Activities

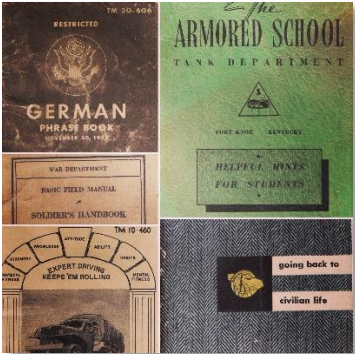
Collection Access and Care

The archives sent submissions again to the **California Audio Visual Preservation Program** in June. Most of the materials that were sent were audio cassette tapes that included Oral History interviews. Other materials of note included audio tapes of the Yolo County Board of Supervisors Meeting Minutes, a tour of Snowball Mansion, a film of the Woodland Christian Church’s 50th Anniversary, among others. Forty-three individual items were submitted altogether. The submissions have not yet been digitized and made available on CAVPP’s website as of this report. The submissions from 2014 can be found by going to this website (<https://archive.org/details/californialightandsound>) and searching for “Yolo County Archives.”

Digitization of collections continues to be an ongoing effort for the archives. Volunteers have been working hard to digitize a variety of materials for both the D.I.Y. History site and for preservation purposes. Some of the materials that were digitized over this past year include: Military Rolls (1864-1921), the Yolo County Historic Resources Inventory 1986, Marriage Licenses 1850-1865 (488 pages), Swamp Land Reclamation Resources (Merritt Reclamation District 150, District 18 Book F4, Swamp Land Reclamation District 537), Court of Sessions 1800-1854, 2,164 Negatives, and many photographs.

One of the largest projects that was taken on by archives staff members throughout this year was the cleaning up and organizing of the Reading Room, the Stacks, the Record Center Alcove, and the Workroom. Through this process, materials were refiled and processed collections were reshelfed, ultimately making the space more usable for patrons and staff. Not only did the tidied workroom afford staff the ability to work on constructing new scanners and encapsulating large maps and posters, but it also helped to get materials out of the workroom and into the stacks where the environment is monitored and more optimal for the collections.

In the last quarter many collections from the workroom and Record Center Alcove, as a matter of priority, have been processed, folder lists were created, they were entered into inventories, and shelved. Although traditional finding aids have not been created, the minimal processing and creation of folder lists and getting backlogged collections into the archives’ inventory was deemed most important to collection access. Furthermore, all photographs from collections that were processed in the last quarter were entered into the photograph index for increased findability and access. As of this report, nine collections, approximately 20.5 linear feet, have been processed and shelved.



Clayton Russell Collection 09-12



Cooperative Extension 03-33

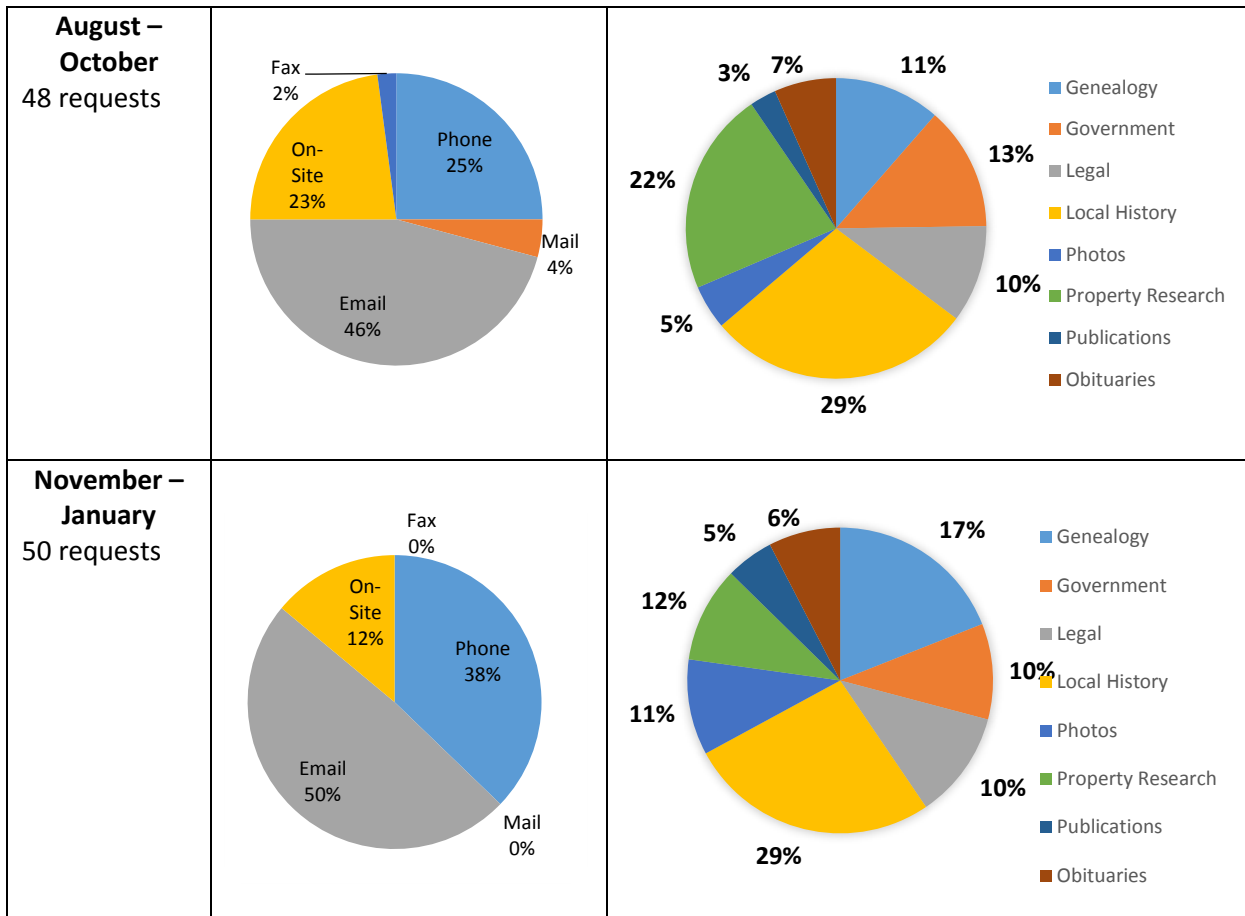


Nadine Salonites Collection 16-23

Appointments and Research

RESEARCH STATISTICS: The following charts show the breakdown in our research requests over the past year. The left column details the time period of the data collection as well as the total number of requests that were received from that time period. The other two columns display the source of the research request (e.g. phone, on-site, email, mail, or fax) and the research areas that the requests covered, respectively.

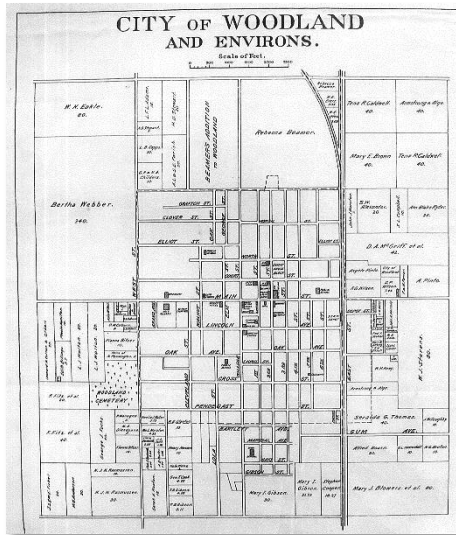
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Our most highly requested areas of research continue to be local history, property research, genealogy and government. There also appears to be an almost even divide between on-site, phone, and email types of requests. As the year has progressed, email requests have seen a small increase over other types of requests.

RESEARCHERS: The archives have seen many researchers this year, including a few who are working on, and continue to work on larger projects.

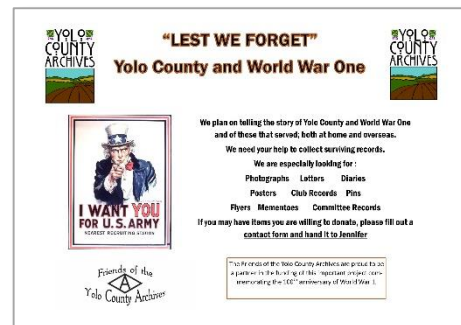
Maria McVarish is a student from Stanford University who is performing research in our archive for her dissertation for her Ph.D. program in Modern Thought and Literature. Maria has been looking through the court documents of minorities to examine how minority groups were treated in the court systems in the late nineteenth and early twentieth centuries. The collections that Maria has been using include court minutes and documents, probate of Basil Campbell, Prison Registers, Orphan Indexes, and our Native American Subject folder. Maria has been coming to the archives since September.



Map #189 – City of Woodland c. 1910

Jim Lapsley, the Chair of the Woodland Stroll Through History, has been researching in the archives from October to present. In his role with the Woodland Stroll Through History, he is looking into the growth of Woodland through Subdivisions, Annexations, and Additions with the hope of creating content for training docents. In his work with this project, Jim has reviewed over 30 different maps, various Deed Books and Indexes to Deed Books, Subject Folders on Woodland Homes, Yolo County Censuses, and Tax Assessor Rolls. Not only has Jim provided information about his findings to archives staff as he has progressed with his project, but he will also be donating some of his research materials at the conclusion of his project. Furthermore, he will be offering his presentation to the community at large to further disseminate knowledge about the development and growth of Woodland.

Mel Russell has been working diligently in the archives on a project called “Lest We Forget.” She is collecting information on Yolo County residents and their participation in WWI and will be, at the culmination of her research, giving presentations throughout the county from April 2017 to November 2018 in observance of the 100th Anniversary of the war. Mel has been looking through personal collections and WWI scrapbooks (1917-1920) at the archives, as well as speaking with local residents. Resolution No. 16-103 “Proclaiming April 6, 2017 through November 11, 2018 a period to recognize and honor Yolo County’s service in World War I” was presented by Supervisor Rexroad to Mel Russell on Tuesday, November 8th. Mel will also be donating her research to the archives upon the completion of her project.



Suzanne Ramalia, with some assistance from Rosario Ruiz-Dark, from the Yolo County Sheriff’s Department, came into the archives from September through November looking for historic photographs and information for a Legacy Album for the Sheriff’s Department. Suzanne and Rosario looked through and retrieved information from our collection of Sheriff Scrapbooks, our photograph collection, Newspapers.com, and Yolo County Budgets from the Board of Supervisors’ records.

Outreach and Events

Through a grant from the California Preservation Program, the archives given **17 FlipPal Mobile Scanners**. With these scanners, the archives visited half of the Yolo County Library branches and provided Digitization Workshops for community members so that they could scan their family photographs and other ephemera. Through these workshops, archives staff were not only able to introduce community members to new technology and preservation techniques, but were able to get outside of the archives and connect with individuals in their towns. Participants seemed to enjoy the workshops; one patron even made follow-up appointments in the archives to continue to scan her materials. The workshops were lightly attended. If staff decide to continue this outreach activity, the promotion will need to be evaluated moving forward.



was

also

Archives staff members gave two mini-presentations at the **“Writing Your Life History” classes** at the Woodland Senior Center. During each of the presentations, archives staff provided participants with archives brochures and information about our holdings so that they would know about the archives and the resources that might be helpful for their projects. Each class had about 12 individuals in attendance. The archives has received copies of anthologies from these courses (2008-2016) and have added them to our collection.



On October 8th the archives staff participated in the **Sacramento Archives Crawl**. The theme of this year’s Crawl was “A Thirst for History,” so the archives brought materials that were both of a general nature, as well as pertinent to Yolo County water. There were repositories tabling at various archives throughout Sacramento, but we were stationed at the Center for Sacramento History. The Center for Sacramento History saw approximately 300 individuals during this

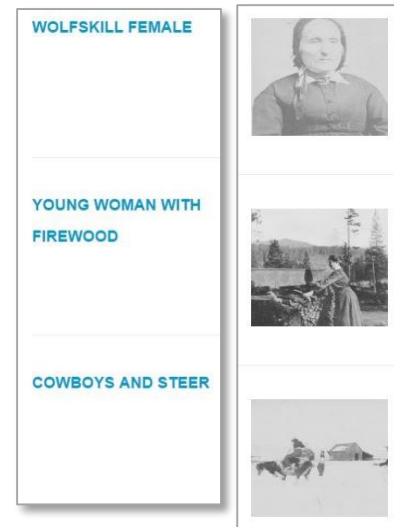
event.

Archives staff **hosted two larger tours this year**, including one group of UC Davis Librarians and another group of residents from the Carlton Senior Living Center in Davis. The group from UC Davis was hosted by both the archives and Central Services. For both tours the archives staff set out materials that pertained to the history of Davis. For the UC Davis tour, in addition to the Davis history materials, there were also some materials that pertained to the research interests of the librarians. There were photographs of Davis from the late 1800s, assessor maps of Davis from 1921-1933, and leather marks and brands from early twentieth-century Yolo County. The tours provided an overview of the collection and highlighted certain materials. Archives staff answered questions from attendees during and at the end of the tours. The tours were a great opportunity to share information and get to know community members and other librarians within the county.

D.I.Y. History

The grant for the Discover. It. Yourself. (D.I.Y.) History project officially ended in July. At the time the grant ended there **were 1,000 photographs** and **800+ pages of documents**, including **12 indexes**, uploaded to YoloCountyHistory.com. During the grant there were eight volunteers and one part-time employee who worked on the project. Promotional materials were created in the form of bookmarks, and a Press Release was sent out in the middle of November to raise awareness about the website and transcription. At the completion of the grant the Friends of the Yolo County Archives committed funding to create a position of 8 to 16 hours per week to contribute to the continued success of the project.

In the last quarter, the project coordinator, Rachel Nelson, in collaboration with Yolo County Library and Archives staff, has begun to evaluate the website for both design and usability. In addition, the metadata and digital files were reviewed for errors and duplications and were edited. Goals and objectives, as well as timelines, will be created for the upcoming year with regards to the continuation of this project.



Highlights from the Year

Some of the largest and most exciting accomplishments from this year centered on the hiring of personnel and the maintenance and use of our collections.

PERSONNEL: In the past year we have been lucky enough to bring on board a permanent Library Assistant, and both an interim and a permanent Archives and Records Center Coordinator.

Amy Ponce was brought on as the .50 FTE Library Assistant for the County Archives and Records Center. Amy studied at the University of Nevada, Reno, and then began work as an administrative assistant and business manager at a privately owned company. In this position Amy gained experience in human resources, workforce improvement and business analytics. She has utilized her experience in customer service and her strengths as a positive and inclusive person to provide an engaging and helpful experience for all patrons and colleagues.

Jennifer Springfield came to the Archives and Records Center as the interim coordinator from March through December. Jennifer began her work with the Yolo County Library system in 1999 in Technical Services. She then worked from 2005-2010 as both a cataloger for the Yolo County Library System, as well as a Librarian at Dixon Public Library. Before returning as the interim coordinator, she also worked at Chico Library from 2011-2012. Jennifer's background gave her the skills to not only organize, but also make the department thrive in the absence of a permanent coordinator. Jennifer helped to develop and execute outreach during her time at the archives, which set a foundation for continued work in this area.

Beginning in October, **Rachel Nelson** was hired as the coordinator of the Discover. It. Yourself. History website and project. Rachel is currently a student at Sacramento State University, where she will be completing her degree in history in December. She has volunteered and worked in a variety of local repositories, and has a background in genealogy work as well. In her role as the D.I.Y. History Coordinator, Rachel has begun editing and updating the website content and appearance, has explored the various

capabilities of the scanning technologies available at the archives, and has drafted goals for this upcoming year.

Heather Lanctot was hired as the new Archives and Records Center Coordinator and began work on October 3rd. Heather received her bachelor's and first master's degrees in music history and musicology from the University of Oregon in 2010 and 2012. She received her MLIS from San Jose State University in 2015. She worked as a Librarian and Researcher in Chicago for three years, and a Library Assistant for the City of Hope at the Lee Graff Medical & Scientific Library for one year. Her archival experience began at the University Archives and Special Collections at the University of Oregon, where she became familiar with cataloging, finding aids, metadata, curation of exhibits, retention schedules, and both permanent and non-permanent collections. While in her MLIS program, Heather worked as a volunteer in the archives at DePaul University and the Swedish American Museum, as well as the digital Busy Beaver Button Museum. Heather is focused on collection access, department sustainability, and community outreach, especially with schools.

COLLECTION USE: The Yolo County Archives Collection has been **highlighted** in a couple of ways this year. In September archives staff helped to facilitate a reproduction of one of the original Yolo County Flags for the Board of Supervisors. The reproduced flag was presented to the Board in an archival frame and now hangs outside their chambers. The flag was originally designed created by Sue Helen Lovell Handley while she was secretary to the Yolo County Agriculture Commissioner, Charles Hardy, from 1938 to 1941. Mr. Hardy received a request that Yolo County display a flag at the California State Fair – only one county in California had an Official at that time. Herb Chandler kept the flag safe from the time he retired as Yolo County Agriculture Commissioner, 1985, until now. Sue Handley's design included a blue stripe that signifies the climate and a golden strip that represents the productive soil in the county. The female figure is Ceres, the Roman Goddess of Agriculture. The original flag has been preserved in the archives by both rolling it on a cradled acid-free tube and wrapping it in synthetic fabric that is designed to protect items from moisture, mold, dust, and light.



Photo courtesy, Blue Wing Gallery, Woodland

and
flag,
in



result of the partnership. Copies have since been added to each of the Yolo County Library branches and the Archives Reading Room.

III. Appendices



Preservation Department
University of California, Berkeley
20 Doe Library
Berkeley, CA 94720

June 17, 2016

Jennifer Springfield
Yolo County Archives and Records Center
226 Buckeye Street
Woodland, CA 95697

Dear Jennifer,

The CAVPP is excited to move forward to digitize the following nominations:

Yolo County Board of Supervisors Meeting Minutes	1/2 inch audio tape	50 Tapes of 50	50 tapes. Arrange/create a record in Islandora by date?
Adriana Audrey Javier Oral History	1/8 inch audio cassette	1 Tape of 1	
Angelina Hernandez Oral History	1/8 inch audio cassette	2 Tapes of 2	
Betty Coman Oral History	1/8 inch audio cassette	1 Tape of 1	
Bill Gray Oral History	1/8 inch audio cassette	1 Tape of 1	
Bob Porter Interviewed by Joann L. Larkey	1/8 inch audio cassette	1 Tape of 1	
Bobbie Greenwood Oral History	1/8 inch audio cassette	1 Tape of 1	
Bruce Brewer Oral History	1/8 inch audio cassette	1 Tape of 1	
Dale Brewer Oral History	1/8 inch audio cassette	2 Tapes of 2	
Esparto Church 60th Anniversary Service, Esparto, California	1/8 inch audio cassette	1 Tape of 1	
Esther Villalobos	1/8 inch audio cassette	1 Tape of 1	
George Williams Remembers the Woodland Opera House	1/8 inch audio cassette	2 Tapes of 2	
History of the Yolo County Farm Bureau	1/8 inch audio cassette	8 Tapes of 8	
History of Winters, California and Vaca Valley Railroad	1/8 inch audio cassette	1 Tape of 1	
Ida Wallace Oral History	1/8 inch audio cassette	1 Tape of 1	

The California Preservation Program provides information, education, and expert assistance on preservation of collections to heritage institutions in California.

Interview of Frank Meredith Williams and Mrs. E.W. McDonald on Woodland Opera House History	1/8 inch audio cassette	2 Tapes of 2	
Interview with Dr. W. Turrentine Jackson Regarding the Yolo County History Project	1/8 inch audio cassette	1 Tape of 1	
Interview with George Wilson about the History of Clarksburg, California	1/8 inch audio cassette	1 Tape of 1	
Interview with Sandy Motley, Mayor of the City of Davis, California	1/8 inch audio cassette	1 Tape of 1	
J.R. Blanchard Address to Yolo County Historical Society	1/8 inch audio cassette	1 Tape of 1	
Joann L. Larkey Interview with Gladys Owens	1/8 inch audio cassette	1 Tape of 1	
Joann Leach Larkey Oral History	1/8 inch audio cassette	1 Tape of 1	
John Reimers Talk on the History of Winters, California	1/8 inch audio cassette	1 Tape of 1	
Joseph A. Baird: a Talk at Woodland Opera House	1/8 inch audio cassette	1 Tape of 1	
Kathleen Les' address on the Yolo County Historic Resources Survey 1986	1/8 inch audio cassette	1 Tape of 1	
Lavinia Neimann Young Oral History	1/8 inch audio cassette	2 Tapes of 2	
Mae Martin Oral History	1/8 inch audio cassette	2 Tapes of 2	
Major Britt Hapworth Oral History	1/8 inch audio cassette	1 Tape of 1	
Mary Liz Graf Oral History	1/8 inch audio cassette	1 Tape of 1	
Mary Patterson Oral History	1/8 inch audio cassette	1 Tape of 1	
Nell Rusty Young Oral History	1/8 inch audio cassette	1 Tape of 1	
Patti Johnson talk on Archeology in Northern California	1/8 inch audio cassette	1 Tape of 1	
Paulette Soulier Oral History	1/8 inch audio cassette	1 Tape of 1	
Shirley Rominger Oral History	1/8 inch audio cassette	1 Tape of 1	
Sue Sanders Oral History	1/8 inch audio cassette	2 Tapes of 2	
Talk on the Lost Communities of Yolo and Solano Counties	1/8 inch audio cassette	1 Tape of 1	
Theresa Foster Oral History	1/8 inch audio cassette	2 Tapes of 2	
Theresa Gonzales Sackett Oral History	1/8 inch audio cassette	2 Tapes of 2	
Tour of Snowball Mansion, Knights Landing, California and talk by Greg Campbell, Sacramento State history professor	1/8 inch audio cassette	2 tapes of 2	
Valerie Whitworth Oral History	1/8 inch audio cassette	1 Tape of 1	
Winters Tales Oral History Project	1/8 inch audio cassette	2 Tapes of 2	
Christian Church 50th Anniversary of Our Building, Woodland, California	8mm video	1 Reel of 1	
Jewel Berry Oral History	Mini-cassette	1 Tape of 1	

Please note that if any nominated recordings raise content concerns during the CAVPP process, we may need to ask for substitutions.

Public access is a requirement of the project. The CAVPP's [permission guidelines](#) walk participants through reasonable steps of due diligence to gain permission to digitize your selected recordings for preservation and access. As part of the due diligence process, we also include a sample letter and grant of permission you can use to send to the rights holder once you've identified and located them. You might find that it's best to digitize

Presenting... the original designed Yolo County flag



ICONOGRAPHY

The blue stripe signifies the climate and the golden strip represents the productive soil. The female figure is Ceres, the Roman Goddess of Agriculture.

PRESERVATION

The flag, used to create this replica, will be stored in the Yolo County Archives. It will be preserved by using an acid-free tube and synthetic fabric designed to protect items from moisture, mold, dust, and light. The ends of the tube will be suspended by a cradle on each end to ensure that no creases are created from the flag laying directly on a shelf.

CREATION OF THE FLAG

The flag was originally designed and created by Sue Handley while she was secretary to the Yolo County Agriculture Commissioner, Charles Hardy, from 1938 to 1941. Mr. Hardy received a request that Yolo County display a flag at the California State Fair—only one county in California had an Official flag, at that time. Herb Chandler kept the flag safe from the time he retired as Yolo County Agriculture Commissioner, in 1985, until now.

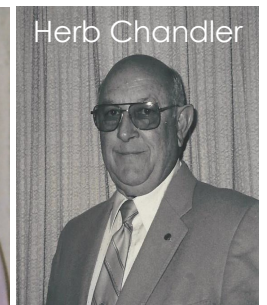
THANKS TO

- Herb Chandler and his family, especially his son Mike Chandler
- The Yolo County Board of Supervisors
- Yolo County Library and the Yolo County Archives

The creation of this replica flag would not have been made possible without these individuals and groups.



Sue Handley



Herb Chandler



Yolo County Library

"We connect people and ideas"
www.yolocountylibrary.org



Supported by the Friends of the Yolo County Archives and the Yolo County Library. For more information, contact library staff at (530) 666-8010. Visit the Yolo County Library at www.yolocountylibrary.org or connect with us on Facebook at: www.facebook.com/yolocountylibrary.org.

Yolo County DIY History

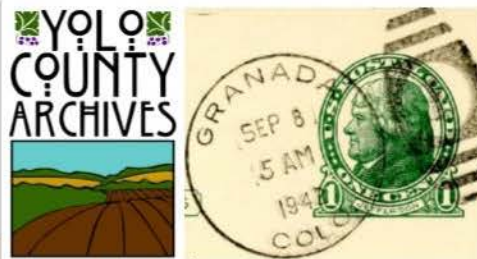
www.yolocountyhistory.com

Yolo County DIY History is a digital repository that preserves and makes accessible to the public original content that has been digitized by dedicated local volunteers. You can browse court reports, marriage licenses, land reclamations and more for free!



Come check out the treasures and archival history on this site!

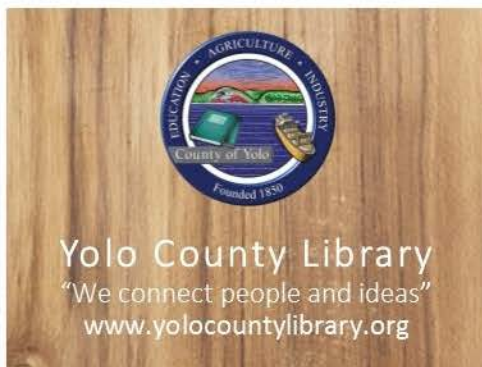
Funding provided by the California State Library through a Library Services and Technology Act Staff Innovation Fund Pitch-An-Idea Grant.



Your kindness letter and very usefull affidavit. I thank you very much. now I am waiting the coll of rehearing with your usefull affidavit but they did not call me yet. I must write you the letter for thank you about the affidavit but I get no chance to write you earlier because our letter are limited only two letter in a week so just I am writing you please excuse me about write a letter too late. if I get farrowed I will write you again I thank you very much again

Yours truly

DETAINED WHEN
NEWLY MAIL
EXAMINED



Yolo County DIY History

www.yolocountyhistory.com

Yolo County DIY History is a digital repository that preserves and makes accessible to the public original content that has been digitized.

We invite you to become an active participant in preserving Yolo County's history! We are looking for dedicated volunteers to help us transcribe documents and materials in our collection!

Check out our website at www.yolocountyhistory.com for more information about how you can contribute!

Funding provided by the California State Library through a Library Services and Technology Act Staff Innovation Fund Pitch-An-Idea Grant.

