

STATE LIBRARIAN'S REPORT
January 24, 2011

This report is prepared bi-monthly in conjunction with the regular meetings of the Connecticut State Library Board. Items to be routinely covered include the following: the significant activities of the State Librarian and the staff, significant administrative decisions affecting the operation of the Library, status reports regarding in-progress activities, information regarding external events having an impact on the Library, media coverage of the Library, and information of general interest to the members of the Board.

The following report by the State Librarian, which will be included in the minutes of the January 24, 2011 meeting of the Board, covers the period of November 23, 2010 through January 21, 2011.

FINANCIAL REPORT

Attached to this report.

PERSONNEL REPORT

Vacancies (State Funded)

Library Specialist (Law/Legislative Reference)

Vacancies (Federal Funds)

Library Technical Assistant (WLSC)

Vacancies (Other)

None

POSITIONS FILLED SINCE LAST REPORT

None

STATE LIBRARIAN

Lafayette Street



The Department of Public Works selected an architect for the Lafayette Street project. On November 29 I attended a news conference at the church with Governor Rell where she announced that she would seek \$4 million in bond funds for the renovations of the building. The funds were subsequently approved at the December 10th Bond Commission meeting. There have been several recent reports that on December 30, 2010 former Department of Public Works Commissioner Raeanne V. Curtis named the building Rell Hall in honor of

Governor Rell.

Task Force to Study Converting Legislative Documents from Paper to Electronic Form

Board member John Barry, representing the House Clerk's Office, and I served on this task force. There were several meetings of the Task Force as well as public hearings. I was interviewed for a couple of articles – one on CTnewsjunkie.com and one in the CT Law Tribune. The Task Force received overwhelming testimony in support of continuing the

transcription of legislative public hearings. The Task Force made 30 recommendations in its final report. As was noted in the report, "conversion to a 'paperless' legislature is also a highly technical and complex subject that will need additional study . . . additional consideration of public access issues, and phased-in implementation."

100th Anniversary Event

The 100th anniversary celebration on November 30 went well and the evening reception was well attended. Board Vice-Chair Bob Harris and Board Member Joy Hostage and her husband were in attendance. Displays were set up in Memorial Hall, the Foyer, the Cafeteria, and the Law Reading Room. Of special note were the several volumes of the original blueprints of the building that were on display. There was also a very interesting slide show featuring many photographs of events that had taken place in Memorial Hall. This slide show, put together by Nancy Peluso will be shown at the Board meeting. I gave brief remarks on the history of the building prior to the opening of the third Supreme Court Session which was held in the Supreme Court Room.

Third Thursday Programs

The December program, "Bad Art, Good History" a history of the gubernatorial portrait collection presented by Museum Curator Dave Corrigan was broadcast on CT-N and has generated much positive feedback. We will try and get more of these programs broadcasted. The Third Thursday Programs for the winter and spring have been finalized. [A listing is included in your packet.]

Governor Malloy Visits the Museum

Governor Malloy's office contacted the State Library saying that he would like a portrait of Governor Wilbur Cross for his office. On January 13 Governor Malloy visited the Museum to look at the portrait that hangs in Memorial Hall and another that was in the Museum collection. The Archives had also provided a folder of photos of Governor Cross, which the Governor spent time going through. Governor Malloy, who seems very interested in history, also took the time to tour all of the galleries including the "dark zone". I also took the opportunity to provide him with an informational packet on the State Library. Dean Nelson, Dave Corrigan, Patrick Smith and Jane joined me in meeting with the Governor.

Library Services and Technology Act Reauthorized. IMLS Director Confirmed.

In the waning hours of the 111th Congress, the reauthorization of the Museum and Library Services Act, which includes the Library Services and Technology Act, received unanimous consent in both the House and the Senate. I had contacted all of our delegation urging their support. As chair of the Chief Officers of State Library Agencies Legislation Committee I worked to keep the chief officers informed and urging them to contact their Congressional delegations. President Obama signed the act into law on December 22, 2010. This 5 year reauthorization includes several changes that the Chief Officers had been seeking as well codifying the Laura Bush 21st Century Librarian program. The Senate also confirmed Susan Hildreth as the new director of the Institute of Museum and Library Services. These were both important and unexpected wins for the library community.

Committee/Commission Work:

Connecticut Civil War Commemoration Commission
CASE Broadband Study Committee
Lyrasis Finance Committee
Webwise 2011 Conference Planning

Presentations

I gave a presentation on the State Library to The Squires in West Hartford on December 17
Sharon Brettschneider led a presentation of our Results Based Accountability report card on iCONN before the Appropriations Committee

Conferences Attended

American Library Association Winter Meeting

DIVISION OF LIBRARY DEVELOPMENT

Library Service and Technology Act (LSTA)

Douglas Lord, LSTA Coordinator, conducted three LSTA workshops for potential grantees in November through early January. He also submitted the annual State Program Report required by the Institute of Museum and Library Services. The 83-page report details the use of LSTA funds in Connecticut for the fiscal year 2009 allotment. The report is posted in full on CT.WebJunction at <http://ct.webjunction.org/ct/lsta/-/articles/content/111676042>, and any Board member wishing a copy of the report, please contact Doug at (860) 704-2204 or dlord@cslib.org.

Services to Older Adults Roundtable: On November 16 Douglas Lord led a meeting of the Services to Older Adults Roundtable at the Huntington Branch Library in Shelton. Guest speaker Marcia Bernstein, LCSW discussed how libraries can help inform constituents about premature institutionalization, protecting assets, remaining eligible for Medicaid, and other long term care issues.

Publications:

LSTA 'best practice success story' on the Ferguson Library, Stamford's [Community Needs Assessment](#) project "Ferguson Library finds real people, real opinions, real needs"

LSTA 'best practice success story' on the West Hartford Public Library's [Project FAIR](#) that focuses on services to persons with disabilities.

Library Journal's Books for Dudes newsletter column: December 2: [Escape to Argentina!](#), and January 6: [New Year's Unresolutions](#).

ACCESS SERVICES

Space/Collections

In November, working with History & Genealogy and Archives, Ancestry.com began imaging a number of our archival collections which will be available to our users at 231 through Ancestry.com and residents throughout the state through iCONN. The technician has since resigned so we are waiting for the position to be refilled and the project to continue. The project is beginning with the 1917 Military Census.

The Commission on Official Legal Publications has offered us an extensive historical collection of the *Connecticut Law Journal*. We are working with them to fill in any gaps in our collection, and to insure that we have at least 2 copies of each issue.

To meet budget restrictions, staff worked closely with Collection Management to reconsider our serials collection, evaluating each title in terms of importance to our collection, is there a comparable online version, is it available at a nearby library, can we delay purchase for a year, etc. Collection Management prepared very detailed spreadsheets on the serial titles, making a complex and time-consuming process streamlined and manageable.

Patron Services

Due to a small and isolated asbestos removal project at the end of November, we were unable to use the secured reading area, or access the Probate Vault, for a few days. We couldn't provide aerial photographs to patrons, but all other archival use continued using the conference room as a secured reading area.

Staff worked very hard to make our 100th anniversary celebration successful. Please view our library blog page and enjoy all the images and information that was compiled for the day:

<http://cslibweb.wordpress.com/2010/11/30/100th-anniversary-of-the-opening-of-the-state-library-supreme-court-building/>

Staff

Law librarian Janis Lefkowitz retired as of Dec. 31, 2010. In June of 2009 we had 6 experienced law librarians serving on the reference desk. Now we have 2. We are utilizing and training librarians from other areas of the library including History and Genealogy, Government Information, and Public Records, and rely heavily on our excellent support staff to continue to meet library user demand. But this of course taxes all those other areas as well.

Janis's departure also resulted in reporting structure changes for some staff.

Outreach

Nov. 30, 2010, Nancy Peluso presented a workshop on Federal web sites to public librarians at the Middletown Library Service Center.

Dec. 13, 2010 Nancy Peluso attended a meeting of the DOIT users group with Sharon Clapp to present how we conducted our library web site usability testing last year, and how we are applying what we learned from the testing to our new web site.

Jan. 5, 2011, History and Genealogy Librarian Mel Smith was the featured guest on The Forget-Me-Not Hour (with Jane the Genealogist) found at 950 AM radio WHVW in Poughkeepsie.

Jan. 5, 2011, The State Library was acknowledged in a Hartford Courant blog posting shortly after Governor Malloy's inaugural address:

http://blogs.courant.com/capitol_watch/2011/01/the-dark-day-a-history-lesson.html

Jan. 9, 2011, the Meriden Record-Journal ran a front page story on replacing the state senator from the 13th district, Thomas Gaffey. The illustration for the article was a section of the state Senate map from the CSL page for "Find Your State Legislator":

<http://www.cslib.org/pathfinders/electionmaps/index.htm>

OFFICE OF THE PUBLIC RECORDS ADMINISTRATOR

Records Retention Scheduling: State Agencies

On November 22, Jeff Collins met with Lisa Fazzino from the Department of Transportation to discuss revising the DOT records schedules.

On January 4, Lizette Pelletier and Jeff Collins met with Laurie Fortin and Sara Ganzer from the Department of Environmental Protection regarding the records retention schedule for the Wildlife Division of the Bureau of Natural Resources.

Records Retention Scheduling: Municipalities

On November 30, LeAnn Power, Lizette Pelletier and Kathy Makover met with representatives of the registrars of voters and the Town Clerks Election Committee to revise *Schedule M6 Electors and Election Records*.

On December 14, LeAnn, Lizette and Kathy met with representatives of the municipal tax collectors and tax assessors to revise *Schedule M4 Taxation – Assessment/Collection Records*

LeAnn, Lizette and Kathy met with representatives of the registrars of voters and the Town Clerks Election Committee and Ted Bromley of the Election Division of the Secretary of the State's Office to revise *Schedule M6 Electors and Election Records*.

LeAnn, Lizette, Jeff and Kathy met with representatives of municipal public safety departments including police, firefighters and emergency personnel to revise *Schedule M7 Public Safety and Emergency Services Records* on January 3.

Training, Outreach & Site Inspections

The Office of the Public Records Administrator distributed a letter to all outgoing state agency heads reminding them of their recordkeeping responsibilities and offering guidance on how to manage records of outgoing employees on November 23.

The Office of the Public Records Administrator presented the twelfth in a series of workshops for town clerks, *Municipal Records Preservation: The Basics and Beyond*, through the Historic Documents Preservation Program, in conjunction with the Connecticut Certified Municipal Clerk Institute, on December 4. Presented by Donia Conn of the Northeast Document Conservation Center, the workshop included information on records materials, environmental control, storage and handling, security, microfilming, digitization, conservation, and disaster preparedness. LeAnn, Kathy and Lizette also attended the workshop.

LeAnn and Jeff presented a workshop to the Town of Wethersfield department heads on December 9. The topic was records retention and disposition with a focus on managing electronic records.

On December 15, Jeff and Lizette conducted a re-inspection of a proposed public records storage facility at Cheshire Correctional Facility.

On December 15, LeAnn was interviewed by Jessica Mulholland, *Governing* magazine Associate Editor, regarding an article Ms. Mulholland wrote, "Demystifying the Connecticut E-mail Quandary."

The Office of the Public Records Administrator sent a letter to Governor-elect Malloy advising him of his recordkeeping responsibilities and offering assistance with regard to records management on December 30.

Historic Documents Preservation Program

The Historic Documents Preservation Program awarded \$573,000 in targeted grants to 149 municipalities for records preservation and management projects for the FY 2011 grant year. Grants were awarded in the categories of Inventory & Planning, Organization &

Indexing, Program Development, Storage & Facilities, and Preservation & Conservation. Municipalities received grants of \$3,000, \$6,000 or \$9,000, for small, medium and large towns, respectively.

Grants staff prepared and submitted the annual report regarding the Grant Program to the Government Administration and Elections Committee as required by CGS §11-8m(b).

Disaster Planning A Lizette attended a meeting of the State Library's Disaster Planning Committee on November 29.

Lizette attended a meeting of the COSTEP-CT meeting on December 2. The group will be meeting with Region 2 FEMA staff members to learn more about recovery cost procedures. The committee is also planning for grant-funded roundtables on mutual aid to be held later this year.

Committees and Additional Staff Activities

LeAnn and State Archivist Mark Jones attended a press conference at the Hartford Public Library on November 17. Nine hundred boxes of Hartford's records dating from 1639 to 2005 were transferred to the Hartford History Center in the library. Stored in the town and city clerk's vault for more than 90 years, these documents were processed by archival consultant Wilson Faude. The City of Hartford was awarded four competitive grants through the Historic Documents Preservation Grant Program to accomplish this important project. These treasured documents will be preserved in a climate-controlled facility and will be made available to the public.

Lizette worked with the State Archives staff to submit information to the biennial survey on Archives and Public Records Programs for the Council of State Archivists.

LeAnn attended the 100th Anniversary celebration of the Supreme Court and State Library building on November 30.

LeAnn and Cherie Miles attended the Inauguration of Dannel Malloy at the William A. O'Neill Armory on January 5.

STATE ARCHIVES

Accessions:

Probate records:

RG 004:005, Barkhamsted Probate Court record books, 1843-1977, 19 volumes + index cards

RG 004:008, Bethany Probate Court record books, 1854-1958, 12 volumes; and files, 1884-1975, bulk, 1926-1975, 10 cubic feet

RG 004:013, Bozrah Probate Court files, to 1976, 8 cubic feet

RG 004:015, Bridgeport Probate Court files, 1916-1963, 42 cubic feet

RG 004:017, Bristol Probate Court files, 1920-1975, 65 cubic feet

RG 004:021, Canaan Probate Court record books, 1838-1941, 16 volumes

RG 004:027, Clinton Probate Court record books, 1862-1967, 13 volumes; and files, 1922-1979, 26 cubic feet

RG 004:031, Cornwall Probate Court record books, 1847-1972, 12 volumes

RG 004:040, East Granby Probate Court record books, 1865-1972, 13 volumes;and files, 1826-1976, 10 cubic feet

RG 004:049, Enfield Probate Court record books, 1831-1922, 25 volumes

RG 004:056, Granby Probate Court record books, 1807-1924, 16 volumes; and files, 1955-1975, 5 cubic feet

RG 004:059, Groton Probate Court files, 1868-1976, 34 cubic feet

RG 005:065, Hartland Probate Court record books, 1836-1967, 10 volumes +4 indices

RG 004:070, Killingworth Probate Court record books, 1834-1937, 10 volumes; and files, 1920-1972, 5 cubic feet

RG 004:072, Ledyard Probate Court files, 1837-1957, 12 volume + 11 indices;and files, 1900-1975, 13 cubic feet

RG 004:075, Lyme Probate Court record books, 1869-1976, 20 volumes

RG 004:076, Madison Probate Court files, 1834-1975, 38 cubic feet

RG 004:092, New Hartford Probate Court record books, 1827-1973, 21 volumes; and files, to 1976, 2 cubic feet

RG 004:095, New London Probate Court files, 1675-1930, 87 volumes

RG 004:098, Norfolk Probate Court record books, 1778-1978, 19 volumes

RG 004:102, North Stonington Probate Court record books, 1835-1970, 14 volumes

RG 004:104, Norwich Probate Court record books, 1748-1930, 154 volumes

RG 004:106, Old Saybrook Probate Court record books, 1859-1951, 15 volumes; and files, 1858-1976, 5 cubic feet

RG 004:118, Ridgefield Probate Court record books, 1841-9141, 28 volumes; and files, 1841-1975, 87 cubic feet

RG 004:120, Roxbury Probate Court record books, 1842-1952, 13 volumes; and files, 1927-1976, 2 cubic feet

RG 004:122, Salisbury Probate Court record books, 1847-1962, 39 volumes

RG 004:125, Sharon Probate Court record books, 1757-1924, 43 volumes

RG 004:137, Stonington Probate Court record books, 1767-1944, 49 volumes 22 indices; and files, 1866-1976, 8 cubic feet

RG 004:139, Suffield Probate Court record books, 1821-1924, 22 volumes; and files, 1897-1976, 16 cubic feet

RG 004:143, Torrington Probate Court record books, 1847-1935, 39 volumes; and files, 1881-1976, 55 cubic feet

RG 004:147, Voluntown Probate Court files, 1830-1889, 5 volumes

RG 004:150, Washington Probate Court files, 1832-1954, 35 cubic feet

RG 004:162, Winchester Probate Court record books, 1838-1924, 37 volumes

RG 004:164, Windsor Probate Court files, 1855-1973, 54 cubic feet

Other:

RG 002:025, Law Revision Commission records, circa 1978-2003, 131 cubic feet

RG 005:013, Lt. Gov. Michael Fedele records, 2007-2010, 16 cubic feet

RG 005:040, Gov. M. Jodi Rell records, 2004-2010, 801 cubic feet

RG 069:157, Aaron Hand Family letters, 1815-2008, 1 cubic foot

The Aaron Hand Family letters consist primarily of handwritten correspondence between Hand family members and relatives. Aaron Hand (1773-1832) and Tamar Platt Hand (1773-1854) were the parents of Bayard, Isaac, Lemuel, and Aaron Hicks. The bulk of the family correspondence is between Aaron Hicks Hand, his mother Tamar, and related family members. The correspondence was transcribed from 2007-2010 by the donor Mary M. Thacher and compiled into a bound volume which also contains family genealogy charts and transcripts of sermons, condolence letters, deeds, wills, and stories.

RG 069:158, Ruth Baker Stephan collection, circa 1942-1970, 1 cubic foot

The Ruth Baker Stephan collection consists primarily of correspondence Stephan received from military service members from greater Hartford during World War II. Stephan was a member of St. Paul's Methodist Church in West Hartford. She was involved with St. Paul's Wesleyan Service Guild which sent newsletters to military service members describing the church and activities; information received from and about members serving in the war; and general news. The collection also contains postcards, clippings, and photographs of military service members.

RG 154:003, Martin Luther King, Jr. Holiday Commission records, 1972-2000, bulk 1988-1994, 2 cubic feet

RG 166:005, 375th Anniversary Commission records, 2010, 1 cubic foot

Processing Completed:

Government Records Archivist Allen Ramsey completed processing the *Abele v. Markle* records in the Office of the Attorney General record group, 1947-1981, bulk 1970-1975, 4.75 cubic feet, which document the legal cases that led to Connecticut's anti-abortion law being ruled unconstitutional in 1972-1973; and the John J. McMahon papers, 1901-1954, bulk 1925-1926, 1.75 cubic feet, which document McMahon's military service in the Spanish-

American War and the Connecticut National Guard; and his membership and leadership in the First Connecticut Volunteer Infantry Veteran Association, Spanish-American War - 1898 and the United Spanish War Veterans, Department of Connecticut.

Finding Aids Online:

RG 009:006, Office of the Attorney General, *Abele v. Markle*, 1947-1981, bulk 1970-1975
RG 069:148, John J. McMahon papers, 1901-1954, bulk 1925-1926

Outreach:

On November 17, 2010, Public Records Administrator LeAnn Power and State Archivist Mark Jones attended the opening of the Hartford City Archives at the Hartford History Center in the Hartford Public Library. Jones had counseled the Hartford City Clerk many years previous to the opening, and grants from the Historical Documents Preservation Fund were used to hire an archivist to find and process records. The City Archives is now open and available to researchers.

On December 14, 2010, Assistant State Archivist Paul Baran attended a planning meeting at the Mansfield Historical Society for the Teaching American History workshop scheduled for February 1, 2011.

On December 29, 2010, State Archivist Mark Jones attended a meeting of the Disaster Task Force.

In December 2010, State Archivist Mark Jones and Damon Munz finished installing a two case exhibit in Memorial Hall: Activities in Memorial Hall. This was a retrospective to coincide with the 100th Anniversary commemoration of the State Library Building.

On January 7, State Archivist Mark Jones and Damon Munz installed a new exhibit in the two cases in Memorial Hall with the theme: Connecticut Gubernatorial Inaugurations.

MUSEUM OF CONNECTICUT HISTORY

School outreach programs are in full swing. Visits have been made to schools in towns including Enfield, Ledyard, Gales Ferry, Old Lyme, Newtown, New Milford, and a week in Wallingford.

Visits to the museum by Connecticut schools are on par with last year's numbers at this point. Many elementary schools are studying Connecticut history at this point of the school year and come to see our exhibits which fit in well with their curriculum.

LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED (LBPH)

Blind Rehabilitation Specialist from the Veterans Administration, West Haven came to LBPH for a service update and tour.

Paula McLean and Kathy Hotchkiss will be staffing an LBPH exhibit Friday, January 14, 2011 for the Connecticut Society of Eye Physicians Conference in Plainfield.

Bob Turo, a longtime staff member of LBPH passed away December 29, 2010. He contributed much behind the scenes to the library's operations that helped us to serve our many patrons so efficiently. He will be missed greatly by the staff and volunteers that admired his dedication and his wonderful sense of humor.

