

STATE LIBRARIAN'S REPORT  
July 26, 2010

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 July 26, 2010 meeting of the Board, covers the period of May 25, 2010 through July 25, 2010.

**FINANCIAL REPORT**

Attached to this report.

**PERSONNEL REPORT**

**Vacancies (State Funded)**

Librarian 1 (Public Services Unit) – Recruitment in process.

Storekeeper Assistant P-T (Records Center) – Recruitment in process

**Vacancies (Federal Funds)**

Library Technical Assistant (WLSC)

**Vacancies (Other)**

None

**POSITIONS FILLED SINCE LAST REPORT**

None

**STATE LIBRARIAN**

**100<sup>th</sup> Anniversary Committee.** A committee has been formed to plan for a celebration of the 100<sup>th</sup> Anniversary of the State Library and Supreme Court building. I chair a subcommittee that is planning for exhibits and tours of the building on December 1<sup>st</sup>. The subcommittee met in June and is working on some ideas for exhibiting various documents, photographs and artifacts relating to the history of the building. Of particular interest is the restoration of the architect's model of the building. The Connecticut Chapter of the American Institute of Architects (AIA) is being approached to see if they would assist in this effort.

**129 Lafayette Street.** On July 13 the State Bond Commission approved a request by the Department of Public Works for \$2.5 million to finance design and building improvements to 129 Lafayette Street. This funding will include electrical, mechanical, fire protection and code improvements as well as the engineering and design work for the entire renovation to serve as visible storage and study center for the Museum of Connecticut History and a practice facility for the Hartford Symphony. The total project is estimated at \$9 million. Work on the building has been ongoing since early spring.

## **Professional Activities**

**American Library Association Annual (ALA) Conference.** I attended (at my own expense) the Annual conference in Washington, D.C. June 25 – 29. I completed my first term on the ALA Council as the Councilor for the Association of Specialized and Cooperating Libraries Agencies (ASCLA), a division of ALA. I have been elected to a second term representing ASCLA. I also completed a term on the Committee on Legislation. I serve on the ALA Task Force to Examine the Impact of the Proposed Google Book Search Settlement On Libraries and the Public Library Funding & Technology Access Study Sustainability Task Force. All of which met during the conference. The Chief Officers of State Library Agencies (COSLA) met in conjunction with the ALA conference. I chair the COSLA Legislation Committee. One of the key things to come out of my legislative meetings was progress on new language relating to the reauthorization of the Library Services and Technology Act (LSTA). Digital Literacy will become a new emphasis for LSTA. Of course any hopes for additional funding are dim.

**Bill and Melinda Gates Foundation.** I attended (at the Foundation's expense) a convening of the US Library Program Partners at the Gates Foundation in Seattle on May 19-21 representing COSLA. The Foundation is seeking new ways to promote the sustainability of public access computing without a direct investment in libraries as they had previously done through their hardware grant program. It appears that they are interested in supporting the library community's development of benchmarks that libraries could use to meet and sustain a level of public access that supports the needs of their community. They are also working with COSLA, ALA, and the Institute of Museum and Library Services to develop new data collection elements to better report on public access computing activities and connectivity in public libraries.

**Lyrasis.** Lyrasis is a new organization that was created by the merger of 3 former OCLC regional networks – SOLINET, PALINET, and NELINET. NELINET served the New England region for more than 30 years. I am one of the first three people to be elected to the Lyrasis Board. The rest of the Board is made up of legacy appointments from the former network boards. I attended (at Lyrasis' expense) my first meeting July 6-8.

**Commission on Educational Technology.** I am completing my term as Chair of the Commission and cannot be reappointed, however I will continue to serve on the Commission.

## **ACCESS SERVICES**

### **Space/Collections**

- Shelving from newspaper room has been installed in front of stack level 3B for growth space
- The Connecticut town charters and ordinances collection has been moved to stack level 2A to allow growth room on 3A

### **Patron Services**

The new Proxy server debuted on May 28, allowing Connecticut residents with a State Library card to access many of our subscription databases from home. Patrons have been very enthusiastic and appreciative.

### Staff

- Jill Coghlan (Reference Librarian I) resigned effective 6/14, recruitment for replacement in progress.
- Jeannie Sherman from History & Genealogy area began cross training on the Balcony Desk in June

### Outreach

- On July 1, Carol Ganz presented a seminar to the Teaching American History Project Summer Institute at EastConn in Hampton. She explained the basics of genealogy, introduced resources especially useful for immigration studies, and gave them the chance to use documents in answering questions.
- On June 2, "Voices", the newspaper covering Southbury ran an article about Region 15 student's achievements in the Connecticut History Day competitions, and mentions their trip to the Library to research their projects.  
[http://www.zwire.com/site/index.cfm?newsid=20432932&BRD=1380&PAG=461&dept\\_id=157533&rfi=8](http://www.zwire.com/site/index.cfm?newsid=20432932&BRD=1380&PAG=461&dept_id=157533&rfi=8)
- On June 2, the Connecticut State Library Digital Collections were featured in an American Library Association blog <http://www.ilovelibraries.ala.org/diglibweekly/>
- Back in May, the Genealogy Gals blog, <http://genealogygals.com/blog/?p=1226> , included a very complimentary description of a visit to the History and Genealogy area
- A "Hartford Courant" article on June 22, 2010 p. B1, cites research from the Library:

"The Democratic-controlled state legislature voted Monday to override six of Republican Gov. M. Jodi Rell's vetoes, making her one of the most overridden governors of the past 70 years. The six overrides - on top of seven last year and three in prior years - bring Rell's total to 16 overrides in six years as governor. That places her right behind Gov. Lowell P. Weicker, an independent who lacked an automatic base of party support and endured 17 veto overrides. Rell now has surpassed all governors over the past 70 years, except Weicker, based on research from the Connecticut State Library."

## DIVISION OF LIBRARY DEVELOPMENT

### Continuing Education.

Kris Abery, CE Coordinator, organized the following workshops for Connecticut Library staff in June and July: *Using Widgets to Embed Library Resources*, *WordPress Websites*, *iCONN Database Training for Young Adult Librarians*, *Excel 2007 Part 1 & 2*, *PowerPoint 2007*, *Introduction to Publisher 2007*, *PowerPoint 2007*, *Camtasia Studio*; two sessions of *Magic Customer Service Phrases Library Personnel Need To Know In Spanish*, *Advanced Book Repair. Hardcover Techniques*, two sessions of *Writing for the Web*; *Using Widgets to Embed Library Resources & Enhance Services*; two sessions of

*Downloadable Audio Books* (presented by iCONN's Eric Hansen); two sessions of *Creating Smarter Surveys*; and *How the Americans with Disabilities Act Affects You* (coordinated by Mary Louise Jensen and Mary Engels in cooperation with the Connecticut Library Association).

Sharon Brettschneider and Stephen Cauffman presented a Ccar school webinar on July 20<sup>th</sup>. The one hour class went over procedures for the Ccar delivery system, answered questions from participants and reviewed the results of the recent Ccar survey. The survey found that based on the Ccar Schedule the average delivery time was 1.51 days (up from 1.42 in 2008). Based on business days it is 1.66 and based on calendar days it is 2.34. The results were consistent with the findings from 2008.

Douglas Lord, LSTA Coordinator, presented at the annual American Library Association Conference in Washington D.C. on the implementation and impact of the Connecting Family Caregivers grant awarded to four CT libraries by the Family Caregiving 101 web site ([www.familycaregiving101.org](http://www.familycaregiving101.org)).

Tom Newman, State Library Data Coordinator, developed short (10-15 minute) online tutorial versions of his recent workshops on *How to Make the Most of the Statistical Profile of Connecticut Public Libraries*; *Chart-Making Tips to Help You Make the Case For Your Library* and *Automatic Chart-Makers: the Quick and Easy Way to Make Charts for Your Library*. These tutorials are available on CT WebJunction. We have received very good feedback from librarians who have found them very helpful in taking advantage of all the data in the Statistical Profile for use in advocating for adequate funding.

Tom also created an online tutorial to assist public libraries with the *Annual Report and Application for State Aid*. The information on how to complete the report (due in November) went out to Library Directors at the beginning of July.

<http://ct.webjunction.org/ct/stats/-/articles/content/98120639>

### **Read to Grow**

Susan Cormier, Children's Services Consultant, is working with *Read to Grow* to set up a collaboration with public libraries. *Read to Grow* is a Connecticut nonprofit that seeks to build children's literacy beginning at birth. They distribute free books and literacy information to new parents in the hospital. The Division of Library Development (DLD) will be working with them to make a connection back to the parent's local public library for a continuing source of free books and other resources. They are beginning with a pilot program with Manchester Public Library, East Hartford Public Library, South Windsor Public Library and Rockville Library.

### **Friends**

The Friends of Connecticut Libraries (FOCL) Annual meeting was held on June 12<sup>th</sup> at the Cheshire Library. 80+ people attended to honor FOCL award winners, celebrate the 30<sup>th</sup> anniversary of the founding of FOCL, and pay tribute to Gil Alwang who is retiring from the board after 17 years. The featured author was Robert Kim Bingham, whose book *COURAGEOUS DISSENT* is the first book published about America's unsung diplomat hero Hiram (Harry) Bingham IV, the author's father, who was in charge of issuing visas to America and freedom while stationed as a US vice consul in Marseilles, just before World War II. The State Librarian read an official statement from Governor Rell in recognition of the FOCL's 30<sup>th</sup> anniversary.

## **Planning**

The DLD Planning Committee is continuing their work on a new long range plan for the Division. At each of the meetings the committee discusses a selection of “think pieces” that the staff have developed in response to the research and user feedback we have done. All of the pieces are available at: <http://tiny.cc/DLDplan>

The topics include:

- Future directions for iCONN
- Connecticut Reads: Convergence of e-Text, e-Audio, e-Content, Web, etc.
- Partnership between COSLA and the Library of Congress
- Public/School Partnerships
- Convergence of Electronic Content and Human Expertise
- Web Presence and Communication
- Children’s Services
- Services to Young Adults
- Older Adults Consultancy
- Small Public Libraries in Connecticut

## **Ccar**

The Connecticut (Ccar) Delivery system has been collaborating with other state agencies to distribute material to public libraries. Earlier this summer Ccar distributed publications and books from the Department of Environmental protection. Ccar also distributed material for the Department of Mental Health and Addictions Services. Every public library was sent a DVD “One Last Bet,” a documentary originally created for and aired on Connecticut Public Television. It presents a number of Connecticut gamblers with varying degrees of gambling problems and includes commentary from state and national experts in the field of problem gambling. The agencies are responsible for packaging and labeling the materials and for dropping them off at the Ccar facility at Van Block. From there they are sorted and delivered to libraries.

## **PUBLIC RECORDS ADMINISTRATION**

### **Records Retention Schedules – State Agencies & Municipalities**

- On June 16, LeAnn Power, Public Records Administrator; Lizette Pelletier, Public Records Archivist; Jeff Collins, Public Records Archivist; and Kathy Makover, Field Archivist, met with representatives from several state agencies to begin revising the *State Agencies’ Records Retention Schedule: S6: Data Processing Records*. Agency representatives were drawn from Central Connecticut State University, Connecticut State University System, Department of Environmental Protection, Department of Information Technology, Department of Public Safety, Southern Connecticut State University, University of Connecticut, and University of Connecticut Health Center.
- On June 17, Lizette and Jeff met with representatives of the Department of Public Utility Control (DPUC) to discuss revisions to the agency’s records retention schedules.
- On June 24, Lizette and Jeff met with representatives of the Department of Transportation (DOT) to discuss revisions to the agency’s records retention

schedules and other records management functions at DOT, including audits of agency programs, maintenance of engineering records, and retention of born-digital records.

- On June 28, LeAnn and Lizette met with a representative of the Office of the Secretary of the State, Legislation and Elections Administration Division, to discuss revisions to the *Municipal Records Retention Schedule: M6: Elections Records*.
- On June 29, LeAnn, Lizette, and Jeff met with representatives of the Department of Labor (DOL) to discuss revisions to the agency's records retention schedules.
- On July 8, Lizette and Jeff met with representatives of the Department of Correction (DOC) to discuss revisions to the agency's records retention schedules.
- The Office of the Public Records Administrator issued the following records retention schedules:
  - Schedule No. 10-2-1: Department of Banking – Government Relations and Consumer Affairs Division
  - Schedule No. 10-3-1: Department of Revenue Services – Administration Division/Records
  - Schedule No. 10-4-1: Connecticut State Library – Division of Library Development

### **Training, Outreach and Site Inspections**

- On May 14, LeAnn and Kathy reviewed the plans for Waterbury's temporary vault relocation, for the final phase of the Town Hall renovation, and sent a report to the city; the city responded with requested information on June 1.
- On May 25, LeAnn, Jeff, and Lizette conducted records management training for the Capitol Region Police Chiefs Association at the Rocky Hill Police Department.
- On June 8, as a member of the Town Clerk's Certification Committee, LeAnn assisted in administering and grading the Town Clerk's Certification exam at the Berlin Town Hall.
- On June 10, LeAnn presented a session on records retention and disposition of Tax Collector's records at the Fairfield County Tax Collector's Association meeting in Stratford.
- On June 16, LeAnn and Kathy reviewed the plans for HVAC installation for the Middlefield town clerk's vault, which were approved with revisions as recommended during prior reviews.
- On June 21, Jeff conducted a follow-up training session for the Writing for the Web workshop for 20 Connecticut State Library employees.

- On June 30, LeAnn presented a session on the Public Records program at the Tolland County Clerk's Association meeting in Vernon.
- On July 8, Kathy made site visits to the Torrington and Warren Town Halls to inspect recently constructed vaults prior to final approval by the Public Records Administrator. She inspected the town clerk and probate vaults in Torrington and the town clerk vault in Warren. She also provided recommendations regarding records retention, storage, and environmental monitoring issues.

### **Historic Documents Preservation Program**

- On June 17, the Historic Documents Preservation Program awarded \$507,000 in Cycle 1 Targeted Grants to 131 municipalities. 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. The Historic Documents Preservation Program is now in its tenth year and has awarded over \$10 million in grants to Connecticut municipalities for the preservation and management of historic documents.

### **Committees and Additional Staff Activities**

- On May 14, LeAnn attended a meeting regarding the statewide Pandemic Simulation. The simulation took place on May 19.
- Lizette continued her work in Disaster Planning and Emergency Management. On May 17 and June 21, she attended State Library Disaster Planning Committee meetings. On June 2 and July 7, she attended COSTEP-CT (Coordinated Statewide Emergency Preparedness) meetings. On June 16, she led a meeting for the members of the Intergovernmental Preparedness for Essential Records (IPER) instructional team, including representatives from the Department of Administrative Services (DAS) and the Department of Information Technology (DOIT). She is continuing to work closely with staff from the Council of State Archives (CoSA) on the local arrangements for the Train the Trainer workshop to be held August 30, 2010 to September 1, 2010, in Hartford.
- On May 18, LeAnn attended the second meeting of the Real Property Electronic Recording Committee which is chaired by the State Librarian. Lizette and Kathy were also in attendance.
- On May 21, LeAnn, Lizette, and Kathy attended the State Historical Records Advisory Board (SHRAB) meeting.
- On June 15, LeAnn attended the ARMA CT Chapter meeting which included a tour of the Mark Twain House and archives.

## **STATE ARCHIVES**

### **Archival Outreach and Special Projects**

**June 2:** Several library, museum and archival professionals from Connecticut met to form a Connecticut branch of the Coordinated Statewide Emergency Preparedness group. Representatives from FEMA attended the meeting. State Archivist Mark Jones and Public Records Archivist Lizette Pelletier represented the State Library.

**June 30:** State Archivist Mark Jones and Cynthia Roznoy, Curator from the Mattatuck Museum, met to discuss the joint exhibition on the WPA's Federal Art Project (FAP) in Connecticut and the outline of a book proposal for a history of the CT FAP.

**June 30:** Assistant State Archivist Paul Baran conducted a Teaching American History workshop using copies of historical records in the State Archives. The meeting was held at the Connecticut Historical Society. EASTCONN sponsored the workshop. Archivist Allen Ramsey also attended.

**July 12:** State Archivist Mark Jones represented the State Library at a meeting of the Hartford Historical Center Advisory Committee, Hartford Public Library, in the Center's reading room.

**July 14:** State Archivist Mark Jones convened a meeting of a subcommittee of the Connecticut State Historical Records Advisory Board with the State Librarian to discuss the issues of access to modern public records. Assistant State Archivist Paul Baran and Archivist Allen Ramsey also attended.

### **Publications and Exhibits**

**Presidential Signature Exhibit:** State Archivist Mark Jones and Library Aid Damon Munz installed a new set of Presidential signatures in an exhibit case in Memorial Hall. In the wooden case, they installed an exhibit centering on President James Knox Polk and the reactions of the state's two political parties (Democrat and Whig) to the Mexican-American War, 1846-1848.

The Spring Issue of *Connecticut History* published by the Association of Connecticut History contains an article by State Archivist Mark Jones, "They Stood Side by Side with White Troops': Integration of the Connecticut National Guard, 1939-1949."

### **Accessions**

#### **Probate Records:**

As a result of the contraction of Probate Districts mandated by the General Assembly, the Office of the Public Records Administrator and the State Archives have worked with the Probate Administrator's Office to determine what records will be brought into the State Archives from the merging districts. Staff from both sections of the Library attended Probate Clerk Roundtables to describe the procedures for preparing record books and boxes of estate papers for transfer to the State Archives. During this reporting period, Todd Gabriel and other staff have picked up and transported to the Van Block facility the following:

RG 004:018: Brookfield Probate Court record books, 1851-1947, 13 volumes and probate estate files, 1851-1976. 5 cubic feet.

RG 004:096: New Milford Probate Court record books, 1804-1894, 12 volumes.

RG 004:128: Simsbury Probate Court record books, 1769-1942, 52 volumes.

RG 004:129: Somers Probate Court record books, 1834-1947, 16 volumes.

RG 004:134: Stafford Probate Court record books, 1759-1935, 40 volumes.

When accessions from the courts are completed, this will be one of the most significant intakes of historical records in the State Library's history.

**Other:**

RG 011, Insurance Department, Legal Division, NAIC accreditation files, 1998-2002, 2 cu. ft.

RG 070:082: Groton First Congregational Church record books, 1727-1893, 4 volumes.

Picture Group 160, Connecticut Floods and Hurricanes, 1955 flood in Ansonia, 26 b&w photographs.

**MUSEUM OF CONNECTICUT HISTORY**

**Education Highlights:**

School outreach programs have concluded for the 09/10 school year. The numbers have been tallied and are:

46 school districts visited  
113 programs presented  
2113 students taught

Average of 3 programs per visit to each school.

17% increase in the number of students taught compared to 08/09 school year.

School visits to the museum increased 15% compared to 08/09. 18,120 children came through our doors in 09/10.

Summer outreach programs have begun. Patrick will be visiting 10 libraries this summer.

**Exhibits**

From Frisbie to Frisbee. Dave Corrigan curated a special exhibit for Museum Open House Day featuring materials from the Frisbie-Frisbee Family Association of America Collection which came to the State Library upon Nora Frisbie's death. Ms. Frisbie researched and collected papers, newspaper clippings, photographs and objects relating to the Frisbee flying disc as well as the Frisbie Pie Company. The exhibit continues through the summer.