

STATE LIBRARIAN'S REPORT

July 23, 2012

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 23, 2012 meeting of the Board, covers the period of May 29, 2012, through July 22, 2012.

FINANCIAL REPORT

Attached to this report.

PERSONNEL REPORT

Vacancies (State Funded)

State Library Division Head

Librarian 1

Part time Library Technical Assistant (Law Leg Ref)

(7 full time vacancies: Library Specialist can be refilled w/ OPM approval.

**Fiscal and HR positions to be abolished (cannot abolish at this time, to keep authorized count correct)*

Library Specialist (Library Consultant) Dept. of Library Development)

*Fiscal Administrative Supervisor (Fiscal)

*Fiscal Administrative Officer (Fiscal)

*Fiscal Administrative Officer (Fiscal)

*Fiscal Administrative Assistant (Fiscal)

*Administrative Assistant (Human Resources)

*Principal Human Resources Specialist (Human Resources)

Vacancies (Federal Funds)

None

Vacancies (Other)

None

POSITIONS FILLED SINCE LAST REPORT

None

Office of the State Librarian

USS Connecticut

I have signed a Work For Private Party (WFPP) agreement with the Navy to have a curator from the Office of Curator of Ship Models come to the State Library to oversee the move of the model into Memorial Hall, clean the model and do needed repairs to the display case. The Navy requires payment in advance. The estimated cost is \$3,500 and will be covered by the Judicial Branch. A private moving company will do the actual move.

Food Day

I have been working with the League of Women Voters of Connecticut Education Fund to promote Connecticut Food Day which will be held on October 24. A joint letter from the President of the League and me went to each library encouraging them to provide programs on Connecticut agriculture and aquaculture during the month of October. In cooperation with the State Archives, I am developing a photo and digital exhibit featuring photos and documents relating to the food theme.

Online Regulations

I have been asked by the Governor's office to serve on the Regulations Modernization task force which was established as part of Public Act No. 12-92 An Act Transitioning the Regulations of Connecticut State Agencies to an Online Format. This is a recognition of the State Library's role in the preservation and authentication of electronic state information.

Professional Activities

Attended, along with Doug Lord, *Bold Visions & Collective Capacity for Transformative Library Services*, a preconference at the American Library Association's annual meeting sponsored by the Bill & Melinda Gates Foundation and the Chief Officers of State Library Agencies.

Completed my second 3 year term on the American Library Association Council as a Division Councilor representing the Association of Specialized and Cooperative Library Agencies. I declined running for a 3rd term.

Presented remarks at the dedication of the Avon Public Library's expanded facility.
Attended the annual meeting of the Friends of Connecticut Libraries.

Division of Library Development (DLD)

Mary Engels, Gail Hurley and Susan Cormier are helping to coordinate a new initiative of the Division of Library Development to have DLD staff visit public libraries across the state to promote the division's services and gather information from library staff about the challenges they face in providing service to their communities. DLD staff will bring the libraries promotional material about all State Library services. They will visit 40 libraries over the next 2 months. They have identified libraries that have minimal funding from their communities and who they feel need more support from the division. This initiative is a direct result of the DLD Strategic Plan which was approved by the State Librarian in June.

Continuing Education

Kris Abery coordinated the following workshops:

Intermediate WordPress for Websites; Tech Tools Update; Accidental Marketing Librarian; and Outlook: It's More Than Email. Two OCLC/WebJunction Webinars were also offered: *Grant Writing for Libraries Serving Children* and *Bridging the Digital Divide with Mobile Services.*

Kris worked with Tom Newman to create the new Advocacy page on WebJunction.

<http://www.webjunction.org/content/webjunction/partners/connecticut/ct-topics/advocacy.html>

Once again this is a direct result of the DLD Strategic Plan.

Library Services and Technology Act (LSTA) Program

Douglas Lord coordinated the submission of Connecticut's LSTA Five Year Plan to the Institute of Museum and Library Services by the June 30th deadline. The Plan specifies the areas of focus for federal LSTA funds for the years 2013-2017.

The 2011-2012 sub grant cycle is complete, though two projects, Hartford's multilingual and West Hartford's Community Needs Assessment, have received extensions and will end in September 2012.

The 2012-2013 sub grant cycle has begun. One awardee, the Darien Library, decided not to pursue its \$3,000 Every Child Ready to Read contract.

The LSTA program, specifically the 2010-2011 disabilities grants from West Hartford and Naugatuck, received good PR at the CLA conference, the recap of which has been published at [CLA Today](#).

Outreach

- Mr. Lord was a member of the 4th Annual Librarian Shout'n'Share panel at **Book Expo America** on June 6th as *Library Journal* columnist

Publications:

- *Library Journal's Books for Dudes* newsletter column: 7/3: [Books for Dudes: Men in Captivity, Ode de Bradbury & Heavy Metal for the Coffee Table](#)
- *Library Journal's Books for Dudes* newsletter column: 6/11: [Books for Dudes: "Disparate" Reads from Glocks to Artisanal Pencil Sharpening](#)

Access Services

Space/Collections

The Department of Economic & Community Development, Office of Culture and Tourism presented CSL with 4 boxes of material they discovered while cleaning their offices.

To accommodate the growth of our U.S. Supreme Court Records & Briefs collection we are preparing to move our town documents collection from level 7A to 4B, approx. 1000 linear feet. CSL is one of only 10 depositories of printed Supreme Court Briefs in the country.

In our ongoing efforts to provide space for core collections, the collection of other states (except for New England, CA and NY) Attorneys Generals Opinions housed at the Van Block Facility will be offered back to their home states.

Patron Services

A reference inquiry was received from the staff of "Who Wants to be a Millionaire" TV show to confirm a Connecticut legal question.

We received a reference inquiry from "Mysteries at the Museum" TV show.

Patrons are very appreciative that we installed 2 more public access scanners for their convenience.

Outreach

During the last week in May, the Public Library Association's Facebook page featured this 1909 photograph of State Library staff at the Cornerstone ceremony for our building.



The State Library was acknowledged by the Wethersfield Historical Society for our assistance in the Burying Ground Digitization Project for the Wethersfield Ancient Burying Ground and Village Cemetery. <http://www.wethhist.org/burying-ground.htm>

Nancy Peluso submitted our Federal Depository Library Program (FDLP) Library Forecast and the FDLP State Forecast as required by the Superintendent of Documents. The Federal Depository Libraries in Connecticut are now working on our State Focused Action Plan which includes the goals that we plan to implement in the next 5 years.

Collection Management

Library Materials Budget

At the end of April, an allotment adjustment request transferred \$419,000 to the Library Materials budget. This allocation eliminated a projected deficit in the library materials account. Expenditures for the fiscal year totaled \$777,850.

Collections

In the last two months of the fiscal year, some essential new library material purchases were made including updating our collection of Civil Service Exam Study Guides. Essential historical monographs and genealogies were purchased. Serial renewals starting in July were processed for payment to avoid any lapses in subscriptions. Back volumes and updates to West Reporters and LexisNexis treatises that we postponed until funds were available, were purchased at a considerable discount. In electronic resources, we acquired the Making of Modern Law Digital Collections from Gale Cengage Learning, a fully searchable online collection of legal treatises, historical records and works from the 17th century to the beginning of the 20th century. We also placed a new subscription to CCH (Commerce Clearing House) Labor and Employment Law Suite Online and in doing so shifted several CCH subscriptions from loose leaf to online services.

The links from the Legislative History Index at <http://www.cslib.org/leghis.asp> to specific pages in the complete document in CONTENTdm have been restored!

Presentations/Meetings

Jane Cullinane attended the *Building a Disaster Response Network Mutual Aid* workshops <http://www.conservationct.org/node/39>

Christine Pittsley, participated in a Google Group discussion on Digital Humanities with colleagues from different locations about digital humanities projects. Other participants included Michael Howser, University of Connecticut Libraries MAGIC; Anna Kijas, University of Connecticut Libraries; Roger Travis, Associate Professor of Classics, University of Connecticut; Jon Voss, Strategic Partnerships Director at HistoryPin.

You can watch the discussion on YouTube

http://www.youtube.com/watch?v=WlUhdK3DOSU&feature=player_embedded

Archives

Accessions:

Probate records:

RG 004:042, Chatham (East Hampton) Probate Court probate files, 1882-1976, 24 cubic feet.

RG 004:066, Harwinton Probate Court wills, circa 1830-2010, 2 cubic feet.

RG 004:074, Litchfield Probate Court wills, circa 1830-2010, 14 cubic feet.

RG 004:088, Naugatuck Probate Court probate files, 1929-1982, 20 cubic feet.

RG 004:117, Redding Probate Court record books, 1827-1948, 17 volumes; Samuel L. Clemens will and trust accounts, 1909-1963; Mark Twain Foundation trust accounts, 1986-1997.

RG 004:135, Stamford Probate Court probate files, 1937-1943, 62 cubic feet.

Other:

PG 570, Photograph of unidentified tour group at Devil's Den, Gettysburg, Pennsylvania, circa 1897.

RG 026, Division of Special Revenue, Gaming Policy Board meeting minutes and recordings, 1971-2011, 8 cubic feet; hearing decisions, 1984-2010, 16 cubic feet.

RG 062:044, Town of East Haven military discharge papers, 1898-1956, bulk 1917-1956, 1 folder.

RG 062:152, Town of Waterford military discharge and separation papers, 1861-1985, 12 volumes; certificates of attachment, 1854-1930, 3 volumes.

RG 069:161, Irving J. Stolberg Papers, circa 1968-1994, 35 cubic feet. Irving J. Stolberg (1936-2009), a Democrat, served in the Connecticut House of Representatives from 1971-1991 representing New Haven's 93rd District. He served as Speaker of the House from 1983-1984 and 1987-1988.

Finding Aids Online:

RG 004:109, Plainfield Probate Court, 1747-1854

RG 004:110, Plainville Probate Court, 1910-1974

RG 004:111, Plymouth Probate Court, 1833-1985, bulk 1833-1976

RG 004:112, Pomfret Probate Court, 1742-1976

RG 004:113, Portland Probate Court, 1802-2001, bulk 1824-1975

RG 004:117, Redding Probate Court, 1827-1997

RG 004:118, Ridgefield Probate Court, 1841-1975

RG 004:120, Roxbury Probate Court, 1842-1992, bulk 1842-1976

RG 074:071, Robert Hilands McKeon Genealogical Papers, circa 1990-1997

Outreach:

The State Archives loaned six travel logs kept by William J. Hickmott, Jr. between 1905 and 1917 to the Hartford History Center for display in the exhibit, "There's a Map for That!" The logs document Hickmott's travels by motor car.

Assistant State Archivist Paul Baran presented a Teaching American History workshop at Mashantucket Pequot Museum and Research Center (MPMRC). MPMRC staff also led activities for the workshop that centered on State-Tribal relations. Government Records Archivist Allen Ramsey also attended.

State Archivist Mark Jones attended two of the five mutual aid conferences held throughout the state from June 25-27. These were funded by a grant to the State Library from the National Historical Publications and Records Commission (NHPRC) on behalf of the Connecticut State Historical Records Advisory Board (SHRAB). This is another grant to the Board from NHPRC and sought to give repositories who participated in a needs assessment during the previous grant, an opportunity to hear more about disaster plans and mutual aid in case of disasters. The workshops were sponsored not only by the SHRAB but also by the Coordinated Statewide Emergency Preparedness for Connecticut (COSTEP-CT) organization. Kathy Craughwell-Varda of Conservation Connections and Lori Foley of Heritage Preservation, were the consultants hired to plan, take care of the registration, make arrangements for and to run the workshops. Jane Cullinane and Lizette Pelletier of the State Library were speakers. These meetings were well attended and resulted in many questions and interesting discussions. After the final workshop at the Mashantucket Pequot Museum, members of the SHRAB and COSTEP-CT met with the consultants to discuss workshop evaluations received and next steps for the two organizations.

State Archivist Mark Jones met in Essex with Cynthia Roznoy of the Mattatuck Museum in Waterbury, Debbie Edward who has been doing field work, and Amy Trout of the Connecticut River Museum in Essex to discuss the forthcoming exhibit on the WPA/Federal Art Project in Connecticut and the book about the same subject that Wesleyan University Press is interested in publishing. Since the WPA Art Inventory Project started, the State Library has collaborated with the Museum on both the exhibit and the book. On June 4th, Mark Jones and Cynthia Roznoy went to Middletown to meet with Peter Smathers of the Wesleyan University Press to discuss the book and to learn about the process for printing and publishing that the press will follow. Now all that is needed is for the Museum to hand the manuscript to the Press. The book will contain biographies of the artists that are on the Connecticut State Library WPA web site.

Office of the Public Records Administrator

Records Retention Schedules

LeAnn Power, Lizette Pelletier and Kathy Makover met with the M7 Committee to review the most recent draft of the schedule for public safety and emergency services on June 18.

After completing reviews and revisions, the Office of the Public Records Administrator issued the following records retention schedules:

- 12-10-1 Office of the State Comptroller - Retirement Services Division

- 12-11-1 Department of Labor - Unemployment Insurance Tax Division - Merit Rating Unit
- 12-12-1 Office of Consumer Counsel
- State of Connecticut Records Retention Schedule M4: Assessment and Tax Collection Records

Training, Outreach & Site Inspections

Kathy made a site visit to the Bozrah Town Hall to perform the final inspection on the newly renovated town clerk's vault and to review other records storage areas. The renovated vault provides much improved records storage conditions as well as expanded space. The vault was approved based on the architect's certification and the on-site inspection.

LeAnn and Lizette presented a records management training session at the Tax Collectors Spring Meeting at the Aqua Turf Country Club in Southington. The session included a review of the recently issued M6 retention schedule for assessment and tax collection records.

LeAnn and Lizette, along with records management consultant Peter Bartucca, presented a records management training session at the Tax Assessors School at the UConn Storrs campus. The session included a review of the recently issued M6 retention schedule for assessment and tax collection records.

LeAnn and Lizette presented a records management training session at the Networking & Professional Development Conference for Higher Education held at Manchester Community College.

Historic Documents Preservation Program

Grants totaling \$579,000 were awarded on June 25th to 118 municipalities for records projects in the areas of inventory and planning; organization and indexing; program development; storage and facilities; and preservation/conservation. Grants were awarded in the amounts of \$4,000, \$6,500 and \$9,500 for small, medium and large towns, respectively, based on population size. Grant contracts are now being processed for these awards, which fall under Cycle 1 of the FY13 grant program. Cycle 2 applications are being accepted through September 30.

Disaster Preparedness

Lizette, Preservation Librarian Jane Cullinane and Peggy Zabawar, conducted the Records Emergency Preparedness and Response [REPR] course for 30 state and municipal records custodians. The course is part of the Intergovernmental Preparedness for Essential Records [IPER] project. Participants learned about the benefits of records emergency planning; how to relate records emergency planning to the Continuity Of Operations Plan (COOP) and procedures; plan, develop, analyze, test a records emergency action plan; assess the damage to records after an emergency and implement a response; and identify federal, state, and local resources and the availability of intergovernmental personnel and support. Jane provided her expertise on records recovery. Peggy is an Organizational Development & Training Specialist involved in statewide COOP development in the Department of Administrative Services.

Lizette gave a presentation on the work of the Coordinated Statewide Emergency Preparedness [COSTEP-CT] group and the State Historical Records Advisory Board [SHRAB] at two of a series of workshops on mutual aid among cultural institutions during a disaster from June 25-27 and funded by a grant from the National Historic Publications and Records Commission [NHPRC]. She also participated in the post-workshop debriefing meeting with Jane Cullinane and Mark Jones held at the Mashantucket Pequot Museum in Stonington on June 27.

State Records Center

Doug Yaeger and Mike Soltesz accessioned 1,417 cubic feet of agency records; deaccessioned 302 cubic feet of agency records; processed 827 reference requests; and processed 739 re-files and inter-files.

Committees and Additional Staff Activities

Kathy attended the Capability of Self-Assessment webinar on “Preserving Email” which included presentations by representatives from several states regarding their current practices and recommendations in this area.

LeAnn assisted other town clerks in the administration and grading of the Connecticut Town Clerk’s Certification exam held at the Newington Town Hall.

Lizette met with the State Archives staff to assist with completion of the Digital Preservation Capability Self-Assessment for the Council on State Archives.

LeAnn attended the Connecticut Chapter of the Association of Records Managers and Administrator’s meeting in New Haven. The meeting included a tour of the Yale Campus and included the Beinecke Rare Book and Manuscript Library.

LeAnn attended a Management Advisory Committee (MAC) meeting held at the Veteran’s Home. OPM Secretary Ben Barnes spoke about the current fiscal budget.

Lizette attended the CoSA webinar on “Managing Records Center Operations” which included presentations by a representative from the Michigan State Records Center and a records manager for a law firm who worked on the 2011 American Records Management Association (ARMA) publication, *Records Center Operations*, 3rd ed. They discussed current practices and best practice recommendations.

Lizette and Paul Baran from the Archives staff met with Lisa Fazzino, Records Management Liaison Officer (RMLLO) from the Department of Transportation and Brad Overturf, and Eric Turner, from UConn regarding disposition of old photolog roadway film images that were converted to 4K digital image files.

Kathy met with the architect handling the geothermal installation project for the Tolland Town Hall to review the plans as they affect the town clerk’s vault. The work affecting the vault has been modified to meet the vault regulations, ensuring that the installation will not compromise the integrity of the vault or its fire rating.

Museum of Connecticut History

Patrick presented “A Pop History of Connecticut” at this season’s final Third Thursday lunchtime lecture series in June. The “Pop History” was a look at the past and present of soda making and bottling in Connecticut. About 30 people attended and enjoyed samples of Connecticut made sodas after the program. CT-N also video-taped and aired the talk.

School year outreach programs wrapped up in June. Patrick presented 112 programs at schools throughout the state.

Summer outreach programs have begun with visits thus far to Willimantic and Rocky Hill.

Patrick is collaborating with the Judicial Branch for their annual “Day Trips with Kids” in July and August. This year the museum will be offering a shortened version of “Connecticut Invents” to attendees of all ages. This will be a 30 minute hands on discovery of Connecticut inventors and inventions.

Library for the Blind and Physically Handicapped

The National Conference of Librarians Serving the Blind and Physically Handicapped sponsored by the National Library Service was held May 19 – 24, 2012 in Newport, RI. Kathy Hotchkiss and Carol Taylor attended the pre-conference on the production of digital cartridge books by local recording programs. Gordon Reddick, Mary Minow, Paula McLean and Carol attended portions of the rest of the conference. Carol was a panel presenter on the topic of “The Partnership Imperative: High Level, High Energy and High Expectations”, sharing about the types of partnerships Connecticut State Library – Library for the Blind and Physically Handicapped has created and sustained over the years.