

STATE LIBRARIAN'S REPORT
March 22, 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 March 22, 2010 meeting of the Board, covers the period of January 26, 2010 through March 21, 2010.

FINANCIAL REPORT

Attached to this report.

PERSONNEL REPORT

Vacancies (State Funded)

Fiscal Admin Manager 1 (Administrative Services)

Vacancies (Federal Funds)

Library Technical Assistant (WLSC)

Vacancies (Other)

None

POSITIONS FILLED SINCE LAST REPORT

Librarian 1 (Archives)

STATE LIBRARIAN

DIVISION OF LIBRARY DEVELOPMENT

Douglas Lord, LSTA Coordinator, conducted 14 LSTA workshops and webinars for potential grantees between November and February. Total attendance was 65 librarians and staff from 34 libraries. The deadline for LSTA grants passed on March 5; the State Library received 10 applications from 15 libraries totaling \$195,721. Staff will review the grants and bring recommendations for funding to the May State Library Board meeting. Friends of Connecticut Libraries (FOCL)

The Middletown Library Service Center (MLSC) hosted a workshop for FOCL on Saturday, March 6th. 35 attendees heard presentations on the Next Generation of Friends, things your treasurer should know and Book Sales. Mary Engels, Director of MLSC, helped coordinate the program with FOCL.

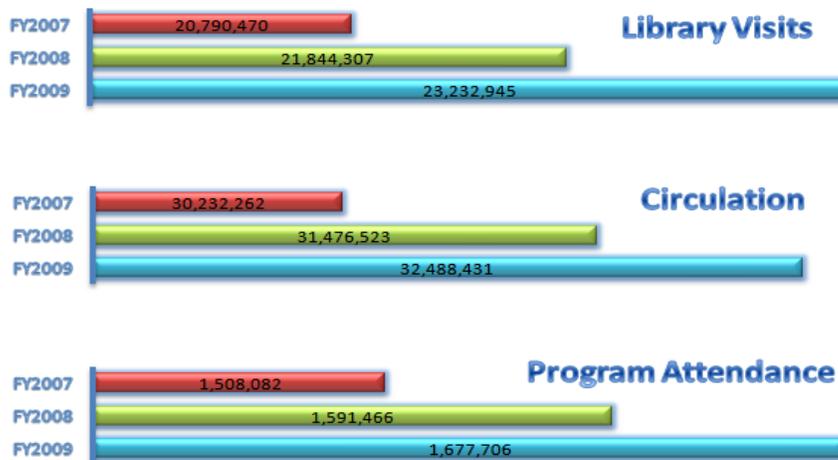


Snapshot Day

Libraries all over Connecticut took a 'snapshot' – collecting information to capture the impact that Connecticut libraries have on their communities on a typical day. 80,616 people walking through the doors of Connecticut's libraries in just one day. Go to the <http://snapshotctlib.wordpress.com/> to find statistics, patron comments, and success stories. Mary Engels and Mary Louise Jensen are members of the CLA Publicity Committee that coordinated this effort. Tom Newman, State Library Data Coordinator, set up the survey and compiled the results.

Tom Newman has written several Excel "automatic chart-makers" that allow public libraries to create charts for self-evaluation, comparison, and advocacy without any real knowledge of Excel. These charts, that are available online, can then be copied for inclusion into documents and presentations. All the statistics that make these charts possible come from the annual Statistical Profile of CT public libraries. Check out your own library by using the charts at: <http://tiny.cc/chartmaker>

In the age of Google, do people still use the library? Tom Newman has compiled the following chart from the last three years of public library statistics to prove that indeed they do.



On February 17th, Mary Louise Jensen coordinated a workshop for libraries eligible for Rural Development grants through the United States Department of Agriculture. These grants will pay for construction, computer and even books. There is only \$500,000 available for Connecticut, Rhode Island and Massachusetts.

The Division of Library Development continues work on their strategic Planning. All five focus groups have been conducted. Notes from the focus groups are available on our website at: <http://ct.webjunction.org/ct/dldplanning/-/resources/bparticles>

The State Library has agreed to partner with the Connecticut Collaborative for Teaching with Primary Resources in a grant application to the Library of Congress. The lead agencies are the Fairfield Museum and History Center and Fairfield University. The grant will fund development of teacher training and identification of primary resource for Connecticut. The State Library agreed to participate in training related to our digital resources, the Treasures of Connecticut Libraries and iCONN. We also agreed to publicize activities and other training related to the grant project. Connecticut History Online is also a partner in the Collaborative.

ACCESS SERVICES

Space/collections

- Newspaper move complete. A total 379 boxes of hardcopy newspapers were processed and moved to Van Block. All 21 staff members who collaborated on this project were thanked with a pizza party on 2/9.
- We began convening meetings for all staff that are responsible for shelving:
 - Began an analysis of the entire stack area to determine space needs.
 - All weeding has been temporarily halted
 - Consolidated and moved the reshelving areas on level 3 to meet immediate space demands.
 - Began a relabeling project on level 1 to replace faded labels.
 - Put up new stacks directories on each level
- Initiated an ambitious group project to file 50 boxes of supporting material into the permanent Legislative Bill files on level 7 by July 4.

Patron Services

- In response to patron inquiries, we've installed Open Office on all of the public access computers to provide basic word processing functions.
- In response to patron inquiries we convened discussions to initiate digital document delivery
- Public Access services staffed worked closely with Collection Management to insure access to the proxy server will be painless to the majority of patrons.

Staff

- Griselle Colon has been added to the law reference desk rotation to answer phones, assist with photocopying, provide directions etc.
- H & G staff have cleared out Richard Roberts old office

Outreach

- Bernadette Bartlett, the Michigan Documents Librarian from the Library of Michigan visited on 3/1 to speak with Steve Rice about the CT digital archive.
- Nancy Peluso gave a presentation about the State Library to the Tolland Congregational Church Retired Men's Club on 3/1
- Janis Lefkowitz and Nancy Liefkort gave tours to over 100 new legislative interns during 4 sessions 1/27, 1/28, 2/2, 2/4
- Nancy Liefkort hosted 3 Dept. of Public Health employees and explained our services and resources.
- We participated in Snapshot day 2/18/2010. [see separate page]

PUBLIC RECORDS ADMINISTRATION

Meetings

On **January 13**, the *Targeted Grants: Application and Guidelines* for FY 2011 Historic Documents Preservation Grants were available to all municipal CEO's and town clerks. Municipalities have been encouraged to apply by the Cycle 1 deadline of April 30. Kathy Makover has been working with staff from the Attorney General's Office to develop contract templates, which would allow for a more efficient contract approval process.

On **January 20**, Public Records staff presented a training session for newly elected Town Clerks. LeAnn Power spoke on records retention/disposition and responsibilities of the public records office. Lizette Pelletier and Kathy Makover presented information on the Historic Documents Preservation Program and the application process. The session was part of a full-day workshop sponsored by the Town Clerk's Association and held at the Legislative Office Building in Hartford.

On **January 22**, Public Records Archivist Lizette Pelletier met with the Disaster Planning Committee to discuss records salvage priorities and building security procedures.

On **January 28, February 4, February 18, February 25, March 4** and **March 11**, LeAnn Power attended the New Manager's Orientation training program sponsored by the Department of Administrative Services. The training sessions are held at the Department of Higher Education on Woodland Street in Hartford. A variety of topics are covered such as Management in State Government, Introduction to Labor Relations, Overview of ADA, FLMA and Worker's Compensation, State Ethics Laws, Dealing with the Media, Freedom of Information, and the Role of CHRO and Affirmative Action.

On **January 29**, LeAnn Power, Lizette Pelletier, and Jeff Collins attended a meeting at the State Capitol with State Archivist Mark Jones, Assistant State Archivist Paul Baran and Denise M. Jones, Director of Constituent Services, and Meg Riding, Executive Secretary and RMLO for the Office of the Governor, to discuss the upcoming transition of power, including revisions to the records retention schedule and procedures for transferring records to the State Archives.

On **February 17**, LeAnn, Lizette, Paul Baran, Jeff Collins, Kathy Makover and Bonnie Bennet from Probate Court Administration met at the Van Block facility as a subcommittee to discuss boxing procedures for the transfer of records to the State Archives and revisions to the court's regulations regarding retention of its records. Public Records and Archives staff continue to work with the Probate Court Administration on records issues related to the upcoming consolidation of the Probate Court districts. Staff is planning for the transfer of older probate court files and record books to the State Library, developing records retention schedules, and assisting with revisions to the probate regulations that address record-keeping. A full committee meeting is scheduled for early March.

On **February 18**, Jeff met with representatives of the Department of Transportation to discuss agency-specific records retention schedules.

On **March 1**, Public Records Archivist Lizette Pelletier met with the other members of the Disaster Planning Committee to discuss threat risk assessment, records salvage priorities and building security procedures for the Middletown Library Service Center.

On **March 3** and **4th**, Jeff Collins conducted a training session for employees of the Department of Transportation on how to conduct a records inventory and write a records retention schedule.

On **March 4**, the completed modifications to the Killingworth vaults were reviewed and approved. This project included the installation of new HVAC units in two vaults, providing for improved environmental conditions for the town's permanent records. Kathy Makover and LeAnn Power continue to work with several towns in various stages of planning municipal vault construction or renovation projects.

On **March 8**, Public records staff and Archives staff met with Bonnie Bennet from the Probate Court at the Van Block facility to discuss issues related to the consolidation of the probate courts and the development of records retention schedules.

On **March 8**, Jeff Collins and LeAnn Power attended State Librarian Kendall Wiggin's testimony regarding Senate Bill 30 at the Legislative Office Building.

On **March 11**, Jeff Collins and LeAnn Power attended State Librarian Kendall Wiggin's testimony regarding House Bill 5031 at the Legislative Office Building.

Training

On **February 8**, LeAnn Power, Lizette Pelletier and Jeff Collins conducted a records management training session for approximately 25 employees of the Department of Transportation. The session was held at the DOT training facility in Newington.

Regulations

January 26, 2010: The Regulation Review Committee of the General Assembly approved the proposed changes to the State Library Regulations 11-8-19 to 11-8-26, "Filing Requirements for Maps." The revised regulations became effective on January 28, 2010. They were published in the Connecticut Law Journal on February 23, 2010.

General Letters Issued

General Letter #2010-1: Transfer and Storage of Records at the State Records Center

General Letter #2010-2: Use of Portable Flatbed Scanners to Copy Public Records

Revised/New Retention Schedules

The following schedules were approved and posted on the webpage:

- 10-1-1: Department of Public Health – Public Health Initiatives Branch – Family Health Section – Immunization Program
- 10-2-1: Department of Banking – Government Relations and Consumer Affairs
- State Agencies' Records Retention/Disposition Schedule S1: Administrative Records
- State Agencies' Records Retention/Disposition Schedule S2: Personnel Records
- State Agencies' Records Retention/Disposition Schedule S3: Fiscal Records
- State Agencies' Records Retention/Disposition Schedule S4: Health Records
- State Agencies' Records Retention/Disposition Schedule S5: Higher Education Records
- State Agencies' Records Retention/Disposition Schedule S10: Public Safety and Emergency Services Records

Updated Forms

Records Retention Schedule Worksheet (Form RC-050W)

Examination of Indexes and Inspections of Land Records of the Towns (Form RC-074)

Records Disposition Authorization - Towns and Municipalities (Form RC-075)

Request for Removal of Public Records Personal Data Files - Municipalities (Form RC-076)

Request for Removal of Public Records Personal Data Files - State Agencies (Form RC-077)

Records Management Liaison Officer Designation (Form RC-078)

State Records Center Storage List (Form RC-100)

Records Disposition Authorization - State Agencies (Form RC-108)

State Records Center Reference Request (Form RC-200)

STATE ARCHIVES

This period has been an exciting couple months for the Assistant State Archivist and the State Archivist as the items below will show.

New Government Records Archivist Starts Job on February 26th.

The State Librarian obtained permission to fill 5 posts out of those vacated by retirements. One of these was the Government Records Archivist. After a national search, the Library hired Allen Ramsey, whose last post was with the Archives at the University of Wisconsin-Milwaukee. Allen will be working primarily at the large State Archives processing area at the Van Block facility.

Presidential Signatures Exhibit Opens in Memorial Hall.

In early March, the State Archives opened a two case exhibit containing photographs and documents of signatures signed by Presidents during their service in the office. One case contains items pertaining to George Washington and Abraham Lincoln. The remaining presidents will rotate in the second larger case every two months until the end of the calendar year. Currently this case contains signatures of John Adams through James Monroe and Woodrow Wilson through Franklin Delano Roosevelt.

State Library Hosts Archival Assessors' Workshop on March 3rd.

In July, the State Library received a grant from the National Historical Publications and Records Commission (NHPRC) on behalf of the Connecticut State Historical Records Advisory Board (CTSHRAB). The largest part of this grant includes an intensive survey of the conditions of historical records and training needs of people in 60 sample local historical societies, museums, archives and local libraries with local history collections. The State Library hired four qualified archivists to do these "assessments." Each one is responsible for 15 of the 60 repositories. At the end of the grant, the Board will know more about these local organizations and their archival collections. On March 3, a training workshop was held for the archival assessors. Kathy Craughwell-Varda, who is the person hired to take charge of this survey, organized and ran the workshop. A four member committee made up of three members from the CT SHRAB and Jane Cullinane, Preservation Officer of the Connecticut State Library, also attended and added their observations and thoughts on archival standards to follow. After each visit, the assessors will complete a report of findings and recommendations that will go back to the institution surveyed and that will be used for a final report of the project. The assessors will now contact their assigned institutions and will make site visits.

Peter G. Kelly Donates His Papers to the State Archives.

Peter G. Kelly, founder and senior principal of the Hartford law firm of Updike, Kelly and Spellacy, has donated his papers to the State Archives. Kelly has held important posts in Democratic Party as a Hartford Democrat town chairperson, National Treasurer (1979-1981) and National Finance Committee Chairman (1981-1985), senior advisory positions with the 1988 Gore presidential campaign, the 1992 Clinton presidential campaign, and Co-Chairman of the Clinton/Gore 1996 campaign in Connecticut. He also served on the Democratic National Committee from 1976-1992. He is one of the architects of the U.S. private sector initiative on democratization efforts abroad. He is a graduate of Georgetown University and the Yale Law School. His papers will document his activities in the community, politics and the world. The State Archives is beginning to take in his papers.

Accessions:

Record Group 002, General Assembly session papers, 2005-2007, 77 cubic feet
RG 011, Insurance Department, Financial Regulations Division, Records, 1968-2006, 144 cubic feet
RG 069:151, Joseph S. Longo Papers, 1932-1996. Served as State legislator and Chief Justice of the State Supreme Court/
RG 060:152. Peter G. Kelly Papers, ca. 1965-2010, 117 cubic feet

Outreach:

On February 9, Peter G. Kelly and his secretary visited the Van Block facility and took a tour of the storage area. Joining the meeting were Steve Kliger and Anthony Milano representing Central Connecticut State University. Led by State Archivist, Mark Jones

the tour went by the processing area and Paul Baran showed Kelly how archival records are prepared for use and the online finding aids that staff prepares. During this visit, Mr. Kelly signed a deed of gift to his papers.

On February 23, 2010, Assistant State Archivist Paul Baran hosted a Public History class from Central Connecticut State University. He gave a talk on the archives profession and gave a tour of the Van Block storage facility.

On March 3, 2010 after the archival assessors' workshop, State Archivist Mark Jones took 2 attendees on a tour of the Van Block facility.

MUSEUM OF CONNECTICUT HISTORY