

STATE LIBRARIAN'S REPORT
May 23, 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 May 23, 2011 meeting of the Board, covers the period of March 29, 2011 through May 22, 2011.

FINANCIAL REPORT

Attached to this report.

PERSONNEL REPORT

Vacancies (State Funded)

None

Vacancies (Federal Funds)

None

Vacancies (Other)

None

POSITIONS FILLED SINCE LAST REPORT

Librarian 1 (Law Leg Ref. Unit) 3/11/11

STATE LIBRARIAN

Digitization Summit

Several years ago I articulated a vision for a “virtual branch” of the State Library. Since then a lot of progress has been made. Changes were made to improve our website and work began on a major new website based on an open source content management system called Drupal. The State Library is active on Facebook and Tweeter. Additionally a number of digitization activities have been occurring. Hundreds of images have been placed on Flickr; Ancestry.Com has begun digitizing significant archival collections under an agreement with the State Library; state publications have been digitized and added to the Internet Archive; and digitization projects are being carried out by staff at the State Library. With all of this digitization activity, questions had come up that resulted in my bringing together all of our staff involved in digitization. At the “summit” I articulated the vision and we identified a number of areas of concern as well as suggestions for moving forward. We have begun smaller group conversations around specific areas of concern.

Budget/Legislation

There will be a full update at the meeting, however a budget was signed into law that restored the delivery service (CCAR) and rolled back much of the cut to (CCARD). During the budget debate the efforts of the State Library to address these two areas of concern to

legislators was noted in both the Senate and House. The budget assumed \$1 billion in labor concessions. On Friday, May 6 the Office of Policy and Management released a list of layoffs and budget reduction options for the Governor to consider if he couldn't reach an agreement with the unions. One of the cuts was the elimination of the State Library and all of its services. As you know, we worked with the Connecticut Library Association and many other organizations and individuals to raise awareness of what elimination of the State Library would mean to the citizens of the state. Late on Friday, May 13, the Governor announced that an agreement had been reached. There was a collective sigh of relief at the State Library. However, the agreement still needs to be approved by the rank and file and additional budget cuts will be needed.

The 2010 Governor's Summer Reading Challenge Awards and 2011 Challenge kickoff was held in Memorial Hall on May 6. Governor Malloy, Kendall Wiggin and Harriet Feldlaufer, Chief of the Bureau of Teaching and Learning for the State Department of Education, recognized the 23 winning schools for 2010. More than 135 people attended the event.

Professional Activities

I attended the annual meeting of OCLC's Global Council. My term as a Councilor ends on June 30th. I have served on the Council (formerly Members Council) for the past six years. During this time OCLC has grown more international in scope and in governance. The Council was involved in many of the issues related to this transformation and I am proud to have been a part of it.

Ernie DiMattia, President of the Ferguson Library (Stanford) and I presented a program at the Connecticut Library Association's Annual Conference. "Look Before You Leap: Understanding the Library Levy" addressed last year's changes to the library statutes, which allow municipalities to institute a tax to support the library.

Jay Schafer, Director of Libraries, University of Massachusetts, Amherst and I were panelists at the New England Technical Services Librarian's annual spring conference. We provided a "View from the Top: Future Organization and Innovation in Technical Services."

DIVISION OF LIBRARY DEVELOPMENT

Connecticut Library Association (CLA) Conference

Sharon Brettschneider presented a program with the Association of Connecticut Library Boards on "Library Board Basics" at the conference.

Steve Cauffman, ILL Coordinator, was assistant co-chair of the conference. Among other activities he created a CLA Conference RideShare site, scheduled student volunteers for various tasks at the conference, coordinated the Technology Petting Zoo with Ben Shum and Kate Sheehan and coordinated four sessions on behalf of the Resource Sharing Section. He also presented Keeping Current in ILL.

Mary Engels, Director of the Middletown Library Service Center helped organize several programs: What's Reasonable? ADA Accommodations and your Library (sponsored by the ADA Committee), It's not All About the Money – Raising the Awareness of your Library in the Community (sponsored by the Friends of CT Libraries), Marketing 2.0 (sponsored by the Public Libraries Section), and the Public Relations Awards (presented by the CLA Publicity Committee).

Connecticut Book Festival

The first Connecticut Book Festival was held at the University of Connecticut Greater Hartford Campus on May 21 and May 22. It was featured in a lead article in the Hartford Courant Arts section on May 15th. Sharon Brettschneider appeared on a segment of the Fox 61 morning news show with author Matthew Dicks on May 12th. Over 33 authors made presentations and autographed books. In addition there were several performances, including one by DancEnlight and a Connecticut Troubadours mini showcase. The State Library partnered with Connecticut Center for the Book at the Hartford Public Library, Connecticut Humanities Council, Connecticut Commission on Culture and Tourism, Thomas J. Dodd Research Center, UConn Co-op Bookstore, University of Connecticut Greater Hartford Campus and University of Connecticut Libraries. Sharon Brettschneider and Mary Engels were members of the organizing committee.

Mary Louise Jensen, Public Library Construction Consultant, visited Brainerd Memorial Library in Haddam on April 28th to review their project so that they could receive their final construction grant payment. She also visited Chester Public Library on April 28th to discuss planning for a construction project and met on April 29th at the Hartford Public Library to review construction grant paperwork for the Dwight (Parkville) Branch Library.

Douglas Lord, LSTA Coordinator, managed the LSTA grant process for FY 2011-12. These grants were submitted in early March. Each was reviewed by three staff members, and discussed at a Division wide meeting on April 29th. The winning grants are included in your packet for approval.

Douglas Lord chaired the May 9th meeting of the Services to Older Adults Roundtable meeting at the New England Assistive Technology (NEAT) Resource & Education Marketplace.

Public libraries are now reporting all their Connecticard loans on a new web-based report form created for us by Baker & Taylor's Bibliostat. This replaces an old in-house web report form that was hard to use and posed problems with network security. The Division also uses Bibliostat for the public library Annual Report survey. The new survey will be ready for libraries on July 1.

Children's Services

Susan Cormier, Children's Consultant and Director of the Willimantic Library Service Center, was asked to serve on the Connecticut's Striving Readers Comprehensive Literacy Advisory Committee. The Advisory Committee will play an important role in developing an application for federal funds to support literacy development for birth through Grade 12, but most importantly, in supporting all of Connecticut's learners to become fully literate and prepared for college, work and life. She submitted comments on the draft Striving Readers Plan. Susan Cormier is also working with the State Treasurer's Office to publicize the Connecticut Higher Education Trust's (CHET) Destination Summer Reading program. The campaign urges parents to set up a CHET account for their child and links a child's participation in a public library summer reading program with a chance to win a \$1,000 CHET account. The State Library has begun offering online summer reading programming support through Page Turner Adventures, a pair of performers who specialize in literacy related programming. They have created 6 hours of training, available in short segments (5-10 minutes each). These can be viewed anytime and as often as needed. Three hours covers children and three hours covers young adults. Susan Cormier negotiated an arrangement

that allows access for every public library in the state. Thus far, over 80 libraries are registered to use these materials.

Linda Williams, Children's and YA Consultant attended the Collaborative Summer Library Program (CSLP) annual meeting in Scottsdale, Arizona on April 6-8. Participation in this working meeting is mandatory for participation in the Collaborative. Linda is on the YA Summer Reading Manual Committee and the Vendor Committee whose charge is to weigh in on the process of developing posters and clipart for the summer reading program. Linda compiled booklists to go with the "One World, Many Stories" 2011 summer reading theme. Those lists are available on our Connecticut Summer Reading 2011 blog at: <http://ctsrp.wordpress.com/booklists/>. The posting prompted a request to write a guest post on the Book Expo "Official BEA Librarian Blogger" blog. That is available here: <http://officialbealibrarianblogger.blogspot.com/2011/04/guest-blog-importance-of-understanding.html>. Linda also compiled summer reading lists for the Connecticut Department of Education. Those are both available on Webjunction at: <http://ct.webjunction.org/186/articles/content/434282>

On April 1, Susan Cormier presented a workshop Using 'The Early Literacy Kit' to Communicate the Value of Your Storytime. The workshop reviews the three major research strands that impact thinking about early literacy (literacy research, brain development research and child development research), examined the conclusions of three national literacy panels and the Connecticut Preschool Curriculum Framework, and had participants practice communicating with parents, using developmental tip cards from The Early Literacy Kit: A Handbook and Tip Cards by Betsy Diamant-Cohen and Saroj Nadkarni Ghoting. Each participant received a copy of the Kit.

Linda Williams was asked to be a guest at the Newbie Roundtable in Plainville on March 21, along with two other librarians. She was asked to talk about her job and answer roundtable attendees' questions. Linda also attended the Northwest Directors' Roundtable meeting in Norfolk on April 21 to participate in a discussion on teen behavior in the library and how to attract teen patrons.

iCONN

The April iCONN Times is available at <http://www.iconn.org/iConnTimes.aspx>
If the iCONN budget remains the same as passed by the legislature and signed by the Governor we will be able to restore two databases that had been cut two years ago, the ProQuest National Newspapers and CINAHL Full Text. This was the recommendation of the Connecticut Digital Library Advisory Board (CDLAB) Database Committee and was subsequently endorsed by the Council of Connecticut Academic Library Directors.

Gail Hurley, Statewide Database Coordinator and coordinator of the CT Treasures digitization projects reports that they have now completed uploads of 157 Civil War era newspapers including the Soldiers' Record. Over 30 public libraries have had images added to the Treasures of Connecticut site, which can be found at: <http://cslib.cdmhost.com/ctlibs/home.php>

Gail Hurley conducted two sessions of reQuest Searching, Administration, and Cataloging training for Acton Library staff in Old Saybrook on May 12.

ACCESS SERVICES

Space/Collections

We continue to submit Connecticut Documents to the Internet Archive, such as [Report of the Commission on Child Welfare to the Governor. Street Trading Among Connecticut Grammar School Children, 1921.](#)

Ancestry.com staff have restarted their project of scanning the 1917 Military Census along with other material from the Archives after the person working on the project accepted a new position and a replacement was hired.

Nancy Liefkort worked with Barbara Austen of the Connecticut Historical Society to acquire 40 boxes of historical legislative and Connecticut State agency reports that they deaccessioned from their collection. We are sorting and evaluating their condition and adding to the collection as needed.

Patron Services

Students from Hartford area schools researched biographies of Connecticut African Americans at the Library for a special project

Nancy Liefkort, Jenny Groome, and Lindsay Young along with other staff assisted 18 teens from the Region 15 school district researching their History Day topics.

We had visitors from Germany and Australia.

Staff

We were very pleased to welcome our new law librarian Lindsay Smith in March

Outreach

Nancy Peluso presented *Government Secrets: Genealogical Resources in Federal, State, and Town Documents* to the Rhode Island Genealogical Society at the Newman Congregational Church in Rumford, RI.

Carol Ganz, Bonnie Linck, and Mel Smith hosted a table that publicized the library's genealogical collection and services at the New England Regional Genealogical Conference in Springfield, MA

Nancy Liefkort hosted a group from the Dept. of Public Health to explain the library resources available to them.

Mel Smith spoke to the CT Professional Genealogical Council to let them know the status of the probate records we are acquiring.

OFFICE OF THE PUBLIC RECORDS ADMINISTRATOR

Records scheduling

State agencies

On March 17, Lizette Pelletier and Jeff Collins participated in a conference call with staff of the wildlife division of the Department of Environmental Protection regarding changes to their records retention schedule.

On April 20, LeAnn Power, Mark Jones, Paul Baran, and Jeff Collins met with staff of the office of the governor regarding changes to their records retention schedule.

On April 27, Jeff and Lizette met with staff of the department of emergency management and homeland security regarding changes to their records retention schedule.

After completing reviews and revisions, the office of the public records administrator issued the following records schedules:

- Schedule 11-5-4: office of the secretary of the state: commercial recording division – trademark records
- Schedule 11-5-5: office of the secretary of the state: legislation and elections administration division – notary public function
- Schedule 11-6-1: department of motor vehicles: inspections, insurance, and permits
- Schedule 11-6-2: department of motor vehicles: investigations and cases
- Schedule 11-6-3: department of motor vehicles: legal services – hearings and adjudications

Records Scheduling

Municipalities

On March 29, Lizette, Jeff and Kathy Makover met with representatives from municipal fire safety departments to review proposed changes to Schedule M7: Public Safety and Emergency Services Records.

Training, Outreach & Site Inspections

On March 16, LeAnn and Kathy conducted a site inspection of the Thomaston town clerk and land use offices.

Leann and Kathy met with Bozrah town officials and architects on March 22, regarding the town clerk vault renovation plans and the temporary site plans for records protection.

Leann, Lizette and Kathy attended the Connecticut Town Clerks Association spring conference in Hartford on April 14 and gave a presentation on records management best practices which included upcoming revisions to schedule M6 Electors and Elections Records, e-recording and FAQ'S.

Leann and Lizette attended the Registrar of Voters Association of Connecticut's spring conference in Cromwell on May 11 and gave three presentations on retention and disposition of election records which focused on the upcoming revisions to schedule M6 Electors and Elections Records.

Jeff conducted training on May 11 for staff of the Division of Special Revenue on the services of the State Records Center and records retention during agency mergers and consolidations.

Jeff and Lizette conducted site inspections of two Iron Mountain records storage facilities on May 13 in Watertown and New Britain.

Historic Documents Preservation Program

Leann, Kathy, and Lizette attended the historic documents preservation program advisory committee meeting on March 30.

The Historic Documents Preservation Program received targeted grant applications from 127 municipalities for processing under the FY 2012, Cycle 1 application cycle.

Disaster Preparedness

Lizette attended a meeting with Jane Cullinane and two members from DAS procurement regarding the development of a statewide contract for disaster recovery services for records contract on April 26.

State Records Center

Doug Yeager and Mike Soltesz accessioned 898 cubic feet of agency records; deaccessioned 5,297 cubic feet of agency records; processed 971 reference requests; and processed 400 re-files and inter-files.

Committees and additional staff activities

Lizette attended a peer-to-peer meeting of archival assessment recipients at the Connecticut Historical Society on March 17 with state archivist Mark Jones. The archival assessment project is funded through a national historical publications and records commission, state nation partnership grant.

STATE ARCHIVES

In honor of its 90th Anniversary and Women's History Month, the League of Women Voters of Connecticut (LWVCT) presented the "little black book" of legislative interviews to the Connecticut State Archives at a reception in Memorial Hall on Wednesday, March 23rd. In early 1918, Mrs. R. Gladys Bragdon conducted interviews with prominent Connecticut men both in and outside of state and local government. Bragdon interviewed approximately 129 men and recorded in a small black notebook. LWVCT President Cheryl Dunson presented this "suffrage gem" to State Librarian Kendall Wiggin who accepted it on behalf of the State Library and State Archives. Secretary of the State Denise Merrill was the featured speaker. The well attended event was covered by CTN and garnered a lot of news coverage. The volume has been digitized and is now online at

<http://www.flickr.com/photos/ctarchives/sets/72157626525083144/>

Accessions

Probate records:

RG 004:041, East Haddam Probate Court record books, 1832-1945, 14 volumes

RG 004:042, Chatham (East Hampton) Probate Court record books, 1824-1934,

29 volumes

RG 004:067, Hebron Probate Court record books, 1851-1976, 19 volumes

RG 004:079, Marlborough Probate Court record books, 1846-1945, 6 volumes

RG 004:113, Portland Probate Court record books, 1915-1934, 3 volumes

Other:

RG 006, Office of the Secretary of the State, Corporation records, 1868-1905, 4 volumes; Special function accounting records, 1896-1927, 4 volumes; Fiscal records, 1879-1949, 36 volumes

RG 041:001, General Railroad Commissioners record book, 1854-1864, 1 volume. Gift of Connecticut Historical Society and Mrs. Edmund L. Warren

RG 106, League of Women Voters, Record of suffrage interviews submitted by (Mrs. R.) Gladys Bragdon, 1918 July 1, 1 notebook. Gift of The League of Women Voters.

RG 181, Department of Public Works completed project photographs, 1987-2008, 100 items

MUSEUM OF CONNECTICUT HISTORY

Outreach programs continue this spring. On target to deliver over 100 presentations to over 2500 students this school year.

Patrick is preparing hands on summer presentations for groups including teachers participating in a Teaching American History Grant summer workshop and for graduate students at Western Connecticut State University. Both are half day programs.

Readership of the museum blog "Connecticut Invents" has increased greatly in the last 6 months. Now average over 1500 views a month. Visit it @ www.ctinventor.wordpress.com

LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED (LBPH)

Frank Kurt Cylke has retired as director of the National Library Service for the Blind and Physically Handicapped. Ruth Scoville is acting director while a national search is progressing.

Digital machine shipments have stopped. Libraries are working with NLS to now find a central location for placement of the over abundance of machines that the libraries do not currently need and are unable to store comfortably, including LBPH. A random survey of LBPH patrons was done by phone by a library volunteer. Reviewing the results quickly showed very positive feedback. Doug Lord is analyzing the responses. Patrons who have not yet requested or received a new digital player are being contacted by a library volunteer to tell them about it. If they express a desire to try a digital player, arrangements are then made to have one sent along with some sample digital books recommended by reader advisors. This will be an ongoing project for several more months.