

STATE LIBRARIAN'S REPORT
September 27, 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 September 27, 2010 meeting of the Board, covers the period of July 27, 2010 through September 26, 2010.

FINANCIAL REPORT

Attached to this report.

PERSONNEL REPORT

Vacancies (State Funded)

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

Vacancies (Federal Funds)

Library Technical Assistant (WLSC)

Vacancies (Other)

None

POSITIONS FILLED SINCE LAST REPORT

Librarian 1(Public Services Unit)

STATE LIBRARIAN

Broad Band Technology Opportunities Program (BTOP) Grant – The Department of Information Technology received a nearly \$94 million BTOP grant to fund the installation of a fiber network to connect emergency services statewide and to bring fiber connections to additional libraries and schools on the Connecticut Education Network. The funds, which are part of the 2009 American Recovery and Reinvestment Act, will also help “refresh” some of the network components which will improve the networks reliability and performance. 26 libraries, the LION automated network and the two Library Service Centers will be getting fiber optic connections. The expansion of fiber into communities where it is not currently available will make it easier to connect libraries not currently on the fiber in the future. I participated in the press conference which included Congresswoman DeLauro, Congressmen Larson, Courtney and Murphy. Assistant Secretary Lawrence E. Strickling, U.S. Assistant Secretary of Commerce for Communications and Information also attended. All spoke to the importance of broad band access in libraries.

100th Anniversary

The date for the commemoration has been changed to Tuesday, November 30. A reception with “heavy” hors d’oeuvres is being planned for 5:30 to 8:30p.m. in Memorial Hall. Planning is going well for a variety of exhibits that will be placed around the building to showcase the construction of the building as well as significant events that have taken place here. The exhibits will be in place for the week. The Fall issue of the Connector will feature articles about the building. We will also be contributing an article about the building for the journal of the Supreme Court Historical Society.

Third Thursday Lecture Series

Noted attorney and Connecticut Constitutional scholar Wesley Horton opened the 2010-2011 Third Thursday Lecture series with a talk on the significance of the state Constitution, its history and differences between it and the US Constitution. The series continues on October 21, with historical consultant Robert Laughlin speaking on the witch trials and medicine in 17th Century Connecticut.

DIVISION OF LIBRARY DEVELOPMENT

Training

Douglas Lord, LSTA Coordinator, conducted three webinars for the accelerated round of Community Needs Assessment Library Service and Technology Act (LSTA) grants that are being offered. These additional grants are being made available because funding remained from our earlier grant round. These smaller grants are intended to provide planning assistance to libraries in preparation for submission of regular program grants in March.

Gail Hurley and Stephen Cauffman, iCONN, conducted reQuest catalog and Interlibrary loan training for the staff of the Williams School in New London on August 23rd.

Linda Williams and Susan Cormier provided a half day workshop on collection development for media specialists in Hamden on September 1st. Linda updated the children and young adult collection development page in preparation for the workshop. The page is at: <http://ct.webjunction.org/184/articles/content/434296> .

Kris Aberly, Continuing Education Coordinator, has scheduled the following workshops for September and October: *2010 Advanced Excel, HTML Decoded, WordPress, Emerging Technology Trends, Creating Online Video Tutorials for Free, Gale Context Database Training Webinar, Community Needs Assessment Webinar, Downloadable Audiobooks Reading 2.0, How to Read a MARC Record, Intro. to DDC, Getting to Know Your Latino Patrons, Customer/Service Reference Phrases in Spanish, and Decision Points in Digitization*

The Division of Library Development and the Connecticut Department of Labor (DOL) will be presenting **Connecticut Jobs Conference: Your Library as a Community Resource for Economic Recovery** on October 15th at the Wallingford Public Library. As high unemployment continues in Connecticut, public libraries are being challenged to respond to the needs of job seekers by offering a variety of services. This program will provide support to libraries’ efforts to meet the urgent demands of their communities as they struggle with the loss of jobs and the needs of the unemployed. Attendees will: learn about successful programs at other Connecticut libraries, become familiar with job search resources available from the CT Department of Labor, understand the important role of developing partnerships to support the work of the library in helping their

communities, learn about the resources that are available to help libraries share information regarding workforce programming, network with other libraries developing programs for the unemployed, and learn how to connect with their local workforce system and local DOL offices that provide employment services. This workshop will be followed by regional partnership meetings between libraries and regional workforce offices.

Sharon Brettschneider presented a program on Board roles and responsibilities to a joint meeting of the Bill Memorial, Mystic and Noank and Groton Public Libraries on September 22nd.

Libraries needing quick assistance or more in-depth training will appreciate the resource developed by Kris Aberly: a chart showing Free Software Guides & Tutorials on the Web.

http://ct.webjunction.org/ct/ce/-/articles/content/103560897?_OCLC_ARTICLES_getContentFromWJ=false

Other Activities

Douglas Lord has developed an *Additional Grants* page on WebJunction to offer information about possible granting opportunities to libraries beyond our state and federal grants. The page is at:

<http://ct.webjunction.org/ct/content-guide/articles/content/3384133>

Tom Newman, State Library Data Coordinator, is participating in a national task force developing questions for the federal survey of U.S. public libraries that will provide a better picture of internet use in libraries, its cost, and the limitations (including broadband issues) libraries are facing. The task force meets by webinar.

Linda Williams, Children's Librarian and Mary Engels, Director of the Middletown Library Service Center, will be representing the state at the Connecticut booth at the *National Book Festival* being held in Washington, DC on September 25. Linda compiled and designed the brochures, book marks and posters on Children's books set in Connecticut, historic literary landmarks in CT and Connecticut Inventions.

On August 13, several Division staff, spent the day at Chaplin Public Library helping this small library with only one staff person prepare to get their collection online.

iCONN

The Gale database *What Do I Read Next?* has been transitioned to the more robust *Books & Authors*. This new database is designed to complement the browsing habits of today's Web user, integrating easy-to-follow menus that allow users to broaden and narrow their searches according to author, title, series, awards and other criteria. An "if you like" search connects readers to themes and genres that may have otherwise gone unnoticed. Check it out through www.iconn.org. After you are logged in, click on "Select Individual Resources" then on "Books and Authors."

Susan Cormier, Children's Consultant, has partnered with the Connecticut Higher Education Trust (CHET) and the Office of the Treasurer Department with a *Dive into Savings for College* promotion tied to the summer reading campaign. Children enter to win one of four \$1,000 prizes by participating in the summer reading program at their library. The winners' public libraries will each receive a \$500 check. An award

ceremony for the winners will take place at the State Library on Saturday, September 25th from 10:30 to noon.

Read to Grow/Library partnership

The State Library has partnered with four public libraries (Manchester, South Windsor, Rockville and East Hartford) and staff from *Read to Grow* to pilot a program that will try to get families with newborns visited by *Read to Grow* volunteers in the hospital and agree to be contacted by their local public library. This is a natural partnership to connect with families that receive a donated book when their child is born in order to promote a life-long source of books for their children.

ACCESS SERVICES

Space/Collections

- Steve Mirsky inventoried all the copies the library owns of CT State Statutes back to the early 1800s. We are currently moving at least one set of each year to a fireproof vault. Many thanks to Cataloging staff for updating the records in CONSULS and relabeling the items.
- We've initiated an inventory of our town documents collection to improve patron access.
- The first set of Connecticut Documents we submitted to the Internet Archive for digitizing look great: <http://www.archive.org/details/connecticutstatelibrary>

Patron Services

- Implemented new patron conduct policy and procedure.

Staff

- Access Services staff and other CSL colleagues attended a "Connecticut Legal Research Strategies" workshop. Chris Roy of the New Britain courthouse library was the presenter.
- Welcomed new reference librarian Jenny Groome on Sept. 10th. Initially, she'll be working in the Government Information and Law reference areas.
- Staff prepared for a Public Access Assessment to be conducted in the State Library on Sept. 21st by the Government Printing Office (G.P.O). Nancy Peluso, as the regional federal documents librarian, will also accompany G.P.O. staff as they conduct other Assessments that week at Trinity College, UCONN Law School and Ferguson Library in Stamford.
- Debra Pond and Steve Rice compiled the extensive "2010 List of Statutes Affected" for internal staff use.

Outreach

- Janis Lefkowitz presented a two hour orientation session for new Supreme Court law clerks
- Janis Lefkowitz gave an orientation to the Library, including a tour, to 15 attorneys from the Legislative Commissioner's Office
- Nancy Liefkort met with the Dept. of Transportation's Division of Research staff to discuss the Connecticut Digital Archive and the Conn. Documents Depository Program
- Kevin Johnson began another season of presenting William Webb and Jordan Freeman

OFFICE OF THE PUBLIC RECORDS ADMINISTRATOR

Records Retention Schedules – State Agencies & Municipalities

- LeAnn Power, Lizette Pelletier, Jeff Collins, and Kathy Makover met with representatives from several state agencies to revise the *State Agencies' Records Retention Schedule: S6: Data Processing Records*, on July 21. Agency representatives were drawn from the Department of Information Technology, Department of Environmental Protection, Department of Public Safety, Southern Connecticut State University, Central Connecticut State University, University of Connecticut, University of Connecticut Health Center, and the Connecticut State University System Office.
- LeAnn, Jeff, Paul, and Ken Wiggin met with representatives of the Office of the Governor on August 4th to discuss records management and the transfer of archival records to the State Archives.
- Lizette and Kathy met with a representative of the Probate Court Administration regarding retention schedules, disposal authorizations and microfilm certifications for the probate districts on August 4.
- Jeff met with a representative from the Department of Public Health to discuss the records retention schedule for the *Regulatory Services Branch: Environmental Health Section* on August 10.
- Jeff met with representatives of the Department of Information Technology, Office of the State Comptroller, and the Department of Administrative Services to discuss record retention requirements for records maintained on the State Agency Appropriation Accounting System, on September 1.
- The Office of the Public Records Administrator issued the following schedules:
 - Schedule No. 10-4-2: Connecticut State Library: Office of the Public Records Administrator
 - Schedule No. 10-5-1: Department of Environmental Protection, PCB Enforcement Unit
 - Schedule No. 10-6-1: Department of Motor Vehicles: Operator License/Non-Driver Identification

Training, Outreach and Site Inspections

- Jeff and Lizette conducted a half-day training session, *Introduction to Records Management*, for 14 employees of the Department of Transportation on July 20.
- Kathy made a site visit on August 16 to the Town of Prospect to follow up on a complaint regarding the system for providing public access to the electronic land record indexes and to conduct a vault inspection.
- LeAnn presented three sessions on records retention and disposition of election records at the Connecticut Registrar of Voters Conference in Waterbury on September 1.

- Lizette gave a slide presentation on September 8 for 5th through 8th graders at St. Matthew School in Forestville, discussing records and other items from the State Library collection used to develop the William Webb presentation. She also discussed the transfer of the records from the Military Department to the State Archives in 1988. This presentation followed Kevin Johnson's performance to the students.

Historic Documents Preservation Program

- LeAnn, Kathy, and Lizette attended the Historic Documents Preservation Program Advisory Committee meeting on July 28.
- The program submitted its annual report to the Government Administration and Elections Committee concerning the State Library's preservation activities funded from the Historic Documents Preservation Fund, as required by CGS sec. 11-8m(a).

Disaster Planning

- Lizette attended the COSTEP-CT meeting, August 18, regarding disaster preparedness for Connecticut cultural institutions and worked with Sharon Clapp, the Web Librarian, to develop a website for COSTEP-CT: <http://costep.cslib.org>. She attended the State Library Disaster Planning Committee meeting on August 26 to finalize evacuation plans for the various State Library facilities.
- Lizette attended the Intergovernmental Preparedness for Essential Records [IPER] Project, Train the Trainer Institute, August 30 through September 1, at the Hartford Marriott. The Institute provided the state instructional team, which includes Peggy Zabawar from the Department of Administrative Services and James Grochowski from the Department of Information Technologies, an opportunity to teach a mock webinar as well as learn how to effectively present webinars. The team expects to present the two four-week webinars in early 2011.

Committees and Additional Staff Activities

- Lizette attended the joint SAA/NAGARA/CoSA annual meeting, August 11-15, in Washington, DC in her position as Deputy Coordinator of the State Historical Records Advisory Board (SHRAB). She presented a poster on the SHRAB's activities since its inception in 1976 and attended a number of useful sessions on electronic records management.
- Jeff attended a training session on legal research conducted by the Connecticut Judicial Branch at the State Library on August 30.
- LeAnn, Lizette and Kathy attended the third meeting of the Real Property Electronic Recording Committee on September 13, chaired by State Librarian Ken Wiggin. The committee heard two presentations regarding e-recording and conveyance taxes and reviewed an initial draft of the proposed regulations.

STATE ARCHIVES

October is Connecticut Archives Month!

For several years the Archives profession has celebrated October as Archives Month, during which the public is encouraged to think of the importance of archives and manuscripts and the work done by professional archivists. In the past, the State Historical Records Advisory Board has obtained an official statement from the Governor designating October as Connecticut Archives Month. Under a grant to the State Library on behalf of the State Historical Records Advisory Board, the State Archivist, who chairs the board, used federal money to design and print copies of an attractive poster. The main attraction is a drawing of the east front elevation of the State Capitol from the Upjohn plans. The message of the poster is: "Discover the blueprint of your history in Connecticut's Archives!" Copies have been mailed out to public and academic libraries, town clerks, and local historical organizations for posting in public places to publicize Archives Month. Copies will also be given to teachers for their classes on trips to visit the Capitol and State Library.

Rare Civil War Scrapbook Donated.

Jean Hatfield-Moore donated to the State Archives a scrapbook compiled by her great grandfather Major Samuel Proal Hatfield who served in the First Connecticut Heavy Artillery during the Civil War. Major Hatfield used maps and "Brady" photographs to document the campaigns in which the First was involved. Images appear with informative labels identifying people in the images or placing the picture within context of the war. According to the State Archivist Mark Jones, "The scrapbook is in good shape, and the photographs are not falling off the pages." This is a rare gift and may contain images not seen before. In her letter of donation, Hatfield-Moore wrote that the family was "very pleased that people who have studied the Civil War and still appreciate the sacrifices from the veterans of that war will have the opportunity to see it."

Outreach

August 18 and September 15:

State Archivist Mark Jones attended two meetings of COSTEP-CT. COSTEP is an acronym for Coordinated Statewide Emergency Preparedness. Other states such as Massachusetts have had COSTEPs for many years. Conservation Connection and the Connecticut State Historical Records Advisory Board are participating in the formation of this organization for Connecticut.

Accessions:

Probate records:

[As a result of the elimination of probate districts, the State Archives continues to acquire record books and files.]

RG 004:015, Bridgeport Probate Court record books, 1840-1955, 227 volumes

RG 004:017, Bristol Probate Court record books, 1830-1921, 48 volumes

RG 004:023, Canton Probate Court record books, 1841-1940, 26 volumes; and files, 1922-1976, 16 cubic feet

RG 004:047, East Windsor Probate Court record books, 1782-1925, 25 volumes; and files, 1900-1976, 62 cubic feet

RG 004:066, Harwinton Probate Court record books, 1835-1948, 10 volumes; and files, 1925-1976, 9 cubic feet

RG 004:075, Lyme Probate Court files, 1900-1976, 13 cubic feet

RG 004:138, Stratford Probate Court record books, 1782-1840, 15 volumes

RG 004:157, Weston Probate Court record books, 1832-1878, 4 volumes

RG 004:163, Windham Probate Court record books, 1719-1958, 81 volumes

Other:

RG 068, "Connecticut – Something Old – Something New", 1967, 16mm film + supplemental material, 1968-1978

RG 069:155, John Hamilton King papers, circa 1794-1989, 7 cubic feet
King was appointed a Justice of the Connecticut Supreme Court in 1957 and served as Chief Justice from 1963 to 1970.

RG 0074:068, Patricia Flowers genealogical papers, circa 1970-2004, 20 cubic feet

RG 166:003, Connecticut Abraham Lincoln Bicentennial Commission Records, 2008-2010, .25 cubic feet

RG 173:002, Military Order of the Purple Heart. Hartford Chapter 289 Charter, 1948, 1 item

RG 178:003, Dept. of Children and Families. High Meadows Children's Residence records and artifacts, 1958-2007, 1 cubic foot + 39 items

Finding Aids Online:

None

Outreach:

On August 20, 2010, Assistant State Archivist Paul Baran toured the Beinecke Library's digital laboratory at Yale University

On August 21, 2010, Assistant State Archivist Paul Baran attended a Teaching American History workshop planning meeting at EASTCONN, Hampton, Conn.

On August 23, 2010, Assistant State Archivist Paul Baran and Government Records Archivist Allen Ramsey attended a meeting of CSU Archivists at Eastern Connecticut State University, Willimantic, Conn.

MUSEUM OF CONNECTICUT HISTORY

- Summer outreach programs visited 10 libraries in Connecticut. 176 kids took part in the programs.
- The museum took part in Family Day activities along with the Supreme Court and the League of Women Voters. Over the course of 2 days about 200 visitors took part in a scavenger hunt and museum tours.

- School program bookings are coming in fast and furious for the 2010-11 school year. This year we are asking for a suggested donation of \$25 per program which will go towards educational supplies for the programs.
- The museum is coordinating with the Connecticut Automotive Retailers Association by having our historic 1895 Selden automobile on display at the auto show in Hartford in November.