

STATE LIBRARIAN'S REPORT  
May 24, 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 May 24, 2010 meeting of the Board, covers the period of March 25, 2010 through May 23, 2010.

**FINANCIAL REPORT**

Attached to this report.

**PERSONNEL REPORT**

**Vacancies (State Funded)**

Library Technical Aide - Part-Time (LBPH)

**Vacancies (Federal Funds)**

Library Technical Assistant (WLSC)

**Vacancies (Other)**

None

**POSITIONS FILLED SINCE LAST REPORT**

Fiscal Admin Manager 1 (Administrative Services)

**STATE LIBRARIAN**

**ACCESS SERVICES**

Access Services Activities March 12 to May 24, 2010

**Space/Collections:**

- Todd Gabriel and Kevin Johnson moved 65 shelves of law material to the Van Block facility, after processing by Collection Management and Cataloging.
- Griselle Colon is shifting the law collection on level 3, and we anticipate reinstalling shelving that we removed from the newspaper area to the perimeter walls on level 3 for more growth space
- Project to file supporting material into legislative bill files is right on track
- Contract for digital images and microfiche of the 2009, 2010, & 2011 Connecticut General Assembly House and Senate Proceedings and Joint Committee Public

Hearings; and the digital images and microfilm for the 2004, 2006, 2007 Connecticut General Assembly Permanent Bill File, is just awaiting final signature from Conversion Services Associates for Microfilm Services.

- Through our LYRASIS (NELINET) account, we have the opportunity to participate in a mass digitization project which will focus on our Connecticut Documents collection. The scanned documents will be included in the Internet Archive.

### **Patron Services**

- Digital document delivery discussions continue

### **Staff**

- H & G staff welcomed Sharon Clapp into her new office off the H & G reading room.
- Our legislative intern, Meaghan Murphy, completed her internship on May 5.
- Staff continue with cross training and collaboration on projects including Digital Collections, Digital Document Delivery, Newspaper, Web 2.0, and Intellectual Property and Stacks committees, and participating in a card sort exercise for the Web Presence Committee

### **Outreach**

- Carol Ganz provided information and a display about services of the Library at the Southeastern CT Local History Expo on March 20.
- Nancy Lieffort and Nancy Peluso hosted ten 7<sup>th</sup> & 8<sup>th</sup> students from Memorial Middle School in Middlebury working on their History Day presentations. Topics included: Nuclear Technology and the Effects of Nuclear Bombs; History of the Printing Press; Walt Disney and his impact on the world of Robotics; History of Scenic Roads System in the U.S.; Impact of the Cigarette Rolling Machine on Health in America.
- Kevin Johnson has done 10 re-enactments for various school and social groups since the last board meeting: 7 Civil War William Webb's (403 in total) and 3 Revolutionary War Jordan Freeman's (94 in total).
- Mel Smith spoke with a history class at St. Joseph's College (February 18th) about working at the Library including a lively discussion about the collections/materials available for use, as well as the type of research conducted here.
- Carol Ganz and Mel Smith hosted a Hartford area group of old house owners/enthusiasts (May 8th) to highlight old house research materials available to our patrons, including land records, city directories, maps, photographs, Colonial Dame old house series, and our extensive WPA old house survey.

- The NBC TV March 26<sup>th</sup> episode of “Who do you think you are?” featured Mel Smith and retired librarian Richard Roberts assisting Matthew Broderick in finding his Connecticut ancestors. Our archival collections were highlighted and much of the footage was shot in the reading room.
- Carol Ganz and Christine Pittsley provided WPA photographs and information for a Hartford Courant article May 2, 2010, titled “If walls could talk...researching history of your house takes patience, time, luck”

## DIVISION OF LIBRARY DEVELOPMENT

Tom Newman, State Library Data Coordinator, has conducted four hands-on workshops on *Using Library Statistics to Make the Case for Your Public Library*. Mr. Newman has prepared several statistical charts that are easily customized for individual libraries. They may be used to help illustrate a library's performance and help make the case for more funding. These Excel spreadsheets require no real knowledge of Excel. In just a few easy steps you can make statistical charts that are customized for your library.



Mary Louise Jensen, Building Consultant, conducted a Public Library Construction Grant workshop for distressed municipalities at Middletown Library Service Center on April 28<sup>th</sup>. The workshop was attended by architects and librarians and is intended to review the grant application process.

The April 2010 edition of the iCONN Times was published and is included in your packet. It is also available online at <http://www.iconn.org/iConnTimes.aspx>.

### Downloadable Audio Books

iCONN, Connecticut's re-Search engine, currently has more than 1700 downloadable audio books for the use and enjoyment of any Connecticut resident with a valid public library card. In order to grow the collection faster, iCONN has invited interested libraries to join a statewide collaborative for downloadable audio books. Libraries will be able to purchase additional titles and have them added to the statewide collection. Eric Hansen is coordinating this project.

Gail Hurley, Statewide Catalog Coordinator for iCONN, gave a presentation at the April Connecticut Library Association (CLA) Conference *Digitization Nation*. Her presentation focused on the *Connecticut Treasures* project which digitizes images of public libraries in Connecticut.

Mary Engels, Director of the Middletown Library Service Center, coordinated, or helped coordinate, several programs at the CLA Conference: The keynote address by Gina Barrecca, *Steal This Program: Excellence in Public Library Service Awards*; the *Publicity Roadshow*, *Accessible Web Pages*, *Greening Your Library*; and *Friends of Academic Libraries*.

Steven Cauffman coordinated six sessions for the CLA Conference three for the Resource Sharing Section, three for the Technology Commons, and one Grassroots session about greening libraries.

Douglas Lord, LSTA Coordinator, gave a presentation on Addressing Adult Literacy: a Volunteer Supported Model at the CLA Conference. The program presented best practices related to the Community Needs Assessment grant process as exemplified by the Prosser Public Library's Wintonbury Branch in Bloomfield. The Library Services and Technology Act from the State Library enables the branch to jump start a sustainable, successful adult literacy initiative.

The May 12<sup>th</sup> meeting of the Northwest Library Directors was held at Middletown Library Service Center (MLSC). Mary Engels gave attendees a tour and presentation of MLSC services and Tom Newman presented a brief version of his program *Using Library Statistics to Make the Case for Your Public Library*

Sharon Brettschneider attended a Project Compass Summit on May 6th and 7th in Rhode Island. The summit was presented by WebJunction and the State Library of North Carolina with a grant from the Institute of Museum and Library Services. The purpose of the Summit was to support state library agencies in maximizing the effectiveness of local libraries providing activities, services, and outreach to unemployed residents and to foster successful, ongoing collaboration and knowledge exchange among state library agencies and cultivate strategic partnerships with other organizations that serve the unemployed. Judy Sparzo from Fairfield Public Library was the other attendee from Connecticut. Fairfield Public Library was the winner of the 2010 Public Library Service Award for their program to serve job seekers. The Division will be following up with programs here in Connecticut to provide training and collaboration opportunities for public libraries. .

Ferguson Library in Stamford lobbied for and was successful in getting amendments to C.G.S. secs 11-32, 33 and 36 added as an amendment to a school funding bill. The text of the amendments is attached. Briefly what the amendments do is open up alternative ways for a public library to seek funding. 11-32, allows them to go directly to their legislative body and 11-36 allows a process for a direct tax levy. The State Library has been in communication with Ferguson about the changes and did not feel that the changes pose a problem. The State Library and the Connecticut Library Association took no official position because of the last minute nature of the request.

On April 28<sup>th</sup> the Governor attended a summer reading kick-off event at the State Library. Attendees at the event were winners of last year's reading challenge. The poster this year is more closely aligned with the theme of our summer reading program and the State Department has great information on the web that stresses the importance of reading and bringing your child to the library.

<http://www.sde.ct.gov/sde/cwp/view.asp?a=2683&Q=320322>

The State Library is developing a website for participants in the statewide summer reading collaborative. The majority of public libraries in Connecticut participate. The website is still in development but for a sneak preview see <http://summerreadingct.org/>.

Statute Amendment  
Bill 376

Section 11-32 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective June 1, 2010*):

The **[city council]** legislative body of any **[city]** municipality may establish **[and maintain]** or operate a public library and reading room, together with such kindred apartments and facilities as the **[council]** legislative body approves; and may levy a tax annually on all taxable property of the **[city]** municipality for the establishment or operation of a public library. Such tax shall be levied and collected as other taxes, and shall be known as the "library fund". Such library and reading room shall be free to the use of the inhabitants of the city, subject to such reasonable rules and regulations as the board of trustees may adopt in order to render the use of the library and reading room of the greatest benefit. Such board may exclude from the use of such library and reading room any person who wilfully violates such rules, and may extend its privileges to persons residing in this state outside the city upon such terms and conditions as it may prescribe.

Sec. 34. Section 11-33 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective June 1, 2010*):

When **[any city council]** the legislative body of any municipality has decided to establish **[and maintain]** a public library and reading room, the **[mayor]** chief elected official of such **[city]** municipality shall, with the approval of the **[council]** legislative body, appoint a board of nine trustees. Not more than one member of the **[city council]** legislative body shall be a member of said board. The trustees shall, immediately after their appointment, meet and organize by the election of one of their number as president and by the election of such other officers as they deem necessary. They shall make and adopt bylaws, rules and regulations for the government of the library and reading room and shall have exclusive control of the expenditure of all moneys collected to the credit of the library fund, and of the construction of any library building, and of the supervision, care and custody of the grounds, rooms or buildings constructed, leased, given or set apart for that purpose; provided all moneys collected and received for such purpose shall be placed in the treasury of such **[city]** municipality, to the credit of its library fund, and shall be kept separate from other moneys of the **[city]** municipality and shall be drawn upon by the proper officers of the **[city]** municipality, upon duly authenticated vouchers of the trustees. Such board may purchase, lease or accept grounds, and erect, lease or occupy an appropriate building or buildings, for the use of such library, appoint a library director and all necessary assistants and fix their compensation. Any person desiring to make a gift for the benefit of such library may vest the title to such donation in the board of trustees to be held and controlled according to the terms of the gift of such property; and such board shall be special trustee thereof.

Sec. 35. Section 11-36 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective June 1, 2010*):

When fifty electors of any **[town or borough]** municipality present a petition to the clerk of such **[town or borough]** municipality, asking that an annual tax be levied for the establishment **[and maintenance]** or operation of a free public library and reading room in such **[town or borough]** municipality, and specify in their petition a rate of taxation, not to exceed three mills on the dollar, such clerk shall, in the next legal notice of the regular

municipal election in such [town or borough] municipality, give notice that at such election the question of an annual tax for the [maintenance] establishment or operation of a library is to be voted upon in the manner prescribed in section 9-369. The designation of such question on the voting machine ballot label shall be "Shall a . . . . mill tax be levied to establish [and maintain] a free public library and reading room?" or "Shall a .... mill tax be levied to operate a free public library and reading room?". Such notice and such designation of the question on the voting machine ballot label shall specify the rate of taxation mentioned in such petition. If, upon the official determination of the result of such vote, it appears that a majority of all the votes upon such question are in approval of such question, the tax specified in such notice shall be levied and collected in the same manner as other general taxes of such [town or borough] municipality and shall be known as the "library fund". All moneys collected and received by the levy of such tax shall be placed in the treasury of such municipality, to the credit of its library fund, and shall be kept separate from other moneys of the municipality and shall be drawn upon by the proper officers of the municipality, upon duly authenticated vouchers of the library's trustees. Such tax may afterwards be lessened or increased within the three-mill limit, or made to cease, in case the electors of any such [town or borough] municipality so determine by a majority vote at any regular municipal election held therein, in the manner hereinbefore prescribed for voting upon such question. [; and] When a free public library is established pursuant to this section, the corporate authorities of such [town or borough] municipality may exercise the same powers relative to such free public [libraries] library and reading [rooms] room as are conferred upon the corporate authorities of [cities] municipalities pursuant to section 11-33, as amended by this act. "

## **PUBLIC RECORDS ADMINISTRATION**

### **Office of the Public Records Administrator**

March 11, 2010 to May 11, 2010

Public Records staff presented exhibits at the Connecticut Town Clerks Association Legislative Reception on April 20, 2010 to promote the Historic Documents Preservation Program. The reception was held in the Old Judiciary Room at the State Capitol.

Exhibits included reproductions of significant archival items uncovered during competitive grant projects funded by the program, and a slide show documenting the program's impact on the towns, utilizing photographs and quotes from final grant reports submitted by town clerks. LeAnn Power, Lizette Pelletier and Kathy Makover attended the event.

Staff presented the exhibits again on May 3 in the Legislative Office Building concourse. Senator Gary LeBeau, a number of legislative staff members, and members of the general public stopped to talk with LeAnn Power and Lizette Pelletier about the documents on display and the Historic Documents Preservation Program. The exhibit will be on display in the Museum of Connecticut History through the end of May. Public Records staff attended the Connecticut Town Clerks Association spring conference on April 22 and 23 at the Holiday Inn in Waterbury, meeting with town clerks and vendors. They displayed the exhibit and slide show on the Historic Documents Preservation Program. On April 23<sup>rd</sup>, LeAnn Power participated on a panel of government and non-government professionals. The topic was on "Access Today and

Tomorrow.” The objective of the presentation was to generate an awareness of the many facets of access to public records.

Staff attended the Public Records Advisory Committee, a committee of the Connecticut Town Clerk’s Association, on March 24 at the Van Block Facility. The meeting included a conference call with JoAnn Constantini, the Director of Official Records, Hillsborough County Clerk of the Court, in Tampa, FL and Indexing Manager, Patsy Phillip, who discussed their experiences in implementing a Real Property Electronic Recording system.

LeAnn Power, Kathy Makover and Lizette Pelletier attended the Historic Documents Preservation Program Advisory Committee on March 24 at the Van Block Facility. Staff presented updates on the grant program, funding levels and other related matters.

LeAnn Power attended the New Manager’s Orientation training program sponsored by the Department of Administrative Services on March 18, March 25, April 1, and April 8. The training sessions were held at the Department of Higher Education on Woodland Street in Hartford. A variety of topics were covered at these sessions such as Diversity, Managing Performance, and Partnering with Human Resources. On April 15 she attended the graduation ceremony and was awarded a certificate of completion by DAS Commissioner Brenda Sisco.

Public Records and Archives staff continued to work closely with the Office of the Probate Court Administrator on records issues related to the upcoming consolidation of the Probate Court districts. Committee meetings were held on March 9 and March 29 to discuss the transfer of older files and volumes to the State Library, review regulation changes, and plan for a series of training sessions to be held for probate clerks.

Public Records and Archives staff served as presenters at eight regional training sessions held during the month of April for probate clerks and judges. These Round Table meetings provided training in the procedures for transfer of older probate files and volumes to the State Library and basic records management information. Meetings were held in Branford (April 8), Groton (April 9), New Hartford (April 14), Fairfield (April 15), Mansfield (April 20), Windsor (April 26), Southbury (April 29), and Wallingford (April 30). Staff presenting included Mark Jones, Paul Baran, LeAnn Power, Lizette Pelletier, Kathy Makover and Jeff Collins.

LeAnn Power attended a Town Clerk’s Certification Committee meeting on May 4 at the Berlin Town Hall. LeAnn was appointed to this committee to fill the unexpired term of the former Public Records Administrator, Eunice DiBella.

LeAnn Power attended the Connecticut Chapter of the Association of Records Managers and Administrators meetings on May 11 at the Crowne Plaza in Cromwell. The meeting topic was **“The Interface of Records Information Management and Technology Today.”**

Kathy Makover made a site visit to the Glastonbury Town Hall on March 17 to inspect the town clerk’s vault and provide recommendations. She met with the town clerk, fire marshal and building maintenance staff. A written report was sent to the First Selectman.

LeAnn Power and Kathy Makover made a site visit to the Waterbury Town Hall on May 5 to review the temporary vault plans for the town clerk and vital records offices. The offices and records will be relocated while renovations are made to the Town Hall vaults. They visited four sites and met with the town clerk and the project manager.

Lizette Pelletier participated in a number of disaster planning activities specifically for the State Library, as well as for the records community as a whole. She attended a meeting of the State Library Disaster Planning Committee on April 12 and the newly formed CoSTEP [Coordinated Statewide Emergency Preparedness] committee on March 31 and May 5. She also observed a series of eight pilot webinar courses on during the end

of April and the beginning of May for the Intergovernmental Protection for Essential Records [IPER] that she will be teaching to state agency and municipal employees as part of a team of instructors from the Department of Administrative Services and the Department of Emergency Management and Homeland Security in 2011.

Public Records and Archives staff attended an SAA webinar on March 30, "Basics of Managing Electronic Records... Getting You Started." Lizette Pelletier, Jeff Collins, Kathy Makover, Paul Baran, and Allen Ramsey participated in the training at the Van Block Facility.

Public Records staff continued to work with state agencies to update records retention schedules and provide records management training for state employees. On March 17, Jeff Collins and Lizette Pelletier met with the State Elections Enforcement Commission to discuss the agency's records retention schedule. On March 23, Jeff Collins and Lizette Pelletier met with the Department of Correction to discuss the agency's records retention schedule. On March 30, Jeff Collins, Lizette Pelletier, and LeAnn Power conducted a second training session for the Department of Transportation. On April 21, Jeff Collins and Lizette Pelletier met with the Office of the Attorney General to discuss the agency's records retention schedule. On April 28, Jeff Collins met with the Department of Transportation to discuss the agency's records retention policy and updating the agency's records retention schedules. On May 6, Jeff Collins and Mark Jones met with the Department of Mental Health and Addiction Services – Cedar Ridge Regional Hospital to discuss records retention and disposition issues associate with the closure of the facility on July 1, 2010.

Public Records staff continued to work with the Department of Information Technology to develop email management policies and procedures including a Memorandum of Understanding between DOIT, CSL, and client agencies regarding the retention and disposition of Electronically Stored Information [ESI] on the State of Connecticut's Enterprise Email System. Jeff Collins and LeAnn Power attended a meeting at DoIT on April 30, 2010 to discuss the upcoming Email Retention Policy training that DoIT and Public Records staff will be presenting to Commissioners/Deputy Commissioners, IT Managers, Records Management Liaison Officers, and state employees.

The Office of the Public Records Administrator issued the following retention schedules and publications:

**10-2-1:** Department of Banking – Government Relations and Consumer Affairs Division

**10-3-1:** Department of Revenue Services – Administration Division/Records

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

## **STATE ARCHIVES**

### **ACCESSIONS:**

Records Group 004, Tolland Probate Court Record Books, 1830-1920, 15 volumes

Record Group 011, Insurance Department, Legal Division, Receivership Files for First Connecticut Life Insurance Company, 1996-2005, 9 cu. ft.

Record Group 069:154, Bouton Family letters and sermons, 1820-1865, 5 cu. ft.

During the Civil War, John Bouton (1821-1895) was a Union soldier from South Norwalk.

Record Group 072, East Granby Cemetery Association marker inventory, 2009, .25 cu. ft.

Picture Group 160, Connecticut Floods and Hurricanes  
1955 Flood in Seymour, 55 b&w photographs

PG 300, Connecticut Cities and Towns Collection  
New Haven Tercentenary parade, 1938, 12 photographs

**Finding Aids Online:**

RG 001:025, Connecticut Stadium Committee, 1993-1994  
RG 002:025, Insurance and Real Estate Committee, 1992-1997  
RG 024:001, Henry Whitfield House records and photographs, 1768-1957  
RG 069:150, Orville H. Platt Papers, 1880-1950  
RG 069:150, Truman Smith Papers, 1811-2009, bulk 1811-1889  
RG 069:151, Joseph S. Longo Papers, 1932-1996  
RG 069:153, McLean Family papers, 1805-ca. 1892, bulk 1819-1833

**OUTREACH:**

Assistant State Archivist Paul Baran and Archivist Allen Ramsey attended a Teaching American History workshop planning session at the Connecticut Historical Society, April 1.

State Archivist Mark Jones attended two meetings of the Connecticut CoSTEP (Coordinated Statewide Emergency Preparedness) on March 31 and May 5. He also attended meetings of the Disaster Recovery Task Force on April 12 and the Intellectual Property Committee on May 7. He judged group exhibits at the annual Connecticut History Day statewide competition held by the Connecticut Historical Society on May 8. He chaired a meeting of the Connecticut State Historical Records advisory Board on May 21 at Van Block.

Mark Jones and Paul Baran joined with staff from Public Records to attend 8 Probate District Regional Roundtables held by the Office of the Probate Court Administrator to describe the State Library's role in acquiring record books and estate files from districts that are being merged. These were: Branford, April 8; Groton, April 9; New Hartford April 14; Fairfield, April 15; Mansfield, April 20; Windsor, April 26; Southbury, April 29; Wallingford, April 30. Allen Ramsey attended the roundtable at Branford.

Damon Munz and Mark Jones completed the rotation of new Presidents in the Presidential Signatures Exhibit in Memorial Hall. They are: Martin Van Buren; William Henry Harrison; John Tyler; Zachary Taylor; Millard Fillmore; Franklin Pierce; James Buchanan; Rutherford B. Hayes; James A. Garfield; Chester A. Arthur; and Benjamin Harrison. Tyler, Fillmore and Arthur were Vice Presidents who assumed the higher office after Presidents Harrison, Taylor and Garfield died. The two also prepared a Presidential Firsts flyer for these men.

**MUSEUM OF CONNECTICUT HISTORY**

Museum of Connecticut History Education Highlights:  
May 2010

- School outreach programs beginning to wind down. Thus far Patrick has presented 100 programs to over 2000 students at schools and libraries across the state.
- Summer outreach programs begin in late June.
- School visits to museum continue at a pace similar to previous years. On pace for about 17,000 kids coming through museum during the school year.
- Museum education blog “Connecticut Invents” had its 15,000 view recently. Blog highlights famous and not so famous Connecticut inventions and other museum related news and events. See it @ [www.ctinventor.wordpress.com](http://www.ctinventor.wordpress.com)