

STATE LIBRARIAN'S REPORT
January 28, 2008

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 January 28, 2008 meeting of the Board, covers the period of November 27, 2007 through January 27, 2008.

FINANCIAL REPORT

Attached to this report.

PERSONNEL REPORT

Vacancies (State Funded)

Library Specialist Full-Time (CT Digital Library)
Fiscal Administrative Officer/Purchasing Full-Time
Library Aide Part-Time (Preservation)
Library Technical Assistant Part-Time (Collection Management)

Vacancies (Federal Funds)

Library Technical Assistant Full-Time (LBPH) - Recruitment in process.

Vacancies (Other)

None

POSITIONS FILLED SINCE LAST REPORT

Librarian 1 Full-Time (Public Records)

STATE LIBRARIAN

INFORMATION SERVICES DIVISION

Accomplishments/Division News

To address a concern that out-of-state visitors who receive an Archives/Secured Collections pass would then automatically have access to the iCONN databases, a new card has been created that does not use the iCONN valid barcode sequence. State

employees who live out of state will continue to have a CSL library card that gives them the same privileges that are provided to in-state patrons.

Five new electronic products have been purchased and are available:

Access Newspaper Archive

Early American Newspapers, Series 3

Making of Modern Law: Trials 1600-1926

Origins network

ProQuest Historical Newspapers Boston Globe (1872-1924)

The CSL Subscription Databases webpage at <http://www.cslib.org/subscrindex.htm> provides links and descriptions of each.

The Hartford Public Library is relinquishing their status as a selective Federal depository. As the Regional Federal Depository, CSL must review and approve the list of materials they wish to withdraw. Any that fill gaps in our collection will be added. This process, from review and approval to acquisition, will require a substantial effort by the Federal Documents Librarian and the Collection Management staff. Unfortunately, the Federal Documents Library Technical Assistant position is vacant and awaiting refill, so our ability to manage this additional work load in a timely manner is severely restricted.

The *Manchester Reminder News* for December 11 had an article on the December 2 Genealogy Road Show focusing on Michael Spellmon, one of H&G's frequent patrons, and on Law/Legislative Reference Office Assistant Ruth Shapleigh-Brown's Connecticut Gravestone Network. The article also mentioned participating organizations including the State Library, the Manchester Family History Center, and the Manchester Public Library.

Several requests for use of reproductions of CSL materials were reviewed and approved by the Intellectual Property Committee. One from CPTV in November involved our material on Newgate Prison. Our holdings were listed in detail in the credits following the program.

Library for the Blind and Physically Handicapped Director Carol Taylor is the focus of the January CLA *CT Libraries* "Spotlight".

Projects

A project to donate de-accessioned newspapers to public libraries and historical societies has successfully donated newspapers to 11 historical societies and four libraries. The remaining newspapers will be put on the Offers List.

Collection Management Serials Librarian Carol Trinchitella participated in an American Association of Law Libraries (AALL) exchange and gave away seven boxes of withdrawn serials including the *ABA Journal* and *Minnesota Law* material. Other withdrawn legal titles are available on the CSL Offers List.

The National Library Service for the Blind and Physically Handicapped (NLS) again chose Connecticut for field testing of the new DTB (Digital Talking Book). Over three weeks in December, new machines and DTBs were sent to the homes of the LBPH patrons who were selected for the testing. Library for the Blind and Physically Handicapped Director Carol Taylor reports that those facilitating the study have expressed that good information was obtained. The study concluded on December 21

with participants required to return the machines and books. The new machines and books should be available for all patrons in about a year.

Workshops/Events

Law/Legislative Reference Librarian Janis Lefkowitz gave a presentation about the Law Unit for a Hartford Police Academy training class of 37 recruits on November 15.

Government Information and Reference Unit Head Julie Schwartz gave a presentation at the Department of Mental Health and Addiction Services on November 28.

Ms.Lefkowitz and Ms. Schwartz gave a tour for new Office of Legislative Research fellows on December 13.

Government Information and Reference Librarians Nancy Lieffort and Steve Rice spoke at the Government Publications Librarians of New England (GPLNE) meeting hosted by the Library at Van Block on November 30.

History & Genealogy Library Technical Assistant Kevin Johnson gave William Webb presentations at the Hebron Historical Society on November 15 and at Shelton High School on November 29. Mr. Johnson also gave a Jordon Freeman presentation at the Winthrop Middle School on November 20.

History & Genealogy Unit Head Dick Roberts represented CSL at Manchester Family History Day December 1.

Ms. Taylor gave LBPH presentations to three Low Vision Support Groups in Middletown and one in Glastonbury in December.

Ms. Taylor and LBPH Library Technical Assistant Paula McLean staffed an LBPH exhibit for the Connecticut Society of Eye Physicians Conference in Plantsville on January 4.

Bibliographic Information Services Unit Head Stephen Slovasky gave a presentation on "Electronic State Document Preservation in Connecticut" to the Legal Information Preservation Alliance (LIPA) at Columbia Law School on January 3. They have now requested permission to publish his presentation on the group's wiki.

DIVISION OF LIBRARY DEVELOPMENT

Library Service and Technology Act (LSTA)

The federal budget was finally passed and it contained some bad news for library funding. The total for the State Programs decreased from \$163,733,831 to \$160,885,357. This was disappointing after earlier encouraging news that the President as well as the Senate and House had recommended higher funding levels. Our budget got caught up in bigger budget disputes between Congress and the White House. The impact on Connecticut will be a cut of \$73,115 to \$2,141,681. This is in addition to the increasing costs for staff paid out of the federal budget. The State Library will be reassessing its federal budget within the next couple of weeks to make the necessary cuts. No staff will be affected.

Douglas Lord, LSTA Coordinator, conducted six LSTA workshops for potential grantees

in December and January. He also submitted the annual *State Program Report* required by the Institute of Museum and Library Services. The 117 page report details the use of LSTA funds in Connecticut for the fiscal year 2006 allotment. Any Board member wishing a copy of the report, please contact Lynette Baisden in the DLD office at (860) 757-6665 or lbaisden@cslib.org.

Publications

Douglas Lord published an article about best practices for serving older adults in *Getting Books to Older Adults: Hunting for Best Practices* in the January 2008 issue of *Connecticut Libraries*. The December 2007 issue included a spotlight article he wrote about *Gil Alwang, a Friend of Libraries*. Mary Louise Jensen authored a Heritage article *Excellence in Public Library Architecture Awards, 2008* in the January issue. All three articles are included in the Board's packet.

Grant Programs

The Division of Library Development will be working with TERC, a nonprofit educational research and development organization in Cambridge Massachusetts and funded by the National Science Foundation, on a project designed to promote a fun approach to math learning in after-school programs in libraries called *Math off the Shelf*. The State Library will be an alpha site for this project, involved in identifying libraries to pilot the materials, collecting input from pilot sites, and planning training. The three first year sites for Connecticut are the Bridgeport Public Library, the Hartford Public Library and the Thompson Public Library. This is a four year program, and should result in state wide training and participation in the program by year four. Susan Cormier, children's consultant, is coordinating this project.

The Division of Library Development recently completed a three year \$163,000 *Staying Connected* grant program funded by the Gates Foundation. As part of this grant libraries received new computer equipment, technology certification training and subsidies for technical support. The State Library partnered with Bibliomation to provide the training and technical support for this program. The final report was submitted and approved by the Foundation in November.

The Division will now be participating in an *Opportunity Online Hardware* grant program with the Gates Foundation. Connecticut, along with the other New England states will be partnering with NELINET to administer the fiscal and training responsibilities for the grant. The grant is designed to ensure free, high-quality public computing access for people in high-need communities. Additionally, by helping libraries develop the skills and approaches needed to sustain high-quality technology services, this grant will help libraries create a relationship with their communities to develop a long-term capacity to support free public access computing for their patrons. The Gates Library Foundation determines eligibility for this program by:

Economic need: 10% (or at least 3,000 individuals) of the population live in poverty in a community served by the library.

Hardware Need: Libraries demonstrated that their computers and Internet services are vulnerable to becoming obsolete, determined by libraries completing the Tech Atlas technology planning tool on WebJunction.

Workshops/Events

222 library staff attended workshops sponsored by the Division in December 2007. Workshops included Excel Pt. 1-2, Library 2.0, Java & Javascript, Blogs & Flickr, Basic

Book Repair, Advanced Book Repair, Teen Library Behavior, Romantic Reader's Advisory, Sci Fi & Fantasy Reader's Advisory.

Sharon Brettschneider facilitated a meeting with the Middlesex County Community Foundation and the public libraries of the county to determine how best to target a \$10,000 grant from the Foundation. A brainstorming session with the libraries led to a decision to work on a cooperative program on global warming and other environmental issues.

Mary Louise Jensen, Building Consultant, attended the Rowayton Library's reopening on December 9th. Kendall Wiggin and Mary Louise Jensen attended the West Hartford Public Library's grand reopening on January 6th.

Mary Louise Jensen coordinated a *Libritect Seminar* to discuss the expanded Windsor Public Library that was attended by architects, librarians, and library board members on November 30th.

iCONN

Lorri Huddy, who has been our Electronic Resources Coordinator for the past two years, will be leaving the State Library before the end of January in order to begin a new position with the Connecticut College, Trinity, Wesleyan Consortium. We wish her good luck with her new position and thank her for all her work with iCONN. Working closely with the Database Committee, Lorri negotiated excellent prices for our databases, while at the same time improving our content offerings, including the addition of the History and Science databases as well as the Biography Resource Center and the Biography and Genealogy Master Index, and the Journal Finder from Serials Solutions.

The E-Journal Finder service is now accessible from all iCONN search screens. The service helps patrons and staff find a particular magazine, journal or newspaper in full text in iCONN.

Statistics

Joanne Turschman, State Library Data Coordinator, completed the *Statistical Profile for 2007*. Based on data submitted by public libraries by November 15, 2007, the *Profile* is now available on WebJunction at: <http://ct.webjunction.org/do/DisplayContent?id=19281> A flyer of some basic statistics about Connecticut public libraries is included in the Board packet. Also included is information on how Connecticut's Public Libraries rank nationally. Both documents were compiled by Joanne Turschman.

PUBLIC RECORDS ADMINISTRATION

Historic Documents Preservation Grant Program

The Office of the Public Records Administrator and State Archives awarded 48 Cycle 2 targeted grants for a total of \$376,000. 100 grants were awarded in Cycle 1 for a total of \$1,141,847. In FY2008, 148 grants were awarded for a total of \$1,517,847. Since the grants inception in FY2002, we have awarded \$8,386,574.

Conferences, Workshops and Meetings

Public Records Archivist Lizette Pelletier and Public Records Administrator Eunice DiBella met with Department of Consumer Protection Deputy Commissioner Jackie

Mandyk and members of her staff on November 13, 2007, to address questions regarding retention of records in the Food Standards and Drug Control Units. They also met with Erin Chocquette from the Department of Administrative Services on December 6, regarding records management issues in that agency. Lizette Pelletier also met with Richard Wisniak of the Lottery Commission on the same day regarding the development of a retention schedule for Lottery records prior to their move to a new facility in Rocky Hill.

November 27, 2007 Lizette Pelletier, John Lenehan, and Kathryn Makover attended a meeting of the Connecticut Chapter of Association of Records Managers and Administrators (ARMA) International held in Shelton, CT. Lauren Barnes, Vice President, Electronic Records, Information & Records Management for Lehman Brothers, gave a presentation on "Creating Records Retention Schedules."

Lizette Pelletier attended a Health and Safety Committee meeting regarding emergency evacuation and response plans for Connecticut State Library facilities on November 28, 2007.

The Office of the Public Records Administrator and State Archives held two ½ day grant training workshops January 10th and 15th, 2008. Topics covered included a review of targeted and competitive grant application and contract procedures, administrative requirements, selecting and designing a competitive grant project, the evaluation review process, and completing the competitive application forms.

January 16, 2008, John Lenehan Librarian 1 at the State Records Center did a presentation on transferring records to the State Records Center at the Department of Motor Vehicles. Eunice DiBella and Public Records Archivist Jeff Collins attended the session.

Training

Lizette Pelletier and Cheryl Bruno attended the Part 2 training session on PowerPoint presentations at the Middletown Library Service Center on November 15, 2007.

Site Visits

November 28, 2007 Field Archivist Kathryn Makover made a site visit to Southbury to review a proposed site for creation of an off-site records center and/or vault. The visit included a review of the proposed site and inspection of the current vault and additional records storage areas in Town Hall. A report was sent to the First Selectman and Town Clerk.

Potential Accessions

On December 5, 2007, Mark Jones met with the clerk of the Christian Science church next to the State Library to discuss the kinds of church records to transfer to the State Archives. The congregation currently is in the process of disposing of the church's furniture, books, organ, etc. and wants to dispose of its records so they would be available to researchers. Church records are very useful for doing family history. The clerk will be in touch with Mr. Jones on an ongoing basis for the near future until they vacate the building which is in the custody of the State of Connecticut.

Processing and Publication

The most important development of this time period was the addition of 18 records series finding aids bringing the number of encoded aids to 214. These aids are encoded so that researchers will pick them up through Google searches. Of special interest is the Council of Defense, 1917-1919, which ran the state's war effort during the First World War; three commissions to study fiscal reform and taxes [State Fiscal Study Commission, 1956-57; Governor's Commission on Tax Reform, 1972; and Connecticut Tax Study Commission, 1966-67]; Commission to make repairs to the state capitol and to procure a site for a new building for state officials, 1904-1914, which resulted in the State Library and Supreme Court Building; the George Washington Bicentennial Commission 1931-33; and the Committee on Library Improvement, 1963-65.

In addition, staff completed processing and produced a finding aid for records of the Town of Canterbury, 1792-1944.