

STATE LIBRARIAN'S REPORT  
March 24, 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 March 24, 2008 meeting of the Board, covers the period of January 29, 2008 through March 23, 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  
Librarian 1 Full-Time (Records Center)  
Library Aide Part-Time (Preservation)  
Library Technical Assistant Part-Time (Collection Management)  
Library Aide Part-Time (LBPH)

**Vacancies (Federal Funds)**

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

**Vacancies (Other)**

None

**POSITIONS FILLED SINCE LAST REPORT**

None

**STATE LIBRARIAN**

**Lafayette Street**

In her State of the State address on February 6, Governor Rell announced that it was her intention to "execute a favorable lease with the Hartford Symphony Orchestra for one floor of the beautiful church the state recently bought on Lafayette Street here in Hartford. It will be used for practices and some performances by the symphony, though other art and culture groups may also use it. It is also my intention to allow the State Library to use one floor for much needed exhibition and storage space." The first I heard

of this was after the Governor gave her speech. I had an opportunity to speak with her later in the day and did thank her. The week prior to the State of the State, I wrote the Governor a letter outlining how we would utilize the entire building but didn't mention storage or exhibition space. With roughly half of the space we were looking for, I am recommending that we move forward with the development of a visible storage/study space for the Museum. The State has completed the purchase of the building and is working on a lease agreement with the Symphony. On March 11, I meet with Department of Public Works Deputy Commissioner Holmes to discuss the State Library's use of the building. There are many things yet to be worked out, the least of which is the funding. However, I am moving forward with developing a program and budget for the space.

### **Leadership Grant**

On behalf of Connecticut History Online (CHO) I submitted a planning grant to the Institute of Museum and Library Services (IMLS) for a collaborative planning grant. Connecticut History Online: the Next Chapter will allow the (CHO) partner institutions to develop a strategic vision and business plan to address both long term funding and a methodology for adding new partners and content to the site thus enabling CHO to move from a project to a statewide program.

### **Continuity of Operations Planning (COOP)**

On **January 17, 2008** the COOP team members met and reviewed the Influenza Pandemic Continuity of Operations Plan and discussed updates that needed to be made to the current plan. A revised plan has been filed with the Department of Administrative Services.

### **Professional Activities**

In February, I represented NELINET at the OCLC Members Council meeting. Significant changes in the composition and role of Members Council amidst the globalization of OCLC were discussed. Important votes regarding the governance of OCLC will be taken up at the May Members Council meeting.

On March 3, I spoke to the trustees of the Essex and Ivoryton Libraries on issues and trends in library service.

I spoke to over 600 people about community-wide reading programs in Fairfield at the Library's One Book, One Town opening program featuring Greg Mortenson, author of *Three Cups of Tea, One Man's Mission to Promote Peace One School at a Time*, on March 5.

## **INFORMATION SERVICES DIVISION**

### **Accomplishments/Division News**

In response to an increasing number of questions about using electronic resources, the Division will update Web pages and unit brochures to include more information about Electronic Product resources. We currently have 8 electronic products available to patrons at their desktops: *Reference USA, The Historical New York Times, Legaltrac, Historical Hartford Courant 1923-1984, The Boston Globe, Booklist Online, American Indian History Online, and Accounting and Tax with Standards*. Additional remote access is largely dependent on the purchase of a proxy server that would allow us to increase the number of electronic products available. An Electronic Resource Management (ERM) module for the catalog has been purchased to help manage electronic products.

We have also purchased the RSS-Feed Builder module for the catalog. This will enable patrons to receive automatic announcements about new books or products in the subject areas they designate.

The featured 'database of the week' on February 1 was *The Making of Modern Law: Trials, 1600-1926*, "a collection of content describing the courtroom dramas that scandalized society in America, the British Empire and the world." The online presentation contains more than 7,000 titles and more than two million pages of content at [http://galenet.galegroup.com/servlet/MMLT?locID=nelco\\_csl](http://galenet.galegroup.com/servlet/MMLT?locID=nelco_csl). Other databases, CSL Digital Collections, Indexes, and Research Guides and Finding Aides can be viewed at <http://www.cslib.org/csllmade.htm>.

CSL now has a Hartford Courant E-subscription. Patrons can ask any reference librarian for access.

[The Index to Hospital Reports](#) has been compiled and published by the Connecticut State Library. Reports from many different psychiatric hospitals in the United States, Canada, England, Ireland, Northern Ireland, Scotland, Wales, and South Africa, from 1830 to 1896, are bound together in annual Hospital Reports volumes. To assist in locating specific reports, the Connecticut State Library compiled this three-part index.

See [Connecticut Public Acts Effective 1/1/08](#) for the list of new laws passed by the Connecticut General Assembly during the 2007 session, the Acts include PA 07-168, banning pesticide use on school grounds; PA 07-116, appointing conservators and setting their powers; and PA 07-163, creating a new crime of firearm trafficking and requiring stolen or lost firearms to be reported within 72 hours of discovery.

The retrospective conversion of the local history of Hartford on Level 1B has been completed.

### ***New material***

For a listing of new Public Policy Resources and new Legal Resources posted to New @ CT State Library blog in January and February, see <http://cslibweb.wordpress.com>.

### ***Building***

New chairs have been purchased for the public access computer stations in the Law Reading Room.

Because an inspection by the Fire Marshall revealed that L-108 (H&G Reading Room) and the L-108A office didn't meet fire code egress requirements, an additional exit from the Reading Room into the index corridor was created. Two units of the Church Records Index were emptied and moved to the Probate Vault; the index slips were consolidated into the remaining units. The new exit/entry works well for patrons and staff and meets the fire code requirements.

All major sets of aerials have been moved from Level Seven and are now located in the Probate annex, considerably easing retrievals.

### **Projects**

### ***Digital Collections***

A new Connecticut State Publications collection containing a copy of items in the Digital Archive has been created in CONTENTdm. The original digital items are being preserved in a permanent digital 'dark' archive at OCLC. CONTENTdm management software is used to store, manage and deliver the CSL Digital Collections.

### **Workshops/Events**

Federal Documents Librarian Nancy Peluso gave a presentation on the U.S. Census at the Bristol Public Library on January 16 and at Miranda Creative on January 22.

Government Information and Reference Service Unit Head Julie Schwartz gave a presentation on January 31 on "CSL Services to State Agencies" to Dept. of Mental Health and Addiction Services employees. There were approximately 60 attendees. State employees have become very interested in receiving their cards and material online and through interoffice mail.

History & Genealogy Library Technical Assistant Kevin Johnson gave Jordan Freeman presentations at the East Hartford Historical Society on January 16, at the Bloomfield Middle School on January 25, and for the Secretary of the State's staff on February 1.

Mr. Johnson gave William Webb presentations at the Winthrop Middle School in Bridgeport on January 22, at New Canaan Middle School on January 29, at the Department of Information Technology on February 21, for the Maple Hill School in Naugatuck on February 26, and for Pratt & Whitney in Cheshire on February 29.

### **DIVISION OF LIBRARY DEVELOPMENT**

#### **CT.WebJunction**

Thanks to grants from the Bill & Melinda Gates Foundation, OCLC's WebJunction has announced a major upgrade to its web-based services to take place this summer. The State Library partners with WebJunction to provide these services to Connecticut librarians. Among general web-page improvements, WebJunction will have a completely new catalog of free online courses. They will also be enhancing their social, web 2.0 features that will allow users to customize their interactions with the site.

#### **A Library Card Application in Fourteen Languages**

Stephen Cauffman, iCONN Interlibrary Loan Coordinator and Mary Engels, Director of the Middletown Library Service Center, are coordinating the translation of library card applications for public libraries. They surveyed libraries to determine the most commonly used data asked on public library card applications such as name, and address. They compiled a generic application form and have had it translated into the fourteen most common languages spoken in Connecticut. The translations, along with the English equivalents, will be entered into an Excel chart and made available on WebJunction for libraries to download and use as needed.

#### **Staff Appearances and Articles**

Tom Newman, Assistant Director of the Middletown Library Service Center, authored a "Treasures" article in the February issue of *Connecticut Libraries* at the Harriet Beecher Stowe Center Library in Hartford. The article is included in the Board packet.

Susan Cormier appeared on the March edition of *On the Home Front*, with John Murphy a community affairs program produced by Charter Communications and WHUS91.7FM.

The 15 minute segment focused on the importance of early literacy and the many books and programs that young families can access at their local public library.

Linda Williams, Children's Librarian, is Co-chair of the Association of Library Service to Children Quicklists Consulting Committee. The committee's purpose is to serve as consultants and to promote books and other resources through recommendations and compilations of lists for mass media, individuals, and institutions involved in the production of programs, films, and other materials and services for children, their families, caregivers, and teachers. Their current project is to compile the big list project for the PBS preschool page (<http://www.pbs.org/parents/preschool>).

### **State Aid**

In February, the Division of Library Development awarded \$347,109 in State Aid grants to 160 public libraries. Principal public libraries were eligible for the grants if they submitted their 2007 *Annual Survey and Application for State Aid* by the deadline, their local funding was equal to or greater than that of the three previous years, and they certified that they do not charge fees for lending of materials. The average award was \$2,000 with the amounts determined by a statutory formula that includes a base amount, plus a determination of library need and library expenditures. The complete list of libraries and their award is available at:

<http://ct.webjunction.org/do/DisplayContent?id=19338>

### **Public Library Survey**

Also in February, the State Library submitted to the Institute of Museum and Library Services (IMLS), the annual Public Libraries Survey for fiscal year 2007. From its inception in 1989 through 2007, the survey was administered by the National Center for Education Statistics. IMLS has taken over the administration of the survey that includes data from 9,000 libraries to complete the only national database of public library statistics. It will be made available by IMLS for planning, research, and evaluation. This year, the Connecticut State Library was the second to complete its submission. Timely entry of the survey is critical to winning the Francis Keppel Award, which the agency has won for the past 13 years.

### **Grant**

Susan Cormier is coordinating a small *Mixing in Math* grant of \$4,000 with three public libraries: Thompson, Bridgeport, and Hartford. *Mixing in Math* is a set of activities that slip a little math into kids' everyday routines and projects, such as playing outdoors, dancing, cooking, and learning about others. The activities are designed for use in after-schools and other programs serving 5-13 year olds. TERC (formerly Technical Education Research Centers) is using this grant to pilot bringing this program to libraries. They may be expanding the grant next year.

### **Workshops**

The Division offered the following workshops in February and March: Dreamweaver MX, Introduction to Using Your Community's Demographic Data, Library 2.0 Overview, Behind the Bibliographic Record, Essential Cataloging for Genealogy and Local History Collections. Generation 4.0: The New Age of the Library Workforce and Blogs & Flickr. The following workshops were presented as webinars: iCONN Database Training for Public Libraries, ProQuest Historical Hartford Courant, ProQuest for Colleges/Universities and ProQuest for Public Libraries.

## **PUBLIC RECORDS ADMINISTRATION**

### **Historic Document Preservation Grant Program**

The Office of the Public Records Administrator published its biennial edition of the **CONNservator** in February. In addition to listing the 2008 Cycle 2 targeted grants, this issue featured two articles that were written by town clerks highlighting their records management and archival management accomplishments resulting from work funded by the Historic Documents Preservation competitive grant program. The **CONNservator** is posted to the State Library website.

### **Retention Schedule Development**

Three schedules have been completed for the Department of Consumer Protection and are posted on our webpage. They are an agency general schedule for records that are common to all bureaus and divisions within the Department of Consumer Protection; the Drug Control Unit and the Food Unit.

### **Site Visits**

On **January 29, 2008**, Field Archivist Kathy Makover made a site visit to the Woodbury Town Hall to discuss the recovery and relocation of water-damaged town records. She met with the First Selectman and Town Clerk and inspected the basement records storage area and the clerk's vault. A written report was sent as follow-up.

On **January 31**, Eunice DiBella and LeAnn Power visited the City of Hartford to see the work that has been accomplished in the city as a result of the FY2008 competitive grant project.

On **February 14**, Eunice DiBella, LeAnn Power and Kathy Makover visited the Wethersfield Town Clerk's Office to inspect the temporary vault located in the town's library building for the duration of the town hall renovations. In addition, they reviewed the current and completed records projects being funded under the Historic Documents Preservation Program.

On **February 15**, Kathy Makover made a site visit to the Burlington Town Clerk's Office, in response to a request from the Town Clerk for assistance regarding the limited vault space available for records storage. She inspected the vault and an off-site records storage area. She met with the First Selectman and Town Clerk and sent a written report.

On **February 25**, Eunice DiBella, Kathy Makover and Jeffrey Collins visited the Stamford Government Center to meet with town officials and an architect regarding plans for a new vital records vault. The meeting included a review of the plans and discussion of required elements. They inspected the Town Clerk's current vital records vault and the land records room. A written report on the meeting and inspections was sent to the Mayor and Town Clerk. In addition, they visited the Old Town Hall and photographed the building's WPA-era wall murals for the WPA project being carried out by State Archivist Mark Jones.

**February 28**, Lizette Pelletier and Jeff Collins met with a representative from the Department of Developmental Disabilities (DDS, formerly the Department of Mental

Retardation.) DDS wants to restart the process of revising the agency's retention schedule.

On **March 4**, Kathy Makover made a site visit to the Litchfield Town Clerk's Office in response to the Town Clerk's request for recommendations regarding her upcoming grant projects. The visit included discussion with the clerk and a vault inspection. A written report was sent to the First Selectman and Town Clerk.

### **Conferences, Workshops and Meetings**

On **January 24**, Eunice DiBella and Lizette Pelletier conducted a records retention training class for the Department of Environmental Protection (DEP). The class was attended by approximately 100 DEP employees.

On **January 25**, Eunice DiBella, LeAnn Power and Kathy Makover attended the New Town Clerk Training offered by the Connecticut Town Clerks Association at the Legislative Office Building. Eunice DiBella spoke on records retention and LeAnn Power reviewed the Historic Documents Preservation Program for the newly elected or appointed town clerks.

On **January 28** Eunice DiBella, Jeff Collins and Lizette Pelletier met with Metropolitan District Commission (MDC) regarding records management issues at the MDC. The MDC is a quasi-public agency that falls under the authority of this office regarding retention and disposition of records. A follow-up report of recommendations was sent to them.

On **February 7**, Eunice DiBella, LeAnn Power, Lizette Pelletier, Kathy Makover and Jeff Collins met with Fred Gilbert of Maxons Restorations to review the records recovery services offered by Maxons.

On **February 19**, LeAnn Power attended a monthly Connecticut Chapter ARMA meeting on "End User to Records Manager" held at the Courtyard by Marriott in Cromwell, CT. and Assistant State Archivist Bruce Stark did a presentation before the Manchester Rotary Club entitled, "The Archivist as Detective."

State Archivist Mark Jones, along with Jeannie Sherman of the History and Genealogy Unit met with representatives of the Merritt Parkway conservancy on **February 21<sup>st</sup>** regarding historical sources at the State Library and exhibits that each plans for this year, the 70<sup>th</sup> Anniversary of the opening of the Parkway.

**February 26:** The Public Records Administrator along with Lizette Pelletier and Jeff Collins met with representatives of the Department of Information Technology (DOIT) regarding management of legacy accounting systems records. We had a follow-up meeting on **March 11** with a different representative of DOIT regarding the retention of legacy time and attendance records. Now that we have transitioned to the CORE-CT system decisions need to be made concerning what to do with this information. On **March 5<sup>th</sup>** we met with representatives of the Office of the State Comptroller regarding records management issues related to CORE-CT as it affects the general financial retention schedule. We also discussed the need to revise retention schedules for the Office of the State Comptroller. On the same day Paul Baran conducted a tour of the Van Block facility for St. Joseph's history and archives class.

On **March 6**, Kathy Makover met with Tedd Kehoe of InfoQuick Solutions, Inc., to discuss the document imaging, filming and indexing services offered by the company.

### **Accessions**

- Town of Mansfield Aerial Photographs, ca. 1950 used for tax purposes
- A collection of 19 letters between Anna Roberts of East Hartford and Hugh Montgomery, a Methodist temperance minister, of East Haverill, New Hampshire, dated between March and October 1865. The couple married in November and thereafter lived in Massachusetts and Connecticut.

### **Finding Aids**

- RG 008, Records of the State Comptroller: Pauper Records, 1757-1819.  
Ledgers, 1788-1852

Thirteen additional finding aids were posted to the CSL website in a searchable format (Encoded Archival Description):

- RG 002: Executive and Legislative Nominations Committee, 1985-2005
- RG 002: Judiciary Committee, 1981-2006
- RG 002: Environment Committee Task Forces, 1979-2004
- RG 077: State Tax Revenue and Related Fiscal Policy, Bipartisan Commission on, 1982-1983
- RG 080: Jamestown Tercentennial Exposition, Connecticut Commission, 1905-1908
- RG 085: Louisiana Purchase Exposition, Connecticut Commission for the, 1904
- RG 091: Embalmers, Board of Examiners of, 1903-1929
- RG 092: Dental Commission, 1893-1950
- RG 097: Arts, Connecticut Commission on the, 1962-1978
- RG 098: Agriculture, Department of, 1866-1978
- RG 101: Woman Suffrage Association, Connecticut, 1869-1921