

STATE LIBRARIAN'S REPORT  
May 27, 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 May 27, 2008 meeting of the Board, covers the period of March 25, 2008 through May 26, 2008.

**FINANCIAL REPORT**

Attached to this report.

**PERSONNEL REPORT**

**Vacancies (State Funded)**

Library Aide Part-Time (LBPH)

**Vacancies (Federal Funds)**

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

**Vacancies (Other)**

None

***POSITIONS FILLED SINCE LAST REPORT***

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

**STATE LIBRARIAN**

**Coltsville National Park**

Dean Nelson, Administrator of the Museum and I continue to meet with the Coltsville Ad Hoc Committee which is chaired by John Rossi, Chief of Staff for Congressman Larson's District Office. I will be chairing a Steering Committee of the institutional and content stakeholders (namely the Wadsworth Athenaeum, the Connecticut Historical Society, and the State Library/Museum). The group has received funding to hire a consultant to study and make recommendations on the potential historic interpretive experiences at the Coltsville historic district. These recommendations will be vetted by the Ad Hoc Committee and submitted to the National Park Service (NPS) to inform the study on

what the NPS is doing on whether or not Coltsville should be a national park. The NPS wants the recommendations by early Fall 2008.

#### Lafayette Street

Staff from the Archives and the Museum toured the building on March 25. Subsequently, I sent a memo to the Department of Public Works outlining a plan for the use of the space being allocated to the State Library as well as conditions we are seeking in the lease. The Chair and Secretary of the board of the Symphony have asked to meet with me to discuss the building.

#### Connecting to Connections Grant

The planning team for the Conservation ConneCTion project held its first meeting. We are currently accepting applications for the project manager position and hope to have a person on board by early June. I participated in a conference call with representatives from the Institute of Museum and Library Services and all of the other grantees. It was very useful to learn what the other states are working on and where they are in the process. Many of us will be conducting surveys and have agreed to share work together on formulating the questions so that there will be some comparative data to come out of them.

#### Other

Jay Jordan, President and Chief Executive Officer of OCLC toured the State Library and met with staff that are involved with various OCLC products. Mr. Jordan was in the state speaking to the Connecticut Library Association. OCLC Online Computer Library Center is a nonprofit, membership, computer library service and research organization dedicated to the public purposes of furthering access to the world's information and reducing the rate of rise of library costs. More than 60,000 libraries in 112 countries and territories around the world use OCLC services to locate, acquire, catalog, lend and preserve library materials. The State Library is one of those libraries.

I spoke to a library school class at Southern Connecticut State University about the State Library and the trends and opportunities in the library profession.

I provided an update on the State Library and the legislative session at the Connecticut Library Association's Annual Conference.

On Saturday, May 3, I conducted a workshop for the Board of Trustees of the Russell Library in Middletown. The library is working on a strategic plan and the Board wanted my views on what libraries and library services might be like in 2020.

### **INFORMATION SERVICES DIVISION**

#### Accomplishments/Division News

We now offer a new service for state employees. They can complete a Library Card Application, mail it to the State Library with a photocopy of their state ID, and receive their card by mail. State employees can request materials online through the catalog, or call, or email their requests. We will send the requested material to their office. A revised 'Borrowing page' has been posted on the web site to reflect this new service. For access to Secured Collections/Archives, the employee must still visit the Library to get a Secured Collections Access Card.

Government Information and Reference Services Unit Head Julie Schwartz has been visiting various state agencies to talk about and distribute a new flyer describing, "State Library Service to State Agencies".

The latest CSL updates on Legal Resources, Public Policy Resources, and the Database of the Week can be viewed on the Library's blog, "New at the State Library" at <http://cslibweb.wordpress.com/>.

Four new electronic CSL Subscription Databases have been added:

- *American Periodicals Series Online 1741-1900*: "Digitized images of over 1,100 American magazines and journals that began publication between 1740 and 1900.
- *BNA State Tax Portfolios Library*, a complement to the U.S. Income Portfolios, offering guidance on related state issues and featuring materials from leading state and local tax authorities.
- *Footnote.com*: Searchable original, historical documents ranging from major historical events to personal accounts and family histories.
- *Lexis/Nexis Congressional Hearings Digital Collection Retrospective A: (1824-1979)*, includes abstracting, indexing, bibliographic information, and searchable PDFs for Congressional hearings.

In addition, we now have access to full-text, searchable archives of The Day (New London) newspaper from 2000 to present. For more information on all electronic resources, see <http://www.cslib.org/subscrindex.htm>.

Law/Legislative Reference Library Specialist Steve Mirsky was awarded a grant from the American Association of Law Libraries (AALL) to create a Webinar about creating online tutorials, focusing on the general and practical aspects of how best to develop e-learning.

We have begun consolidated processing of electronic state agency publications (ConnDocs) using a new web harvesting function of the OCLC Connexion client. The streamlined process allows cataloging, adding to CSL Digital Collections, and ingesting into the Digital Archive to be accomplished at one time.

Government Information and Reference Services Unit Head Julie Schwartz and Bibliographic Services Unit Head Stephen Slovasky participated with Ken Wiggin and other staff in a meeting with OCLC President Jay Jordan, regional representative Andy Bush and his associates. They discussed CSL concerns and interest in OCLC developments including digital archiving and web harvesting.

The Intellectual Property Committee has received several Requests for Permission to Publish. The Cheshire Historical Society requested permission to use PDFs of a portion of the Hale collection on their Web page, Malice Productions LLC on behalf of Readers Digest asked for permission to use an image of a Frisbee Pie Truck from Bridgeport, and Bloomfield Public Access Television asked for permission to videotape and broadcast Kevin Johnson's performance of the "Life and Times of William Webb". The Griswold Public Library has asked for permission to video Mr. Johnson's Jordan Freeman presentation.

## Projects

The WPA Architectural Survey Digital Project has been put into production. Survey form information and photographs of houses and buildings are added to the CSL Digital Collections, <http://cslib.cdmhost.com>, town by town. Eventually over 5,000 surveys will be posted online.

#### Workshops/Events

The CSL exhibit at the CLA Annual Conference followed the theme of the Conference which was "Innovation, Transformation and Beyond". The exhibit highlighted past accomplishments and future plans at the Library and included photos comparing the WPA house folders to the online presentation, the WWI survey form to the Connecticut History Online (CHO) iteration, pictures of the Library from 1910 to today, and Braille book to the new talking books.

H&G staff have given presentations to the Rhode Island Genealogical Society, the Franklin Historical Society, the Hartford Post Office, a group of teachers of German, and to an introductory genealogy class.

H&G Library Technical Assistant Kevin Johnson has given William Webb presentations for the Burlington Historical Society, the Hartford Post Office staff (once at midnight!), the Newtown Historical Society, the West Shore Middle School in Milford, the CT Society of Mayflower Descendants, the Pleasant Valley Middle School in South Windsor, and the Iling Middle School in Manchester. Mr. Johnson also gave a Jordan Freeman presentation at the Bridgeport Public Library.

Staff from all reference divisions gave a tour and presentations to this year's Greater New Haven Leadership Council on March 12.

Library for the Blind and Physical Handicapped (LBPH) Director Carol Taylor gave an LBPH presentation to the Middletown Elderly Services group.

#### **DIVISION OF LIBRARY DEVELOPMENT**

The Friends of Connecticut Libraries Annual Meeting will be on June 14th at the Plainville Library and will feature Wendell Minor, noted author, illustrator and artist. An invitation to the event is included in the Board packet.

WebJunction Connecticut, the web portal for the Division of Library Development, is beginning the transition to a new website, with a new design and new services. Online courses will see a significant expansion and opportunities for library community involvement will be enhanced. The new website should replace the current site by late July 2008.

The April issue of *Connecticut Libraries* included Tom Newman's *Treasures* article on the State Education Resource Center Library (SERC) and a review of *Soul Catcher*, by Michael White (a speaker at the Connecticut Library Association Conference). Both are included in the Board packet. The *Treasures* article that Tom wrote in March's issue on the Harriet Beecher Stowe Library was reprinted on the American Library Association's "I Love Libraries" website (<http://www.ilovelibraries.org/news/libraryshowcase/index.cfm>). Tom is the Assistant Director of the Middletown Library Service Center and webmaster for WebJunction Connecticut.

The April issue also included a spotlight article on Kendall Wiggin written by Douglas Lord, LSTA Coordinator. This article is also included in your packet.

Mary Engels, Director of the Middletown Library Service Center coordinated two programs at the CLA Conference in April, Beyond the Traditional Book Sale and How do you Cope? Serving Patrons with Emotional Problems or Mental Illness. In addition Steve Cauffman, reQuest Interlibrary Loan Coordinator, along with Stephanie Willen Brown from UCONN and Carol Abatelli from Eastern CT State University, led a well-received and well-attended (90+) presentation on "Live Web Usability Lab" using iCONN as an example. Several opportunities for improving iCONN's user interface were identified as a result of the session.

Mary Louise Jensen, Building Consultant, coordinated a program on May 9th on The ADA and Library Buildings. She also held three State Library Construction Grant workshops in April.

#### Other Continuing Education

Kris Aberly, Continuing Education Coordinator, coordinated the following workshops in April for a total attendance of 138: Fundamentals of Serials Cataloging, Behind the Bibliographic Record, Essential Cataloging for Local History and Genealogy Collections, MS Word 2003 vs. 2007, Useful Websites for Adult Reference, and Going Google: Hands-On. Ms. Aberly also coordinated the following webinars: iCONN Database Training for Public Libraries, iCONN Database Training: Business & Company Res. Center and iCONN Database Training: Health & Wellness Resource Center. Workshops scheduled for May and June 2008 are Audio Editing and Podcasting, Screencasting 101, CDs, DVDs & Videocassettes: Cataloging Essentials, ADA and Library Buildings, Gizmos & Gadgets, Digital Media and the Library, Dreamweaver CS3, Widgets, Mashups and Web Services, Your Library Cyber Security, MS Word 2008, Introduction to Flash 8, Excel Pt.1-2, Social Software: Using Technology to Manage Your World, MS Publisher Pt.1-2, Federal Documents on the Internet and Internet Safety: Protecting Data and People in the Information Age.

#### Connecticard

Joanne Turschman, State Library Data Coordinator processed the 2007-2008 Connecticard payments totaling \$1,226,028. 176 libraries received grant payments with the average library receiving \$6,966. A copy of the payment list, along with the calculations of loans is included in the Board packet.

#### Summer Reading

Susan Cormier attended the annual meeting of the Collaborative Summer Library Program, held in Little Rock, Arkansas from April 23-25. Some of the decisions approved by the group include the slogans for summer 2010; "Make a Splash - Read!" (Children) and "Catch the Reading Wave at Your Library" (Young Adult), and the theme for 2011; World Cultures. The theme for this year's summer reading program is "Catch the Reading Bug" (children) and "Metamorphosis@Your Library" (Young Adult).



The theme for the summer of 2009 program is “Be Creative @ Your Library” (children) and “Express Yourself @ your Library” (young adult). The Connecticut State Library is a member of the Collaborative Summer Library Program which allows all public libraries in the state to be eligible to participate in this program - - over 100 do so. Linda Williams, children’s librarian at the Willimantic Library Service Center has developed reading lists and other resources to support the “Catch the Reading Bug” theme this year. Included in the Board packets are samples of bug related bookmarks she made available online for libraries.

#### Opportunity Online Grant from the Bill & Melinda Gates Foundation

Sharon Brettschneider has been working with Nelinet on the final accounting for the latest computer replacement grant from the Gates Foundation. Libraries in Connecticut will receive up to 239 computers over a two year period. The grants are very generous in that they grant \$2,300 per computer in order to cover the true cost of ownership; including costs for peripherals, training, and supplies. The grants are awarded on two criteria: need and a lack of adequate up-to-date public access computers. Libraries receiving grants are Ansonia, Bill Library in Groton, Bridgeport, Brooklyn, East Hartford, Hamden, Hartford, Manchester, Meriden, New Britain, New Haven, New London, Putnam, Silas Bronson in Waterbury, Stratford, Ferguson (South End Branch), Trumbull, Waterford and Windham Free. Libraries are required to match 25% of the cost in the first year and 50% in the second. The dollar value of this grant will be \$364,650.

Sharon Brettschneider, along with Bruce Fraser of the Connecticut Humanities Council (CHC), convened a meeting of people and organizations involved in promoting and enhancing “reading for meaning.” Groups attending the May 14<sup>th</sup> event at CHC headquarters in Middletown included the Connecticut Library Association, the Connecticut Library Consortium, the Center for the Book, UConn’s Children’s Book Fair, Wesleyan Press, Russell Library, State Department of Education, Friends of Connecticut Libraries (represented by Mary Engels), and the Connecticut Association of School Librarians. The group was enthusiastic about continuing to develop a partnership with organizations working on reading but have not decided on what a first project might be. CHC will compile a survey on reading projects being undertaken by each organization and convene a second meeting in July.

iCONN

Eric Hansen joined iCONN as Electronic Resources Coordinator on May 12th. Mr. Hansen came to Connecticut from Kansas in August of 2006 having served as Executive Director of the Kansas Library Network Board of Director of Statewide Resource Sharing. Since November of 2006, Mr. Hansen has served as Library Director of the Babcock Library in Ashford, Connecticut.

Two Requests for Information (RFI) were issued to vendors on April 12th for a (1) federated search engine and (2) a statewide library catalog with responses due back on May 14. The RFI responses will help to formulate strategies for defining and migrating to a next-generation system. The current contract for the statewide catalog and federated search engine is due for renewal. We hope to issue a formal Request for Proposal in the Fall of 2008.

## **PUBLIC RECORDS ADMINISTRATION**

### Historic Document Preservation Grant Program

The Office of the Public Records Administrator received 10 competitive grant applications and 98 targeted grant applications for cycle 1. The competitive grant applications have been forwarded to the State Historical Records Advisory Board (SHRAB) for independent review. The targeted grants are undergoing staff review.

### Site Visits

On March 25, Jeff Collins and Lizette Pelletier met with the Records Management Liaison Officer (RMLO) and the Assistant RMLO for the Department of Motor Vehicles regarding revisions to its records retention schedule.

On April 14, Eunice DiBella and Kathy Makover met with Middletown's Chief Building Official, John Parker, Jr., to inspect a site being considered for off-site records storage. An inspection report was sent to city officials.

On April 30, Jeff Collins and Lizette Pelletier met with the RMLO and staff members of the Security Unit at the Department of Special Revenue to develop a records retention schedule.

On May 12, Kathy Makover and Jane Cullinane, Preservation Librarian, visited the East Haddam Town Clerk's Office to assess the condition of certain maps recorded on the land records.

On May 12, Jeff Collins and Lizette Pelletier met with the RMLO and staff members of the Department of Emergency Management and Homeland Security regarding management of its active and historical records.

On May 15, Jeff Collins and Lizette Pelletier met with the RMLO and staff members of Department of Environmental Protection regarding retention schedules and general records management issues

### Conferences, Workshops and Meetings

On March 10, Paul Baran attended a workshop at the Rare Book and Manuscript Library at Yale University on applying Describing Archives: A Content Standard (DACS) to single item manuscripts.

On March 17, Jeff Collins and Lizette Pelletier met with the RMLO for the Department of Development Services regarding the development of a records retention schedule.

On March 18, LeAnn Power gave a presentation to the local Connecticut Chapter of ARMA at the Rocky Hill Marriott. She was on a panel of three other speakers and the topic of the meeting was "Case Studies in Records Management." Ms. Power spoke on the Historic Documents Preservation Grant Program. Jeff Collins, Eunice DiBella, Kathy Makover, and Lizette Pelletier attended the meeting.

On April 2, Eunice DiBella and Lizette Pelletier met with Attorney Steve Schwane from the Department of Consumer Protection regarding the revisions to the regulations concerning the filing of maps on the land records.

On April 3, Eunice DiBella, Jeff Collins and LeAnn Power attended the Freedom of Information Conference on "Voluminous, Vexatious, and Vague: How to Comply with the Difficult FOI Request."

On April 17, Jeff Collins and Lizette Pelletier met with the RMLO for the Teachers' Retirement Board regarding records management issues.

On April 22, Eunice DiBella, Kathy Makover, Lizette Pelletier, and LeAnn Power met with Philip Cronenwett, a potential consulting vendor for the Historic Document Preservation grant program.

On April 23, Eunice DiBella and Kathy Makover met with representatives from the City of Waterbury to review plans for renovation of the town clerk's vault prior to issuing approval. The meeting included staff from the Waterbury Development Corporation, the Town Clerk and the project engineers and architect.

On April 24, Eunice DiBella, LeAnn Power, and Kathy Makover attended the annual Town Clerk's Spring Conference held at the Trumbull Marriott. They spoke with vendors that work on Historic Document Preservation Program grants.

#### Finding Aids

New London Justice of the Peace and City Court Records, 1755-1903.

New Finding Aids encoded and posted online:

- RG 002:025, Bipartisan Senate Committee of Review, 2007
- RG 069:143, Willis H. Birge Financial Papers, 1799-1938
- RG 069:144, Hugh Montgomery and Anna Roberts Correspondence, 1865
- RG 073, Dept. of Veterans' Affairs, 1866-1990
- RG 075, Boundary Commissions, 1821-1962
- RG 079:001, Dept. of Environmental Protection: Central Office, 1944-2004
- RG 079:003, Board of Fisheries and Game, 1911-1990
- RG 079:005, Dept. of Environmental Protection: Air, Waste and Water, 1920-2004

- RG 079:016, Dept. of Environmental Protection: Natural Resources and Outdoor Recreation, 1940-2006
- RG 079:017, State Park and Forest Commission, 1908-1967
- RG 079:018, Office of Indian Affairs, 1836-1995
- RG 079:022, Forestry Department, circa 1908-1940
- RG 079:023, Water Resources Commission, 1925-1981
- RG 079:026, Harbor Commissioners for New Haven Harbor, 1925-1972
- RG 081, Dept. of Connecticut United Spanish War Veterans, 1898-1973
- RG 093, Selective Service System, 1940-1975
- RG 095, Council on Human Services, 1973-1977
- RG 105, Windham County Historical Society, 1818-1940, bulk 1935-1940
- RG 106, Connecticut League of Women Voters, 1925-1955
- RG 107, Hartford Woman's Club, 1896-1923
- RG 108, Arts and Crafts Club of Hartford, 1909-1951
- RG 109, Military Order of Foreign Wars, 1901-1921
- RG 110, Monday Afternoon [History] Club, 1887-1938

## **MUSEUM OF CONNECTICUT HISTORY**

### Education Highlights:

- 5500 children visited the museum in the last 2 months
- Patrick Smith, Education Coordinator did a radio appearance on WILI 1400 AM promoting the museum and programs.
- Patrick presented outreach programs to students in Madison, Wallingford and West Hartford related to Connecticut history and the Museum of Connecticut History.
- Patrick presented an adult lecture to the Mansfield Historical Society about Connecticut inventors.
- Summer outreach 2008 education programs have been booked at 15 public libraries including Cheshire, Franklin, Hartford, Sprague, Easton and Southbury.
- An article highlighting the museum and programs appeared in the Willimantic Chronicle on April 10<sup>th</sup>.
- The museum participated in Take Your Son/Daughter to Work Day on April 24<sup>th</sup> by offering a special tour. 27 People attended.