

STATE LIBRARIAN'S REPORT  
May 26, 2009

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 26, 2009 meeting of the Board, covers the period of March 24, 2009 through May 25, 2009.

FINANCIAL REPORT

Attached to this report.

PERSONNEL REPORT

Vacancies (State Funded)

None

Vacancies (Federal Funds)

None

Vacancies (Other)

None

POSITIONS FILLED SINCE LAST REPORT

None

STATE LIBRARIAN

Coltsville

The Adhoc Committee met on April 24 with representatives from the National Park Service (NPS). Dean Nelson and I attended. The NPS has been conducting a congressionally authorized Special Resource Study (SRS) to determine what the Coltville Historic District should be considered for potential designation as a unit of the national park system by Congress. Such a determination requires positive findings for four criteria:

- National Significance
- Suitability
- Feasibility
- Need for NPS Management

It currently appears that the SRS could make positive findings for the criteria related to national significance and suitability. However, a finding on the need for NPS management is still dependent on an understanding of the future ownership and management of the Coltville resources and it is not possible for the NPS study team to

make a positive finding of feasibility. Accordingly, the study team will be recommending that the best course of action, lacking the ability to make precise feasibility and need for NPS management findings, is to conclude the study and issue a report indicating that the resource appears to meet two of the four criteria. To quote the NPS "this would provide the ability for ownership issues surrounding the site to be resolved over time. It would also permit the interested parties in Hartford advocating the establishment of a national park the opportunity to formulate a cohesive strategy in partnership with the owner to make the Coltsville site available for park use within a framework that meets the feasibility and need for NPS management criteria." There are new owners of the Colt Armory and they appear to have a great interest in moving this forward, however, as they say, it will take an Act of Congress to make the final designation.

#### Stimulus Funds

I have been participating on bi-weekly conference calls with the American Library Association's Washington Office and the Chief Officers of State Library Agencies to keep abreast of library funding opportunities under the American Recovery and Reinvestment Act (ARRA). As far as I am aware there are no ARRA funds available for library construction in Connecticut and I have been trying my best to alert the library community to that fact. There is potential for funding broadband connections to libraries through the Connecticut Education Network, particularly in areas of the state where there is no broadband service. 27 public libraries currently have fiber optic connections. The goal is to bring fiber to all libraries. Sharon Brettschneider and I are working with a committee that has been brought together by the Governor's Office to work on a state broadband application.

#### LIBRARY DIVISION

##### Accomplishments/Division News

There are microfilm reader/printer/scanners available in all three reference units now. They are connected to PCs with Internet access so that files can be e-mailed as attachments at no charge to the patron.

History & Genealogy Unit Head Dick Roberts wrote an article, "Newspaper Research at the Connecticut State Library" based on his presentation at the Connecticut Society of Genealogists' annual workshop last October. It was published in the latest issue of *CT Genealogy News*.

Ancestry.com is offering the Library an opportunity, through a grant application, to have our microfilm digitized. After scanning, Ancestry would provide us with TIFF and JPEG images of the film at no cost to us.. The digitization would also be put on Family Search and on the Ancestry website through iCONN, making it available statewide. Historical film could also be scanned, but the priority will be genealogical material, e.g., Barbour, Hale and Military Census (1917).

The Godfrey Library is interested in putting up the Hale Collection on their website with extracts of births and deaths from the Connecticut City Directories.

Law/Legislative Unit Head Denise Jernigan and Law Library Specialist Steve Mirsky met with State Librarian Ken Wiggin, State Library Board Vice Chair Bob Harris and Law Student Adam Stern about Mr. Stern's proposal to market the online legislative transcripts. Mr. Stern is drafting a business plan to include several levels of subscription access, and will share the plan with Mr. Wiggin.

Plant Facilities staff have installed UV filters on Level 7 and in the Special Collections area to help protect the documents from harsh lighting. This had been on a Preservation wish list for a long time

The timers have been removed from the public WiFi network, allowing this network to be accessed at any time surrounding the building. Within the building, network timers allow 8:00 a.m. – 5:00 p.m. connectivity seven days a week.

Government Information Reference staff have been compiling statistics on past year epidemics (1918 and others) due to patron questions about the current swine flu threat. They are putting the information in vertical files, putting entries in a Reference Wiki, and information on the 1918 epidemic will be put into Digital Collections.

### Projects

The Digital Collections Committee is working on WWII Commemorative Booklets. They are also working on the WPA Arts Project that is being created by State Archivist Mark Jones. The WPA Arts Project digital collection will have images and metadata from the pieces of art created during the Works Progress Administration. It will be added as a new collection called 'The Arts'. The 'tell us more' field in the digital collections has received some comments. Another field called 'user comments' is available for patrons to provide additional information about images. The comments are added to the individual items with the name of the submitter.

The next project will be The Roll Call Votes, which will have Senate Legislator votes with a link to the Legislator's database.

### Web page

Government Information Reference Librarian Steve Rice has successfully linked the Public Library Atlas to a Google map to include addresses and directions. He has also completed a map that finds Connecticut legislators, their Web pages and email addresses. It will be linked from the Connecticut Government page, under 'Who Represents You'.

The Subscription Databases web page, <http://www.cslib.org/subscriindex.htm>, has been revised to be more user friendly. It contains an A-Z list of the databases, more description and instructions, and a new title.

New electronic products that have been purchased are: *Early American Imprints, Series I, the Guide to Reference, Index to the Historical NY Times, and Milestone Documents in American History.*

### Issues

The Division is concerned about staff and Library services that may be affected by an upcoming transition resulting from the Governor's proposed Retirement Incentive. Discussion of immediate and long term plans have been encouraged.

### DIVISION OF LIBRARY DEVELOPMENT

Kris Abery, Continuing Education Coordinator, has organized a series of five workshops in cooperation with the Connecticut Department of Labor (DOL). Job Search @ Your Library: Helping Your Community Get Back to Work is a free half-day information

session to help library staff respond to the growing demands of job seekers in their local communities. The session will highlight Internet resources, local and state job listings, CT JobCentral, the DOL website and more. Kris has also developed a job search wiki toolkit for libraries that organizes Internet resources for job seekers.

<http://connecticutjobsearchtoolkit.pbworks.com/>

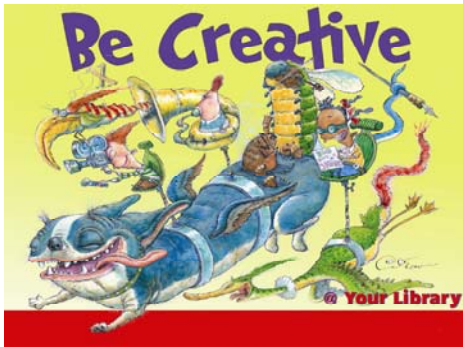
Mary Louise Jensen, State Library Building Consultant organized a Libratects workshop at the new Guilford Free Library on April 15th. Libratects is a lecture series coordinated by the State Library and public libraries that recently had major construction done where public libraries describe their building process to create an improved library facility.

Mary Louise also presented a State Public Library Construction grant workshop at the Middletown Library Service Center on April 21<sup>st</sup> and at the Willimantic Library Service Center on April 29<sup>th</sup>.

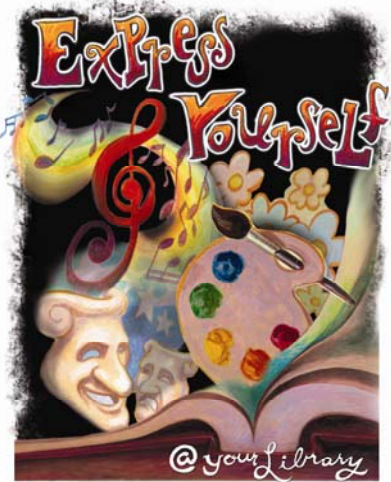
Douglas Lord, LSTA Program, coordinated a Family Caregivers 101 grant program with the National Family Caregivers Association. Four public libraries in Connecticut will receive up to \$4,000 each in order to generate best practices about how libraries can reach out to rural poor and urban disadvantaged family caregivers and educate them about the wealth of caregiving information available on the internet. There are over 44 million family caregivers in the U.S.; these are people who find themselves caring for adult loved ones - the frail, those with disabilities, or who have chronic illnesses.

<http://www.Familycaregiving101.com>

Doug Lord presented a program for the Rhode Island Office of Library and Information Services on Library Services for Older Adults and Seniors on March 25<sup>th</sup> in Exeter, Rhode Island. He co-presented with Homa Naficy of Hartford Public Library on Welcome to the USA: How Can I Help You? At the 17<sup>th</sup> Annual Capitol Region Education Council Conference on Serving Youth and Adults with Learning Disabilities, April 30, 2009, Marriott Hotel, Farmington.



Linda Williams, Children's Librarian, attended the Collaborative Summer Library Program (CSLP) annual conference in Omaha, Nebraska on April 21<sup>st</sup> through the 24th. The theme and materials for the summer reading programs for 2011 were developed. The theme for 2009 is Be Creative @ Your Library for kids and Express Yourself @ Your Library for Young Adults. CSLP is a grassroots consortium of states working together to provide high-quality summer reading program materials for children at the lowest cost possible for their public libraries. By combining resources and working with an exclusive contracted vendor to produce materials designed for CSLP members, public libraries in participating states or systems can purchase posters, reading logs, bookmarks, certificates and a variety of reading incentives at significant savings.



Linda Williams has been named chairman of the Connecticut Children's Books Awards, Center for the Book, Children's Illustration Award.

Linda Williams and Susan Cormier, Director of the Willimantic Library Service Center (WLSC), presented a workshop How to Plan, Purchase & Promote Great Collections for Children & Teens at WLSC on May 15th. The workshop addressed all phases of acquiring books for your children's and YA collections and is appropriate for any staff member who has a part in this process.

At the 2009 Connecticut Library Association Conference, Mary Engels, Director of the Middletown Library Service Center, coordinated the award program: How Do They Do That? Award Winning Public Library Service that recognized the winner of the 2009 Connecticut Excellence in Public Library Service Awards. Russell Library in Middletown, and the Deep River Public Library received awards.

Mary, Douglas Lord and Mary Louise Jensen, as members of the CLA ADA Committee helped coordinate the program All Kinds of Minds which discussed best practices for library services to those with learning disabilities. Doug Lord emceed the program.

Connecticard payments have been distributed to all public libraries. All libraries received information regarding their CCard activity for March 2008 thru February 2009 by email this year in order to save printing and mailing costs. Grants totaled \$1,226,028 for a record 4,740,954 Connecticard loans. The highest net lender was Westport Public Library. They loaned 255,685 items to non-residents!

iCONN has completed a Request for Proposal process for the main databases provided to public school and academic libraries. The award was given to Gale Corporation who will now provide access to the general periodicals, biography, discovery, science and history databases. iCONN is working with our portal vendor, AutoGraphics and Gale to implement major usability enhancements on the iCONN site.

Gail Hurley State Catalog Coordinator for iCONN is coordinating a Connecticut Treasures project that will assist libraries with digitizing their local historical materials and making them available online. She is working in collaboration with the Library Connection, Inc., a library non-profit corporation in Windsor.

## **RECORDS ADMINISTRATION**

Historic Documents Preservation Program

On March 18, 2009, a meeting of the Historic Documents Preservation Program Advisory Committee was held at the Van Block Facility.

Site Visits and Vault Projects

On March 20, 2009, Kathy Makover made a site visit to the Stamford Government Center to inspect the newly constructed Vital Records Vault. She also met with the Town Clerk regarding recent grant projects and made recommendations for future grant projects. A vault inspection report and approval certificate was sent to the Mayor and Town Clerk.

On April 23, 2009, Jeff Collins conducted an inspection of Commercial Moving Services' off-site records storage facility in Windsor. The vendor requested this inspection since they want to be added to our list of state approved records storage vendors.

On April 24, 2009, Mark Jones and Bruce Stark met with Vivian Zoe at the Slater Museum and Norwich Free Academy to advise them on a grant application that they had submitted to the National Historic Preservation and Records Commission (NHPRC)

On May 12, 2009, Jeff Collins conducted an inspection of Retrievox's off-site records storage facility in Bloomfield. The vendor requested this inspection since they want to be added to our list of state approved records storage vendors.

Retention Schedule Meetings

On March 20, 2009, Jeff Collins met with Diane Pizzo of the Connecticut State Library to discuss the records retention schedule for the Library Division: Collection Management Unit.

On March 23, 2009, Jeff Collins and Lizette Pelletier met with representatives of the Department of Environmental Protection to discuss the records retention schedules for the Planning and Program Development Division.

On March 27, 2009, Jeff Collins met with Debra Pond of the Connecticut State Library to discuss the records retention schedule for the Library Division: Law and Legislative Reference Unit.

On April 2, 2009, Eunice G. DiBella, Jeff Collins, and Lizette Pelletier met with representatives of Central Connecticut State University, Eastern Connecticut State University, the Department of Higher Education, Southern Connecticut State University, and Western Connecticut State University to discuss the State Agencies' Records Retention Schedule: S5.

On April 3, 2009, Eunice G. DiBella, Jeff Collins, and Lizette Pelletier met with representatives of the Department of Public Safety and the University of Connecticut (Department of Public Safety, Fire Department, and Office of the Fire Marshall and Building Inspector) to discuss the State Agencies' Records Retention Schedule: S10.

On April 13, 2009, Jeff Collins and Lizette Pelletier met with representatives of the Department of Environmental Protection to discuss the records retention schedules for the Office of Long Island Sound Program and the Wildlife Division.

On April 22, 2009, Eunice G. DiBella, Jeff Collins, and Lizette Pelletier met with the Office of the State Comptroller to discuss the State Agencies' Records Retention Schedule: S3.

On April 30, 2009, Jeff Collins met with Diane Pizzo of the Connecticut State Library to discuss the records retention schedule for the Library Division: Collection Management Unit.

On April 30, 2009, Jeff Collins and Lizette Pelletier met with the agency Records Management Liaison Officer (RMLO) of the Connecticut Commission on Culture and Tourism to discuss their records retention schedule.

On May 4, 2009, Jeff Collins and Lizette Pelletier met with representatives of the Department of Environmental Protection to discuss the records retention schedule for the Planning and Program Development Division.

On May 5, 2009, Jeff Collins met with Carolyn Picciano of the Connecticut State Library to discuss the records retention schedule for the Library Division: History and Genealogy Unit.

On May 6, 2009, Jeff Collins and Lizette Pelletier met with representatives of the Department of Environmental Protection to discuss the records retention schedule for the Office of Long Island Sound Program.

On May 11, 2009, Jeff Collins met with Sheila Mosman of the Connecticut State Library to discuss the records retention schedule for the Division of Administrative Services: Grant and Contracts.

#### Retention Schedules Completed

09-3-6: Connecticut State Library: Library Division – Government Information and Reference Services

09-3-7: Connecticut State Library: Library Division – Library for the Blind and Physically Handicapped

09-3-8: Connecticut State Library: Library Division – Law and Legislative Reference

09-5-1: Soldiers' Sailors' and Marines' Fund

#### Regulations

On April 17, 2009, proposed revisions to Conn. Agencies Regs. §1-8-19 to 11-8-26, Filing Requirements for Maps, were submitted to the Legislative Regulations Review Committee.

#### State Archives

Processing Completed and Finding Aids Created

RG 062, Southington Town and Borough Records, 1792-1989, 150 cubic feet.

RG 074: Genealogical Collections. This artificial record group contains sixty four subgroups, such as the Storrs Family Genealogical Collection, 1876-1958 and the Lucius B. Barbour Genealogical Collection, 1900-1930. A finding aid was created for each subgroup and posted on the CSL Web site.

RG 069:019, James Bradford Olcott Papers, 1849-1938. Olcott (1830-1910) was a horticulturalist affiliated with the Manchester Turf Club. Collection consists of correspondence, diaries, photographs, and articles about agriculture published in the Hartford Courant. Olcott was a Connecticut "49er," who went to California as a result of the gold rush. His letters detailed his trip around the Horn in 1849 and years in Sacramento from 1850-1857. Matthew Johnson, an Intern from the Public History Program at Central Connecticut State University processed the collection and worked on the finding aid.

On May 9, 2009: Mark Jones was a judge of middle school students' individual exhibits at the statewide competition of History Day sponsored by the Connecticut Historical Society. The theme this year is, "The Individual in History: Actions and Legacies."

### **MUSEUM OF CONNECTICUT HISTORY**

#### Education Highlights:

- Patrick Smith has presented 40 outreach programs to over 1000 students since the last report. Towns visited include Greenwich, Marlborough, Storrs, Berlin, Bridgeport, Moosup and West Haven.
- Preparations for summer outreach programs have begun. Thus far 90% of available summer dates for programs have been booked by libraries around the state.
- The exhibit "Light on New Netherland" completed its run at the museum and has since been repacked and shipped to its next destination.