

STATE LIBRARIAN'S REPORT  
July 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 July 28, 2008 meeting of the Board, covers the period of May 28, 2008 through July 27, 2008.

**FINANCIAL REPORT**

Attached to this report.

**PERSONNEL REPORT**

**Vacancies (Federal Funds)**

Library Technical Assistant, Part Time, (LBPH) - Recruitment on hold  
Library Specialist, Full Time, (Library Development)

**Vacancies (Other)**

None

**POSITIONS FILLED SINCE LAST REPORT**

Library Aide Part-Time (LBPH)

**STATE LIBRARIAN**

**Budget**

On June 24 with the State experiencing a decline in revenue and a projected deficit in the FY'09 budget, the Governor and the Secretary of the Office of Policy and Management implemented a program of allotment modification for the FY'09 budget. For the State Library this amounted to a 5% rescission in all line items except Grants to Public Libraries and Connecticut Payments, as these fall under aid to cities and towns and can only be reduced by Legislative action. The rescission amounts to a \$332,802 reduction. In addition, a hiring freeze has been put in place affecting all positions, even those funded out of federal or other non-general fund sources. The Governor is also looking to the agencies to reduce energy and gas consumption. It is unclear at this time what impact this will have on Connecticut, the State Library's delivery service which moves more than 2 million books and other library materials around the state each year. The State Library's budget has also been impacted by a reduction in federal Library Services and Technology Act (LSTA) funds this year and a double digit reduction in the Historic Documents Preservation account because of the negative impact the mortgage crisis is having on home sales.

I will have a clearer picture of the impact of the rescission in the weeks ahead and will update as we make decisions on where and how we will absorb the reeducations. Thus far, the reQuest (statewide interlibrary loan system) budget was able to absorb the 5%

reduction without any loss of current services. The impact was mainly on monies normally reserved for enhancements to current services, especially related to usability enhancements. The iCONN budget was not able to absorb the full 5% cut without impacting current services (i.e., contractual database license fees). We have asked all vendors if they would be willing to voluntarily reduce their fees so that we may avoid having to eliminate a database. There has been positive feedback to this request.

The impact from the hiring freeze will depend on retirements and staff making job changes on their own volition. The most immediate impact has been the retirement of the State Data Coordinator. While the workload has been spread around for the short term, long term we will be seeking authority to rehire. Even though this is a federally funded position, the freeze still applies.

### **Lafayette Street Building**

Rich Kingston and I meet with Myles Brown and Robert Swain from Amenta/Wmma Architects, P.C. They have been hired by the Department of Public Works to conduct a feasibility study for the Lafayette Street Building and the proposed use by the Symphony and the State Library. We reviewed with them the plan for a visible storage/study center. We then joined Museum staff for a tour of the storage collections in the 231 Capitol Avenue building. It is my understanding that they will report to DPW whether what we are proposing is feasible or not. They are not developing detailed plans for how we would utilize and develop the space. I have not been provided with a time line.

### **Coltsville**

I have been very involved in the selection of a consultant group to develop a proposal to the National Park Service outlining the "visitor experience" if Coltsville were to become a National Park. The firm has been hired (funded by a grant from the Commission on Culture and Tourism) and is beginning to meet with various institutions and groups. It is expected that the report will be to the Park Service by November. Owing to our collections, the State Library and the Museum are major participants in the study.

### **Conservation ConneCTion**

This federally funded project is moving forward. The sub group of the Steering Committee reviewed 12 applications for the Project Manager position and interviewed 3 candidates. Kathleen Craughwell-Varda was selected and has accepted the position. I expect to have her on board by mid-August.

## **INFORMATION SERVICES DIVISION**

### **Accomplishments/Division News**

The Government Information and Reference Services staff creates and maintains '*Brief Descriptions of Connecticut State Agencies*' web pages (<http://www.cslib.org/agencies/>). As archives finding aids (<http://www.cslib.org/archives/FAIndexes/>) for agency records are posted on the CSL web site, GIRS staff are linking to them from the state agency pages. A link to the finding aids has also been made on the Research Resources page (<http://www.cslib.org/faq.htm>) under Archives.

A crew from the PBS *History Detectives* series was here on May 14 to film for a segment about Jewish farmers. Subsequently digital images were also requested for the show; staff created the images and their metadata and delivered them to the production company. The show is tentatively scheduled for broadcast either September 8 or 15.

CSL participated in Connecticut Open House day on Saturday, June 14, 2008. Tourism guides, CSL brochures, Frisbees, and refreshments were available at tables in the lobby and scheduled activities were held in the Museum. There were no formal tours. History and Genealogy Office Assistant Kevin Johnson gave a Jordan Freeman presentation at 10:00 a.m., Museum Education Curator Patrick Smith did a "CT Invents" program for children at 11:00 a.m., and there was a Family Scavenger Hunt scheduled for 1:00 p.m. Attendance was lower than in previous years, perhaps due to competition with so many historical venues. CSL may consider holding its own Open House in the fall.

The CONSULS catalog now has a "Send via Text Message" function that sends a text message with item information to a patron's cell phone. After locating a desired item in the catalog, a patron clicks on the "Send via Text Message" button, enters their phone number, and chooses their carrier. The brief item display will be sent to their mobile device.

The 'Ask a Question' link on the State of Connecticut web portal, <http://www.ct.gov/>, connects users to the Library's 'Ask a Librarian' web page, and the questions arrive in our ISref mailbox. The CT.gov Portal Management Group asked for information on the types of questions asked via the 'Ask a Question' link. They want to use this information to revise the subcategories in the portal's taxonomy. Because questions are mixed with those from our own web site, we can not separate those which are portal derived. Instead, we reviewed all questions received and provided those categories to the portal staff.

The Library for the Blind and Physically Handicapped (LBPH) will be one of the first eight libraries to receive the new digital talking book machines for patron use. The National Library Service for the Blind and Physically Handicapped has begun putting the new Digital Talking Books on the Copy Allotment list for libraries for the blind. Consultant Jeff Witt visited the LBPH to show staff how to download books onto the new cartridges. Mr. Witt, who previously participated in the Digital Talking Book usability studies at LBPH, is also working with the Bureau of Engraving on the design of new money, planned to be more readily recognizable by the blind. LBPH patrons will give him feedback on the new design.

The 70<sup>th</sup> anniversary of the Merritt Parkway was June 29. History & Genealogy Reference Librarian Jeannie Sherman created a Web exhibit, [www.cslib.org/merritt](http://www.cslib.org/merritt), for the anniversary. The exhibit explores the history, construction, and controversy surrounding this unique Connecticut roadway. Using materials from the Library and Archives collections, the exhibit covers the story of the Merritt from planning and funding to opening and preservation, including controversy and scandal. Public Works Dept. Commissioner Robert Hurley criticized the construction process and alleged gross mismanagement in a report to then Gov. Wilbur Cross. Highway Dept. Commissioner John MacDonald wrote a rebuttal to the Hurley report. Both reports were scanned as part of the exhibit, and numerous other materials and photographs relating to the Merritt are included. Articles about the exhibit were published in the *CT Post* and the *News-Times* of Danbury (attached) on the weekend of the anniversary.

"Gone Fishing" is a new exhibit in the display case at the front of the Law Reading Room. According to Government Information and Reference Services Unit Head Julie Schwartz, [GIRS Librarian] "Nancy Lieffort caught a nice collection of publications on

fishing in Connecticut. Maybe we'll lure you into the Library, and you might find other treasures lurking in the depths of the stacks. Other angles: fish for a library card, and cast your eyes over our new books. Come and take a look and make us reel happy; otherwise, we will be shad."

New History & Genealogy Resources, Legal Resources, and Public Policy Resources have been posted to the "New at the State Library" blog, <http://cslibweb.wordpress.com/>. The latest Database of the Week post describes **LexisNexis Congressional** as "a comprehensive index and selected full-text source for Congressional publications, including hearings, reports, and documents. The database is updated daily and provides coverage of Congressional materials from 1789 - present. Full text availability varies with the type of material being researched. It also features information about Congressional members, history, and current issues. The link to "Political News" and "Hot Topics" supplies the most current data on important and time sensitive issues that the country is dealing with. The "Help Toolbox" aids the researcher with instructions on subjects such as "About the Legislative Process" and "How to Cite Electronic Publications".

Collection Management is testing a new approach to acquire state documents, sending lists of needed titles identified as digital state documents directly to the agency. The Department of Environmental Protection (DEP) has been sent a 34 page listing of needed titles (est. 123 monographs & 42 serial issues). DEP staff are reviewing the list and will provide what they can. If successful, this type of list will be sent to other agencies.

### **Projects**

Law/Legislative Unit Head Denise Jernigan is participating in a NELLCO (New England Law Library Consortium) IMLS "Universal Search Solutions" Grant that will harvest bibliographic records, local databases, and licensed databases cataloged to the article level from participating libraries. The Committee will meet once a month and will have a prototype developed by December 2009. As part of the pilot project, CSL will have all catalog records harvested, including our local databases, such as the patent database.

### **Digital Collections**

CSL Digital Collections is expanding beyond the few large unique collections that are now presented on CONTENTdm. Our current collections, Aerial Survey Photographs, the Works Progress Administration (WPA) 'Connecticut's Census of Old Buildings', and State Library History, plus holding areas for items from the Library and the Archives are being joined by Colt Manufacturing and Firearms (not public yet), Connecticut State Publications, Courts, Roads and Bridges (includes the Merritt Parkway), Natural Resources and Environment, and Law and Legislation. Collections for wars will be created as we have digitized material (Civil War, Revolutionary War, Colonial Wars, and World War I). Material in these collections can be automatically uploaded into WorldCat.

We now have almost 28,000 items in the CSL Digital Collections. Over 10,000 digital items previously accessed from the OCLC Digital Archive have now been converted to objects in the CONTENTdm Digital Collections. The Digital Archive will become a dark archive for long term digital preservation.

The WPA buildings collection now has over 800 entries with buildings from over 26 towns. Many surveys have imprecise information, including locations such as "4th house north of Cong'l Church on US Rt. 6A". We've added a 'Tell Us More' field asking

viewers to send information about the buildings via email. We hope to develop a wiki with an entry for each building listed, once OCLC has this capability. To view the Digital Collections, see <http://cslib.cdmhost.com/index.php>.

### **Workshops/Events**

Mr. Johnson gave a Jordan Freeman presentation on May 6 at an event where the new Jordan Freeman Chapter of the DAR was installed. Mr. Johnson also gave William Webb presentations on May 20 at the Bear Path Middle School in Hamden, at the Windermere School in Ellington on May 29, at the Pond School in Woodbridge on June 3, and at the East School in Torrington on June 6.

History and Genealogy Unit Head Richard Roberts gave a presentation called "Genealogy – What's New With What's Old" on May 20 at a BPMUG meeting at the Baptist Church in West Hartford. Mr. Roberts also gave a presentation for the Naugatuck Valley Genealogy Club on June 14.

Government Information Unit Head Julie Schwartz gave a presentation to the Secretary of the State's Managers' Meeting on CT State Publications and the CT Digital Archive on June 4.

LBPH Unit Head Carol Taylor staffed an LBPH display at a "Vision Open House" at New England Assistive Technology (NEAT) Marketplace on May 29.

LBPH Library Technical Assistants Mary Minow and Kathy Hotchkiss staffed an LBPH Display at the Connecticut Association of Eye Physicians Conference on June 6.

## **DIVISION OF LIBRARY DEVELOPMENT**

### **Publications**

Tom Newman, WebJunction CT Editor and Assistant Director at the Middletown Library Service Center wrote the Treasures article about the Windsor Historical Society Library for the June Connecticut Libraries. A copy of the article is included in your packet.

### **Continuing Education**

Kris Aberly, State Library Continuing Education Coordinator, reports that the Division sponsored 194 workshops between July 2007 and June 2008. Total attendance was 2,346. This does not include the online training opportunities offered through WebJunction Connecticut.

On Friday June 20th Steve Cauffman, statewide ILL Coordinator and Mary Engels coordinated a program for the Welcome discussion group entitled *Welcome to the USA, How May I Help You?* Twenty five people attended and heard Ethan Enzor, Field Office Director, US Citizenship and Immigration Services give an overview of the immigration, naturalization and citizenship process. Ethan was followed by a discussion of the types of services Connecticut public libraries are currently offering to immigrants. Finally we hosted a conference call with the PolyTalk program staff from the Lincoln Trails (IL) Library System to explore how CT might benefit from participating in the program. Attendees reported an over 60% improvement of their knowledge of the topics presented by the end of the morning.

Mary Louise Jensen, Building Consultant coordinated a Librartects workshop at the Edith Wheeler Memorial Library in Monroe on June 25th.

Douglas Lord, LSTA Coordinator, chaired the 'Services to Older Adults Roundtable' at the Acton Public Library in Old Saybrook on June 24<sup>th</sup>. The speaker was Roxanne Aaron-Selph of the Connecticut Department of Social Services' Aging Services Division State Unit on Aging who shared different efforts her section makes on behalf of older adults, and how libraries can best refer patrons.

### **Going Green**

The Division of Library Development is partnering with the Connecticut Library Consortium and Library Journal (LJ) to present an LJ Design Institute in Connecticut on December 4th at the Legislative Office Building. The Design Institute, focusing on environmentally responsible design in library buildings is a national conference that will draw attendees from across the northeast. Information on past institutes may be found at: <http://www.libraryjournal.com/info/CA6482954.html>

### **WebJunction Connecticut**



The new website for WebJunction Connecticut will launch on August 3, with 500 online courses, enhanced Web 2.0 features, and an easier interface for library staff to find professional development resources.

### **Gates Grant**

The Bill & Melinda Gates Foundation has announced that they have given final approval for an *Opportunity Online* hardware grant that was submitted by NELINET on behalf of the State Libraries of Connecticut, Maine, Massachusetts, New Hampshire and Rhode Island. The purpose of the grant program is to support computer hardware upgrades in public libraries that serve communities with high concentrations of people living in poverty, and in libraries where computer hardware is vulnerable to becoming obsolete. The following Connecticut public libraries will receive grant support: Ansonia, Bridgeport, Brooklyn, East Hartford, Hamden, Hartford, Manchester, Meriden, New Britain, New Haven, New London, Putnam, Waterbury (Silas Bronson), Trumbull, Waterford and Windham (Windham Free). The grant will help each library sustain technology services with hardware, technology planning, and advocacy and technology training. The total value of the hardware portion of the grant in Connecticut is \$637,000. This does not include the value of the training, planning and technical support.

### **Friends of Connecticut Libraries**

Mary Engels, Director of the Middletown Library Service Center, helped coordinate the Friends of Connecticut Libraries annual meeting on Saturday, June 14th at the Plainville Public Library. Over 70 people attended. Carl Nawrocki from Salem was elected president with Betty Coykendall from Farmington elected vice-president. Anita Wilson outgoing president received profuse thanks for all she accomplished in her years as president. After presenting awards to local Friends, the featured speaker was Wendell Minor who enthralled the audience with a presentation on his life and work.

### **iCONN**

Database Enhancements

- AP Photo was upgraded to AP Images, which provides a much-improved user interface
- E-Journal Finder for academic libraries now provides access to the open access literature (at no additional cost)
- LexisNexis Academic was replaced by Campus Research and CINAHL with Full Text

### **RFP Development**

iCONN staff are concurrently chairing six separate committees for the purpose of developing formal RFPs for the federated searching system and the statewide library catalog. As a result of the findings of the outreach consultant that we hired, usability assurance will be an important aspect of the RFP. The RFPs and our overall procurement strategy will also be informed by information gathered from our discussions with library automation consultant Marshall Breeding, with whom we reviewed all the vendor responses to the RFIs that were issued in April. At the same time, we are reaching out to the library community – we met with representatives of three public library networks on July 10, and plan to meet with representatives of libraries using large and small stand-alone library systems. These meetings could influence both the pace of the procurement process and the content of the RFPs.

### **PUBLIC RECORDS ADMINISTRATION**

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

Award letters for Cycle 1 grants were mailed out in May and June, 2008. There were 97 targeted grants awarded for a total of \$804,000.00 and 10 competitive grants for a total of \$429,157.00. Total grants awarded for Cycle 1 were \$1,233,157.00. The total grants awarded from FY2002 to FY2009 is \$9,619,731.00.

#### **Site Visits**

**June 18, 2008:** Public Records Archivists Jeff Collins and Lizette Pelletier met with the staff members of the Systems Information and Traffic Statistics Unit staff at the Department of Transportation headquarters to develop a records retention schedule for the unit's records.

**June 20, 2008:** Public Records Administrator Eunice DiBella, along with Lizette Pelletier and Jeff Collins met with the IT and records staff members of the University of Connecticut Health Center, Dempsey Hospital, regarding management of its electronic records.

**July 10, 2008:** Lizette Pelletier met with the Records Management Liaison Officer (RMLO) for the Department of Environmental Protection to evaluate the agency's progress in bringing its retention schedules up to date.

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

Government Records Archivist Paul Baran along with library aide Damon Munz attended a meeting at Western Connecticut State University to discuss strategies to make finding aids more accessible on **June 3<sup>rd</sup>**

**On June 3<sup>rd</sup>**, Eunice DiBella did a presentation for the University of Connecticut Center for Continuing Studies: Connecticut Assessment Administration entitled: "What you May Not Know about Records Retention and How it Relates to Freedom of Information." The

workshop was held at the Dodd Research Center in Storrs, CT. Co-Presenter was Tom Hennick, Public Education and Information Officer for the Connecticut Freedom of Information Commission." Attendees were tax assessors from Connecticut municipalities. Field Archivist Kathryn Makover attended the workshop.

In the afternoon of the same day, Eunice hosted a State Library and Museum tour for the Association of Record Managers and Administrators (ARMA) Connecticut Chapter meeting. State Library and museum staff participated and gave introductions to the various units of the Library including the Museum. This tour was very well received by the chapter members, who were impressed by the quality of the staff and the extensive and diverse nature of the material that comprises the collections that we house. Public records staff and archives staff participated in this meeting as well.

On **June 12, 2008**, Mark Jones, Bruce Stark and Paul Baran presented a full-day workshop for Connecticut town clerks, entitled "Municipal Treasures: Unlocking the Secrets in Your Town's Archival Records." This was the tenth in a series of workshops offered through the Historic Documents Preservation Program, and was aimed at encouraging town clerks to apply for competitive grants in the area of archives management. There were fifty people in attendance and evaluations were very positive. The workshop was held at the Van Block Facility. Grant staff organized and attended the workshop.

On **June 17<sup>th</sup>**, Eunice DiBella and Ken Wiggin attended a meeting of the Land Record Processing and Technology Advisory Committee held at the Van Block Facility. Eunice and Ken are members of this Committee that was formed by the Town Clerks Association to assist the State Library in dealing with various land records and recording issues. LeAnn Power and Kathy Makover were also in attendance.

As part of the WPA Art Inventory Project, State Archivist Mark Jones visited the Barnard Brown School in Hartford on **June 23<sup>rd</sup>** to see if it had any of the WPA paintings that were loaned to it as part of the Connecticut Federal Art Project (FAP). From 1935 to 1942, the FAP employed artists to produce art suitable for public places in public and private institutions. The WPA Art Inventory Project intends to create searchable databases of records of the FAP including the location of extant artwork. Mark was shown a painting of the Winchester Church, Winchester, CT. In order to prevent the loss of the painting, it was transferred to the State Library for safekeeping.

Eunice DiBella and Mark Jones met with representatives of the Windsor 375<sup>th</sup> Anniversary Exhibit Committee on **June 24<sup>th</sup>** to discuss the upcoming celebration of the founding of Windsor, CT.

On **July 9, 2008**, public records and archives staff attended a meeting of the Historic Documents Advisory Committee held at the State Library Van Block Facility. On the same day Eunice DiBella and Kathy Makover met with the architects for the Bristol Town Hall project and Town Clerk Therese Pac to review the plans for the Town Clerk's vault renovation.

### **Training**

**June 5, 2008** Public Records Archivists Lizette Pelletier and Jeff Collins attended a training course at the UConn Torrington Campus on screencasting. This procedure will

be useful as a supplement to training sessions offered for state agencies and municipalities.

### **Accessions**

**Photographs of Governor John Rowland, ca. 1994-2004:** These are photographs taken of Governor Rowland on special occasions such as signings of official statements in his office. The photographer was the unofficial Governor's photographer who works in the Department of Public Works, Tony Calebrese. The State Archives has accessioned many of his photographs taken during the terms of recent governors.

### **Finding Aids**

The following finding aids were posted to the State Library website:

- Select Committee of Inquiry (Impeachment), 1978-2004 (bulk 1995-2004)
- Town of Sherman, 1912-1961
- Second Church of Christ, Scientist (Hartford), 1912-2002
- Plainfield Historical Society, 1820-1932
- Sons of Union Veterans of the Civil War, 1909-1915
- Northwest Child Welfare Club [Hartford], 1914-1959
- Society of Descendants of the Founders of Hartford, 1832, 1900, 1924-1936
- Department of Motor Vehicles, 1903-1972
- Hartford City Guard Veterans Association, 1861-1925
- Army-Navy Club of Connecticut, 1892-1936

## **MUSEUM OF CONNECTICUT HISTORY**

### **Educational Programs**

School visit attendance to the museum totaled 16,260 students. This was an increase of 1,700 students compared to the last school year.

Education outreach programs this school year visited schools in East Haven, Wallingford, Harwinton, Madison, Manchester and West Hartford. A total of 445 students participated in the programs.

117 of Connecticut's 169 towns had schools visit the museum.

The Museum's summer outreach program, *Connecticut Invents!* has started. Thus far presentations have been made at libraries in Easton, Sprague, North Haven and Hartford. A total of 15 programs will be presented this summer.

### **Promotional Activities**

Museum staff participated in Connecticut Open House Day on June 14<sup>th</sup>.

Patrick Smith was interviewed for a 30 minute show on Charter Cable's "Education Matters" on July 3<sup>rd</sup>. The show, which will air this July in a variety of towns in Eastern Connecticut, highlights the museum's collections, exhibits and programs.