

STATE LIBRARIAN'S REPORT
November 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 November 24, 2008 meeting of the Board, covers the period of September 23, 2008 through November 23, 2008.

FINANCIAL REPORT

Attached to this report.

PERSONNEL REPORT

Vacancies (State Funded)

DP Technical Analyst 1, Full Time (Information Technology) - Hiring Freeze
Org/Dev Training Specialist, Full Time - Hiring Freeze
Librarian 2 (MLSC) – Hiring Freeze

Vacancies (Federal Funds)

Library Technical Assistant, Part Time, (LBPH) – Hiring Freeze

Vacancies (Other)

None

POSITIONS FILLED SINCE LAST REPORT

Library Specialist, Full Time, (Library Development)

STATE LIBRARIAN

I attended three important meetings this Fall. The Chief Officers of State Library Agencies met in Jackson Mississippi. We had the opportunity to tour and admire their new State Library Building and the State Archives building which was opened a few years ago. Both are impressive facilities.

The Federal Depository Council held its Fall meeting in Arlington Virginia. The Councilors, of which I am one, heard reports from the Public Printer and staff of the Government Printing Office. The major work of the Council was a discussion of the future of the depository program. The Council will work on a new strategic plan at the Spring meeting.

I was invited to attend the Cultural Heritage and Living Culture program sponsored by the American Library Association's Office for Information Technology Policy and funded in part by the John D. & Catherine T. MacArthur Foundation. The two and a half day program featured a wide range of international experts who addressed the issue of

defining the United State Library position on access and protection of traditional cultural expression.

INFORMATION SERVICES DIVISION

Accomplishments/Division News

Law/Legislative Reference Librarian Hilary Frye has been named the new Editor of the CSL newsletter, *The CONNector*. After the October issue was published, a state employee who read the newsletter article about the WPA Art project helped find three new Howard Heath watercolors, located at the DOT. To read about the WPA Art Inventory, please see <http://www.cslib.org/archives/wpaartannounce.htm>. To read this November issue of *The CONNector* newsletter, please see <http://www.cslib.org/connector/>.

Two new ScanPro 1000 microform scanners have been acquired by the IS Division. All three units will now have digital microfilming scanning capabilities.

Collection Management Unit Head Diane Pizzo accompanied State Archivist Mark Jones to look at the William Gillette Collection that was acquired by CSL from Gillette Castle in 1945. The collection contains scrapbooks, photographs, account books, and 595 books and has been on long-standing loan to the Harriet Beecher Stowe Library. Mr. Jones and Ms. Pizzo found the collection to be in good condition and gave their permission to have the collection put in storage while the Stowe Library undergoes renovation. After the renovation is completed, the collection will be reappraised and its future decided.

The last issue ever published of the *Hartford Times* (10/20/1976) has been located and donated to the Library. It will be added to the Special Collections.

Electronic Resource Management (ERM), a new feature added to the CONSULS catalog, provides Library patrons with increased access to individual titles in licensed electronic resources through CONSULS keyword searching. Over 70 resources containing more than 20,000 full text titles will now be available through CONSULS, including all iCONN titles. Catalog entries for the titles have links to the online journals. The ERM product also has features to help staff manage the databases and their licenses. ERM is shared with our CONSULS consortium libraries.

PACER (a federal court dockets subscription database) has been acquired for the Library for a per page fee which the Library will pay for patrons. PACER has been added to the Subscription Database list, <http://www.cslib.org/subscrindex.htm> .

Emergency lighting and exit signs have been installed by the Plant Facilities staff in the Probate vault and Annex, as required by the Fire Marshall.

Projects

Digital Collections

The Samuel Wyllys Papers, officially entitled *Depositions on Cases of Witchcraft, Assault, Theft, Drunkenness, and Other Crimes Tried In Connecticut 1663-1728*, are an amazing group of 88 court documents from 1600s Connecticut. The individual cases are now being posted to the CSL Digital Collections in the "Courts" collection. Samuel Wyllys collected these documents as part of his duties in his years of service to the colony. In 1654-1684, 1689-1692, and 1698, he was a "Magistrate" or "Assistant," a member of the

Upper House of the legislature, members of which also sat on the Particular Court and later the Court of Assistants on a rotating basis. He was also a Commissioner for the United Colonies in 1662, 1666, 1667, 1669, and 1671, patentee and custodian of Connecticut's 1662 Charter, and held other leadership positions. In June 1659, the General Court "requested" him "to goe downe to Sea Brook, to assist ye Maior [John Mason] in examininge the suspitions about witchery, and to act therein as may be requisite." The first cases posted online concern witchcraft. See "The Samuel Wyllys Papers" at <http://www.cslib.org/wyllysoverview.htm> for more information and links to the online documents.

The Digital Collections Committee is working on revising the CSL Digital Collections entry page, <http://cslib.cdmhost.com> and on creating introductory pages for each collection and for major subsets of collections, such as the WPA. The WPA (Works Progress Administration) collection name will change to Buildings and Structures.

Workshops/Events

An orientation for Supreme and Appellate Court clerks was given on September 2 by Law/Legislative Unit Head Denise Jernigan

Ms. Jernigan attended Judicial e-briefs meetings on September 22 and October 8, led by Judge Schaller. Library staff were invited to advise on historical, archival and storage issues surrounding electronic submission of appellate briefs.

History & Genealogy Unit Head Dick Roberts attended the "Families through the Pages" exhibit, which was part of the opening ceremony that celebrated the 375th anniversary of the founding of the Town of Windsor. He made some remarks and was able to show the audience excerpts from the online Matthew Grant Diary and the Warwick Patent.

Government Information and Reference Services Unit Head Julie Schwartz gave a presentation, "CT Digital Archives, a Case Study" at the NELA Conference in Manchester, NH on October 19.

DIVISION OF LIBRARY DEVELOPMENT

Statewide ILS/Open Source Conversations

The State Library/iCONN is in the process of exploring the possibilities for a statewide open source Integrated Library System (ILS) to replace the current union catalog, reQuest. After reviewing responses to a Request for Information and some initial conversations with the networks on their development plans, the State Library and networks held meetings with libraries with stand-alone systems in August to discuss the possibilities of cooperation for development of an open source solution to the statewide catalog/interlibrary loan system and networked and individual ILS systems. The discussions at these meetings were very positive. Many libraries share the same financial and technical support concerns along with a need for improved functionality and usability. Most of the participants welcomed the idea of a statewide initiative to tackle these issues. As a follow-up the Division of Library Development has convened a group of network staff, networked libraries, stand-alone libraries and the State Library to see if we can agree on a course of development. There are many issues that will need to be tackled - governance, political and financial. However, we are currently in the exploration and research phase of the project. Sharon Brettschneider, along with directors of two of the state's automation networks gave a presentation at the

Connecticut Library Association's Technical Services Roundtable on November 6th on this issue.

Mary Engels coordinated the judging for the *Excellence in Public Library Service Awards* on November 18th in Manchester, New Hampshire. Watch WebJunction CT for the results!

Kendall Wiggin, State Librarian, and Mary Louise Jensen, Building Consultant, attended the Guilford Free Public Library's grand reopening on October 25th.

Douglas Lord, LSTA Coordinator, authored a "Spotlight" article on Ann Marie White, Director of the Oliver Wolcott Library in Litchfield, for the *Connecticut Libraries* November Newsletter. The article is included in your packet.

Douglas also wrote a story for the Association of Specialized and Cooperative Library Agencies Website on successful Library Services and Technology Act grant projects on the Phoebe Noyes Griffin Library in Old Lyme's older adults' project. This article is also included in your packet.

Douglas Lord began a new bimonthly column in *Library Journal's* online newsletter "Booksmack"; you can find this month's at <http://www.libraryjournal.com/enewsletter/CA6612102/4683.html>.

Sharon Brettschneider led two retreats for library boards, one for the Otis Library in Norwich on October 18th and the other for the Kent Library Association on November 1st.

Tom Newman, State Library Data Coordinator has compiled the Interlibrary Loan statistics for July 2007 – June 2008 and made them available online at: <http://ct.webjunction.org/ct/stats/articles/content/25991964>

Treasures of Connecticut Libraries

This pilot project between the Connecticut State Library and the Library Connection (LCI) network is designed to use OCLC's ContentDM product to enter and host the digitized collections from libraries in Connecticut under the umbrella of the Connecticut Treasures collection name. The State Library has a license to ContentDM for its own digitized collections, and is earmarking a portion of the license and available collection space for this project. Library Connection has developed a workflow that includes everything from scanning of materials to the input of metadata to the posting on the ContentDM Web site. The Farmington Library is the first pilot library. Their collection of gravestone images is in the process of being added to the Treasures of Connecticut collection which can be browsed at <http://cslib.cdmhost.com/indexctlibs.php>. One of the goals of LCI is to be able to upload the ContentDM records to WorldCat so that libraries can then download the MARC records of these images to use in their local catalogs. There have been some technical difficulties getting the ContentDM system to be set up exactly how we/they would like it to look and work. Once these last bugs are worked out, other libraries in the State can be brought into the project. The current cost to libraries is \$500 for a collection of 100 images. Gail Hurley will serve as a liaison to Library Connection as well as to other libraries in the State that are interested in pursuing a digitization project.

Continuing Education

Kris Abery, Continuing Education Coordinator, organized eight workshops in October: State Agency Resources on the Web, Legal Resources for Public Libraries, Audio Editing and Podcasting, Screencasting 101, Online Outreach & Marketing, Managing Digital Collections: An Introduction to Content DM, ProQuest for Public Libraries (webinar), and iCONN: Databases for Public Libraries (webinar).

Mary Engels, Director of the Middletown Library Service Center, coordinated two very successful workshops on serving diverse communities: *Fundraising for Culturally Diverse Communities* on October 28th and *Customer Service for Culturally Diverse Communities* on Oct 29th. Both sessions were informative and insightful due largely to the expertise of our presenter Yolanda Cuesta. They both received high marks from attendees.

Mary Engels also coordinated two author speakers at the recent New England Library Association Conference. Simon Winchester the author of most recently *The Man Who Loved China* was the annual banquet speaker and Michael Palmer author of *First Patient* and other popular medical thrillers was the Tuesday luncheon speaker. In addition to the authors she coordinated a program *WebJunction: the Next Generation*. One of our panelists was Sharon Brettschneider along with representatives of other WebJunction partner states from New England.

Ms. Engels and Linda Williams, children's librarian at Willimantic Library Service Center taught another session of *Weeding in the Garden of Good and Evil* on November 21 at the Cheshire Public Library.

Mary Louise Jensen coordinated a Librartect Seminar at the Willington Public Library on October 24th at the new library.

Sharon Brettschneider, Steve Cauffman, State Interlibrary Loan Coordinator and Tom Newman, State Library Data Coordinator and WebJunction editor, gave a presentation for the Connecticut Library Association Support Staff conference on November 7th on the features of the new WebJunction.

Sharon Brettschneider helped with the coordination of the very successful 7th Annual Leadership Conference of the Association of Connecticut Library Boards on October 31st at the beautiful Water's Edge Conference Center in Westbrook. Over 120 library trustees and directors attended.

Douglas Lord gave two presentations on older adult services, one at the Northwest Connecticut Library Director's Roundtable on September 17 and to the Chief Officers of State Libraries in the Northeast conference in Hershey Pennsylvania on October 7th.

Douglas Lord also chaired the Services to Older Adults Roundtable (SOAR) at the Bishop's Corner Branch Library, West Hartford on September 26th. The speakers were Doe Hentschel, vice president of Leadership Greater Hartford and head of the third Age Initiative (<http://www.leadershipgh.org/new/thirdage.html>) and Ned Skinnon, Director of the West Hartford Senior Center.

Susan Cormier, Children's Librarian consultant, gave a presentation on November 3rd at the Northwest Children's Round table on research based models for early literacy library programs.

A Mother Goose on the Loose Workshop was offered at the Wallingford Public Library. 51 children's librarians took part in a day long workshop with Dr. Betsy Diamant-Cohen, creator of the "Mother Goose on the Loose" (MGOL) early literacy program. MGOL uses rhymes and songs to help pre-reading children get ready for reading. It incorporates music, movement, ritual, repetition, positive reinforcement, developmental tips, nursery rhymes, illustrations, puppets, musical instruments, colored scarves, and book reading into a fun-filled thirty minute session for children with their parent or caregiver. Workshop participants had a chance to absorb research on early brain development and school readiness, participate in a mock MGOL program, and then spend time linking the research to the program activities. At the end of the day, they left with the training and materials needed to implement this "best practice" infant and toddler program at their local libraries.

iCONN

The October 2008 issue of the *iCONN Times* has just been published. A copy is available in your packet.

iCONN will soon be implementing several enhancements designed to improve the usability of iCONN.

- a new barcode login screen – see http://www.iconn.org/documents/new_login_draft7.jpg
- an iCONN search box will be added to the elementary and middle school classic menus
- new keyword search screen buttons with direct links to:
 - HeritageQuest
 - Popular Magazines for Public Libraries
 - Popular Magazines for School Libraries
- Elementary, Middle and High School classic menu pages will have corresponding grade-level specific links to Popular Magazine pages

Staff exhibited iCONN at the Connecticut Association of School Librarians on November 10th where Steve Cauffman also participated in a panel presentation on a live Web usability study. Steve Cauffman also exhibited iCONN at the Connecticut Educators Computer Association in October.

PUBLIC RECORDS ADMINISTRATION

Historic Document Preservation Grant Program

October 29, 2008, Cycle 2 grant award letters and contracts were completed by this date. 43 grants were awarded for a total of \$361,000. Cycle 1 grants totaled \$1,234,327 which included 97 targeted grants, 10 competitive grants and one disaster recovery grant. Total grant awards for FY2009 were \$1,595,327. Since the grants inception in FY2002 we have awarded a total of \$9,981,901.

Site Visits and Vault Projects

On September 3, 2008, Eunice DiBella, LeAnn Power and Kathy Makover made a site visit to the Wethersfield Town Hall to inspect the renovated town clerk's vault. The vault

has been brought into compliance with the vault regulations as part of the larger town hall renovation project. An approval certificate will be issued.

On September 12, 2008, Eunice DiBella and Kathy Makover met with the architect for the Torrington Town Hall renovation project to review the plans for the town clerk and probate vaults, the centralized records storage room, and the temporary relocation of the records during the renovation project. The plans are in the preliminary stages. This meeting was followed up with a site visit on **November 5th** to Torrington to examine the plans for the renovation of the town hall, which includes the vault. We also toured another location that is to be used while the renovation is in progress. Eunice and Kathy met with the architects and various town officials.

September 16, 2008, Eunice DiBella, Lizette Peleltier and Jeff Collins met with the Division of Special Revenue to inspect an off-site storage facility in Berlin, Connecticut.

On September 16, 2008, Kathy Makover made site visits to the Farmington and Plainville Town Clerk Offices. The Farmington visit included review of the town's two competitive grant projects funded by the Historic Documents Preservation Program, including the town's new centralized records storage center. The Plainville visit included review of improvements made to the town's lower vault records storage area since the last inspection. The town clerk vaults were inspected at each site. Reports were sent to each town's chief administrative officer and town clerk.

September 18, 2008, Public Records Archivists Lizette Pelletier and Jeff Collins responded to a call from a Connecticut Department of Environmental Protection employee, regarding improper disposal of Hartford Public School student and employee records in a dumpster located at a Board of Education building on High Street and Atlantic Avenue in Hartford. A notice of violation letter was issued to the Hartford Superintendent of Schools.

On October 21, 2008, Kathy Makover made site visits to the Bozrah and Colchester Town Clerk Offices. The Bozrah visit was scheduled at the request of the town clerk due to recurring water leaks in the vault. The visit included inspection of the vault and several town records storage areas. Vault and records management recommendations were discussed. The Colchester visit included inspection of the town clerk vault and the town's records storage room and discussion of future grant projects. Reports will be sent to each town's chief administrative officer and town clerk.

On October 23, 2008, Eunice DiBella and Kathy Makover visited the Avon Town Hall to review plans for a vault expansion project. The meeting included the town clerk, assistant town manager, and the architects and engineer for the project. The plans are in the preliminary stages and will be reviewed again prior to approval.

On October 27, 2008, Eunice DiBella and Kathy Makover attended a meeting to review recent changes to the Sterling town clerk vault project, which is nearing completion. The meeting was held at the Van Block Facility and included the town clerk, the town's renovation committee chairperson, and the new construction manager for the project. Discussion included several construction and HVAC issues as related to the vault regulations. The vault will be inspected upon completion.

Meetings

On **September 4, 2008**, Eunice DiBella, LeAnn Power, Lizette Pelletier and Kathy Makover met with representatives of Munters Corporation, Moisture Control Services Division, at the Van Block Facility, to review the records recovery services available to municipalities and state agencies. Munters is included on our vendor directory list for the Historic Documents Preservation Grant Program as well as our Disaster Recovery Plan suppliers and services resource list for state agencies and municipalities.

On **September 5, 2008**, staff from the Public Records and Information Services divisions (H&G) met to discuss probate records issues, including preservation, retention and collection policies. The meeting included Eunice DiBella, Mark Jones, Bruce Stark, LeAnn Power, Kathy Makover, Dick Roberts, Mel Smith and Carolyn Picciano. It was held at the Van Block Facility. The committee met again on **Nov. 12**.

October 3, 2008, Jeff Collins, Lizette Pelletier and Eunice DiBella met with Sharon Brettschneider Director of the Division of Library Development to discuss the creation of a retention schedule for their division. This is part of an agency wide records management review that Jeff has undertaken as the newly appointed State Library RMLO. As a follow-up, Jeff attended their division staff meeting on **November 12, 2008** in Middletown.

On October 7, 2008, Eunice DiBella, LeAnn Power, Lizette Pelletier and Kathy Makover met with a representative from AMS Imaging to review the land recording software offered by this vendor. The meeting was held at the Van Block Facility.

On October 8, 2008, Eunice DiBella, LeAnn Power and Kathy Makover met with a subcommittee of the Connecticut Town Clerks Association Land Record Processing and Technology Advisory Committee to discuss a number of issues regarding land recording and indexing. The meeting was held at the Van Block Facility

October 20, 2008: Public Records Administration, and Public Records Archivists Lizette Pelletier and Jeff Collins attended a meeting with the Department of Administrative Services regarding records management issued for the SmART agencies.

October 28, 2008: Public Records Archivist Lizette Pelletier attended the Pandemic Interagency Strategic Planning (PISP) workgroup as part of the Council of State Archivists (CoSA) and FEMA Vital Records training development.

Conferences, Workshops and Training

The slide presentation from the September Records Management Liaison Officer (RMLO) training was posted as a PDF document on the unit's web page for use by state agency personnel.

October 7, 2008, Bruce Stark spoke at a class at Central Connecticut State University about court records.

November 1, 2008, Bruce Stark and Paul Baran attended a meeting of the Association for the Study of Connecticut History (ASCH) held at the University of Connecticut Avery Point Campus in Groton, CT. The Connecticut State Library received the ASCH Homer D. Babbidge, Jr. Award for the publication of Volumes XVIII and XIX of the *Public Records of the State of Connecticut*. Paul Baran accepted the award for the State

Library. The editing and publication of these volumes was funded by the Historic Documents Preservation Program.

November 3, 2008, Eunice DiBella, Mark Jones and Dick Roberts of the History and Genealogy Unit attended a meeting at the Center for Policy and Social Research at Central Connecticut State University (CCSU). The meeting was devoted to the Veterans History Project and the release of CCSU Veterans History Project Digital Collection.

Retention Schedules

The following were approved and posted to the Office of the Public Records Administrator's web page:

Department of Motor Vehicles: *Operator Licenses/Non-Driver Identification* (08-7-1) effective 10/1/08.

Department of Administrative Services: *Collection Services* (08-8-1) effective 10/10/08.

Connecticut Board of Pardons and Paroles: *Parole Unit* (08-9-1) effective 10/17/08.

Reports and Publications

The Public Records Administrator issued *General Letter 2008-3 Off-Site Public Records Storage Facilities* and is dated October 20, 2008. It is posted to the Public Records Administrator's web page. This is a revision of General Letter #3 issued 7/1/1999.

Accessions

- RG 023, Teachers' Retirement Board Records, 1931-1968
- RG 062, City of Waterbury, Air Raid Shelter Survey, 1941-42: This series contains information about buildings in downtown Waterbury and their suitability as air raid shelters.
- RG 062:130, Records of the Town and Borough of Southbury, 1795-1993
- RG 069: 146, James L. McConaughy Collection, 1888-1966: This is an accession donated by grandson James L. McConaughy III and includes photographs, copies of radio talks given by the Governor, a scrapbook kept by the Governor during his student days at Yale, and other materials that the Governor accumulated

New Online Finding Aids:

- RG 113, [Connecticut] Grand Army of the Republic, 1862-1938
- RG 120, National Society of United States Daughters of 1812, 1769-2003
- RG 121, The Connecticut Magazine, 1896-1910
- RG 122, Owens Machine Gun Veterans Association, 1916-1970

- RG 123:001, Daughters of the American Revolution (DAR), Ruth Wyllys Chapter (Hartford, CT) 1768, 1869-1989
- RG 123:002, DAR, Penelope Terry abbey Chapter (Enfield, CT), 1922-1932
- RG 124, Hartford City Guard, 1861-1917
- RG 125, Connecticut Peace Society, 1910-1921
- RG 126, United Nations Day Papers, 1967-1969
- RG 133, People for Question #1, 1974
- RG 155, Governor's Task Force on Infrastructure, 1973-1984
- RG 157, Commission on Forfeited Rights, 1949-1975
- RG 176, Permanent Commission on the Status of Women, 1972-1993

New Finding Aids

- RG 062, Town of Lebanon, 1775-1928, 21 boxes
- RG 062, Town of Canterbury, 1757-1819, 5 boxes
- RG 008, State Comptroller: Paupers, 1757-1819 (5 boxes); Ledgers, 1788-1852 (26 volumes)
- RG 003; New London County Superior Court, 1711-1800, 62 boxes

WPA Art Inventory

October 16 Mark Jones and State Librarian Kendall Wiggin visited the Mattatuck Museum in Waterbury to discuss the feasibility of an exhibit about the Connecticut WPA Art Inventory for the Fall of 2010.

MUSEUM OF CONNECTICUT HISTORY

Education Highlights

- The Museum's outreach education programs are off to a very busy fall and winter start. Presentations have been booked at 20 different schools throughout the state with more requests arriving daily.
- School visit numbers to the museum are on par with last year's numbers through October.
- Patrick Smith met with a staff member of the Connecticut Invention Convention to discuss the possibility of cooperative programming. The Connecticut Invention Convention is a 501 (c) (3) not for profit group that promotes hands on learning through the inventive process. They work with over 100 schools in Connecticut and hold an annual state wide invention convention at UConn in April.

- Patrick also met with the new staff of the Old State House to discuss potential cooperative programming opportunities. Ideas include distance learning, civics programming, exhibits and teacher workshops. More meetings are planned in the near future.