

STATE LIBRARIAN'S REPORT
November 23, 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 November 23, 2009 meeting of the Board, covers the period of September 22, 2009 through November 22, 2009.

FINANCIAL REPORT

Attached to this report.

PERSONNEL REPORT

Vacancies (State Funded)

Fiscal Admin Manager 2 (Administrative Services)

State Library Unit Head (Law/Legislative Reference) – Recruitment in process.

State Library Unit Head (Government Information) – Recruitment in process.

Librarian (Bibliographic Information) - Recruitment in process.

Vacancies (Federal Funds)

Library Technical Assistant (WLSC)

Vacancies (Other)

None

POSITIONS FILLED SINCE LAST REPORT

None

STATE LIBRARIAN

The State Library now has a presence on Facebook and Twitter. During October, excerpts from the Connecticut witchcraft trials were tweeted. Each tweet contained a link back to a copy of the document in our digital collection.

The first meeting of the Electronic Land Recording Advisory Committee was held at the Legislative Office Building on November 12, 2009. The committee was established under Public Act 08-56 and is charged with advising the State Librarian with the development of regulations necessary to enable electronic land recording in Connecticut.

All Staff Day has been scheduled for Monday, November 30 at the Van Block Facility. The program is still being worked out, but it will include a presentation on recycling/going green by the Department of Environmental Protection.

I attended, at my own expense, the Fall meeting of the Chief Officers of State Library Agencies(COSLA). This year's continuing education program focused on the renewed interest in digital books spurred by the success Amazon.com is having with its Kindle. One of the problems for libraries wanting to get into ebooks is the cost of the readers. The Kindle is also not ADA compliant. COSLA voted to fund a study of a possible service model for libraries and a prototype reader that would be "library friendly" and less expensive. Related to this was a presentation "Boomers and Millennials: How Do We Meet the Needs of Everyone" which drew heavily from a recent OCLC study. The basic message being that today's libraries are vying for information seekers' attention and libraries must re-engineer to accommodate users' workflows and habits. This is certainly something we are doing at the State Library as we develop a new web presence.

State Archivist Mark Jones has agreed to serve as the editor for the *CONNector*, the newsletter of the State Library. The next issue should be out in December. Next year the newsletter will have articles relating to the 100th anniversary of the State Library/Supreme Court building which opened in the Fall of 1910.

ACCESS SERVICES

Nancy Peluso conducted "Federal and State Agency Websites", a hands-on training workshop for public librarians at the Middletown Library Service Center (MLSC).

Access Services Staff began offering a LiveChat reference option to patrons, and contributing to the Library's new Twitter and Facebook pages

The Access Services, Collections Services, and Discovery & Delivery Groups are continuing efforts to coordinate the discovery/acquisition/cataloging and distribution of Connecticut Documents.

Nancy Lieffort installed a new exhibit in the Reading Room titled "Connecticut's Doughboys and G.I. Joes" featuring documents from our collection.

Carolyn Picciano and Mel Smith conducted tours of the History and Genealogy Unit to approximately 50 members of Connecticut Daughters of the American Revolution on October 15.

Carolyn Picciano staffed an information booth at the Connecticut Society of Genealogists Annual Seminar in North Haven on October 17.

Kevin Johnson has given performances of William Webb to the following organizations:

October 8, Torrington Historical Society
October 21, Sphinx Shrine Ladies, Newington
November 9, Roger Sherman Chapter, DAR, New Milford
November 17, Farmington Library

Kevin Johnson has given performances of Jordan Freeman to the following organizations:

Oct 16, Jordan Freeman Chapter, DAR, Old Lyme
October 26, West Side Middle School, Groton

November 13, ASCH, Hartford

Mel Smith developed an Excel spreadsheet that staff is now using to replace card indexes to early 20th Century Governors records. Kevin Johnson has entered index information for Govs. Everett Lake and Charles Templeton's records and is now working on the index to Gov. Simeon Baldwin.

DIVISION OF LIBRARY DEVELOPMENT

Mary Engels, Director of the Middletown Library Service Center, coordinates the *Excellence in Public Library Service Awards*. The applications for the awards were due on November 6th and were judged by a special out-of-state panel of librarians, trustees and friends on November 19th. The winners will be announced shortly.

A survey of the volume being delivered on Connecticut was conducted the last full week of October. The results are still being finalized but preliminary results show that based on this sample we are delivering about 2.8 million items a year between libraries, a substantial increase over the 2.1 million we estimated from a survey in 2007. The anecdotal evidence had indicated we were busier than ever, a fact confirmed by the survey results.

The Division of Library Development has begun a Long Range Planning process. As a first step the planning committee is beginning an environmental scan of libraries and societal impacts on library service. To gather discussions, resources and links for this process we have set up an area on CT WebJunction. Please visit the site at: <http://ct.webjunction.org/ct/dldplanning>

The latest *Connecticut Public Library and Annual Report and Application for State Aid* was completed by 182 libraries before the deadline on November 13th. Every principal public library submitted their data. As part of the budget implementer bill, the legislature passed an exception to the maintenance of effort requirement for two years. Because of the current fiscal problems many libraries would not have qualified for state aid if this temporary exception had not been passed.

Eight new public library directors attended the annual *New Directors Workshop* on November 13th at the Middletown Library Service Center. Representatives of the Division review the various resources and services available from the State Library. The Connecticut Library Consortium and the Connecticut Library Association also participate.

Sharon Brettschneider made a presentation at the New England Library Association about Connecticut as part of the *State of the States* program on October 19th.

The Connecticut State Library has announced the availability of approximately \$125,000 in Library Services and Technology Act (LSTA) funding for grants in seven categories. Program grant awards will range between \$3,000 and \$25,000 and are available for

- Collaborations to Support Literacy for Children and Young Adults
- Programs for Children and Young Adults in Poverty
- Programs for Multi-language Populations
- Programs for Older Adults
- Service to People with Disabilities
- Programs for Young Adults

Smaller capacity building grants of \$1,500 are also available for Community Needs Assessments. LSTA funds are provided through the Institute of Museum and Library Services, the primary source of federal support for the nation's 123,000 libraries and 17,500 museums. The Institute's mission is to create strong libraries and museums that connect people to information and ideas.

ICONN

A new iCONN interface was successfully implanted on October 27th based feedback received from extensive usability studies. The change separates searching in the statewide catalog from federated searching of the iCONN databases. Reaction to the changes has been very positive. Please see www.iconn.org.

Several databases have been eliminated due to the budget holdbacks and reductions. The Cumulative Index to Nursing and Allied Health Full-text and Campus Research were eliminated from the academic library selections. AP Images and all newspaper content except the Hartford Courant and Hartford Courant Historical were eliminated for all libraries. Some newspaper coverage is still available through Gale and they have agreed to create a custom newspaper collection which will allow users to easily search all Gale-provided newspaper content in iCONN.

iCONN staff exhibited at the combined Connecticut Association of School Librarians/Connecticut Educators Computer Association conference at the Connecticut Convention Center on October 18th.

PUBLIC RECORDS ADMINISTRATION

Historic Documents Preservation Grant Program

Grant staff are continuing to process FY2010 Cycle 1 grant awards for the Historic Documents Preservation Program. Ninety four towns have been awarded grants totaling \$615,000, which are being processed on a funds available basis. At this time, 84 grants have been processed. The remaining 10 grants will be processed shortly.

Staff Meetings

September 15, Public Records Archivist Lizette Pelletier participated in a web conference call on the status of the FEMA grant funded Intergovernmental Preparedness for Essential Records [IPER] project.

September 24 and 25, Public Records Administrator LeAnn Power, and Field Archivist Kathy Makover attended the Town Clerks Association Fall Conference in Westbrook, CT. On Thursday, LeAnn gave an agency presentation on the Historic Documents Preservation Grant Program. On Friday, Eunice DiBella participated in a panel presentation on land recording systems. At the Association luncheon, Eunice was honored for her 37 years of service as Public Records Administrator.

October 14, LeAnn, Lizette, and Kathy met with the Map Regulation Revision committee consisting of town clerks, land surveyors, landscape architects to discuss the revisions requested by the Regulation Review Committee of the General Assembly.

Retention Schedule Meetings

October 20, Jeff, LeAnn, and Lizette met with representatives of the Department of Mental Health and Addiction Services (Cedarcrest Regional Hospital and Connecticut Valley Hospital), Psychiatric Security Review Board, Department of Public Health, and

University of Connecticut (Health Center and Student Health Services) to discuss revisions to the *State Agencies' Records Retention Schedule S4: Health Information Management Records and Case Files*.

October 20, Lizette and Jeff met with Michael Malesta from the Department of Insurance regarding revisions to records retention schedules for the Legal unit and Property and Casualty unit within the agency.

Site Inspections

September 21, Jeff, LeAnn, and Lizette, conducted a re-inspection of the Capitol Archives' records storage facility in Hartford.

September 30, Jeff and Lizette conducted an inspection of the Department of Correction's public records storage facility at the Cheshire Correctional Institution in Cheshire.

October 16, LeAnn and Kathy made a site visit to the Killingworth Town Hall to review the HVAC renovation plans for the two vaults. They met with the Building Official and Town Clerk, inspected the vaults, and sent a report to the First Selectman.

October 30, Kathy and LeAnn made a site visit to inspect the new Town Clerk and Probate vaults in the renovated Newtown Town Hall. They also checked the condition of the land record maps filed with the Town Clerk and provided recommendations for improved storage. Vault approvals and a report on the inspections will be sent to the First Selectman.

November 6, Jeff, Kathy, and LeAnn conducted an inspection of Dupont Business Archives' off-site public records storage facility in Bristol.

Training

October 6, Lizette and Jeff conducted a records management training session for faculty and staff of the UConn Health Center in Farmington.

Retention Schedules Completed (The following schedules were approved and posted on the webpage):

09-3-13: Connecticut State Library, Agency-wide

09-4-2: Department of Revenue Services

09-9-1: Department of Motor Vehicles: Operator License / Non-Driver Identification

09-10-1: Office of Protection and Advocacy for Persons with Disabilities

09-11-1: Office of State Ethics

09-12-1: Connecticut Commission on Culture and Tourism

STATE ARCHIVES

I. Accessions: The following records are restricted.

RG 021:001, Connecticut Valley Hospital, 1868-1991

Includes Superintendents Files and Annual reports, 1911-1982; Commitment Papers, 1875-1916; Admission and Discharge Registers, 1868-1984; Case History Books, 1873-1915, Medical Staff Records, 1951-1991

RG 021:007, Fairfield Hills Hospital

Admissions and Discharge Registers, 1976-1995

RG 021:008, Norwich State Hospital
Admission and Discharge Registers and Medical Staff Records, 1918-1996

II. Finding Aids Online:

The following RG 021 records are restricted.

RG 021:001, Connecticut Valley Hospital, 1866-1991

RG 021:007, Fairfield Hills Hospital, 1933-1995

RG 021:008, Norwich State Hospital, 1904-1996

The following records are open to the public.

RG 173:001, Company K Veterans Corps, ca. 1878-1948

RG 173:002, Military Service Veterans Organizations Small Collections, 1885- 1911

RG 173:002, American Legion LaFlamme-Kusek Post no. 15, 1925-1961

III. Special Projects:

State and National Archives Partnership Grant:

In June 2009 the National Historical Publications and Records Commission (NHPRC) awarded the Connecticut State Library on behalf of the CT State Historical Records Advisory Board (CT SHRAB) a grant of around \$62,000 for a board grant of eighteen months beginning on July 1, 2009. The board made a PSA with Kathy Craughwell-Varda to survey a sampling of museums, local historical societies, and public libraries with local historical collections (60) to assess the preservation of their archival records. In addition, the Board provided History Day in Connecticut run out of the Connecticut Historical Society with a stipend for the 2010 History Day. Future reports will contain updated information.

IV. Public Presentations:

On Saturday, October 24, State Archivist Mark Jones made a presentation on the Federal Art Project in Hartford at the Hartford History Center of the Hartford Public Library. The theme of the event was the WPA and its local significance. The director of the FDR Presidential Library made a presentation on the WPA and FDR.

On October 28, State Archivist Mark Jones appeared before a Public History Graduate Course class at the invitation its teacher, State Historian Walter Woodward, and discussed his career as an archivist and challenges facing the archival profession.

On October 14, State Archivist Mark Jones presented a paper at a session of the two day Association for the Study of Connecticut History (ASCH) conference, "Connecticut at War." Jones's paper is entitled, "They Stood Side by Side with White Troops: Ending Segregation in the Connecticut National Guard."

MUSEUM OF CONNECTICUT HISTORY

Education Curator, Patrick Smith has visited Chester, East Haddam, Wallingford, Enfield, New Milford, Newtown and South Windsor as part of his school outreach programs.

Patrick attended a workshop at Yale related to how to teach issues involving slavery and civil rights to students.

Patrick is meeting with education staff from the Department of Corrections regarding teaching Connecticut history to inmates who are seeking their high school GED's.