

STATE LIBRARIAN'S REPORT  
March 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 March 23, 2009 meeting of the Board, covers the period of January 13, 2009 through March 22, 2009.

**FINANCIAL REPORT**

Attached to this report.

**PERSONNEL REPORT**

**Vacancies (State Funded)**

DP Technical Analyst 1, Full Time (Information Technology) - 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**

None

**STATE LIBRARIAN**

Most of my time has been spent working on budget and legislative issues. There have been a number of directives from the Governor aimed at reducing spending in an effort to help balance the current year's budget. Spending for all but items essential to the operation of the agency has been suspended for the balance of the year. All vacant positions have been abolished. We have also been responding to reviews by the Department of Administrative Services regarding motor vehicle use and all existing contracts. DAS is attempting to renegotiate contracts to lower costs. We have also responded to inquiries from the Legislature regarding the Agency's organizational structure and account balances. All State Library managers and I have taken a voluntary furlough day as requested by the Governor.

The Appropriation's Committee used a Results Based Accountability (RBA) model to review Agency budgets. We were asked to apply RBA to three of our programs – CCAR, CCARD, and iCONN. The first half of our budget presentation at the public hearing on the budget consisted of responding to a series of questions on the three programs.

During the second half of the hearing, Legislators asked questions about the Governor's proposal to close the service centers and eliminate funding for InfoAnytime. At the Elementary and Secondary Subcommittee workshop on our budget, the focus continued to be on these two programs. Following the workshop I supplied the committee with details on the use of the service centers and a revised proposal for InfoAnytime funding that the Connecticut Library Consortium provided me. We have continued to supply background material on the Service Centers to legislators, librarians, and others as requested.

### **Federal Funding**

I worked closely with the American Library Association's Washington Office, as Chair of the ALA Committee on Legislation, to try and secure funding for libraries in The American Recovery and Reinvestment Act of 2009. Unfortunately the Act does not include direct funding for public libraries, however there are opportunities for libraries to benefit from a variety of programs in this massive piece of legislation. Significantly the Department of Information Technology will be seeking improvements to the educational network as part of the funding for Broadband infrastructure included in the Act. The Division of Library Development is putting information on WebJunction to keep libraries informed. The ALA Washington Office is also holding conference calls every other week with State Librarians to keep us informed. At the State level I was asked by the Governor's Office to serve on the Accountability and Transparency Workgroup. We are being charged with insuring that the State complies with all of the accountability and transparency requirements of the Act.

Congress passed and the President signed an omnibus funding bill (H.R. 1104) which includes full funding for the Library Services and Technology Act state grants. This is significant, because it means that we have finally realized the doubling of the bases grant that was called for when the legislation was reauthorized 6 years ago. LSTA is up for reauthorization this year and had this doubling not been achieved it was likely that it would have been reset at a lower level.

### **Visit by the Director of IMLS**

On Thursday March 12, Dr. Anne-Imelda Radice, Director of the Institute of Museum and Library Services (IMLS); Mary Shute, Deputy Director for Libraries, IMLS; Laurie Brooks, Associate Deputy Director for State Programs, IMLS; Scott Hughes, Director of the Bridgeport Public Library; Sharon Brettschneider, Director of Library Development, CSL; William Sullivan, Administrator of iCONN and I participated in a School Library Conference and Town Hall Discussion for the principals and school librarians in the Diocese of Bridgeport. The goal was to get principals, school librarians, and technology experts together so they would know what is going on in their own schools and around the state; facilitate people-to-people connections; and to help them understand the resources that they already have and those that are available for IMLS, the State Library, the Bridgeport Public Library, and other public libraries in the Diocese. It was an honor to have Dr. Radice visit our state and to actively participate in the program.

### **Other Professional Activities**

At the invitation of the American Library Association, I attended a meeting in Washington, DC February 8-9 on the *Google Book Search Settlement Agreement: What Does This Mean for Libraries?* The goals were to explore library and legal implications of the proposed Google Book Search settlement and identify key issues for consideration by the library community and to develop appropriate action items, as needed, including creating a plan for communicating findings to the broader library community,

brainstorming ideas for policy papers, and providing recommendations to the court, if applicable.

## **INFORMATION SERVICES DIVISION**

### **Accomplishments/Division News**

The Information Services Division has changed its name to Library Division. "Information Services" was often confused with Information Technology. After discussion of various options, Library Division was selected because it clearly says what we are, a library. The new name will begin appearing immediately. Web pages, brochures, business cards, etc. will be updated with the new name as time and funds allow.

A commemorative exhibit, "Lincoln's Second Inaugural Address", can be seen in the display case in the Law reading room. Included in the display is the original publication of Lincoln's Second Inaugural Address to the Nation, bibles from that time period, an invitation to the ball, 19th century periodicals, and a poster with an inaugural photograph hung above the display. Brochures are available for staff and patrons.

The "Universal Search Solutions" grant project search engine is now functioning with CSL records. To try searching, go to <http://uss.indexdata.com>. The IMLS funded NELLCO (New England Law Library Consortium) project provides a single CSL search that finds and displays one results list with items from our catalog, our databases, and specified legal web sites.

The new photocopy vendor, Continental Copy Products, installed new photocopy machines on Feb. 18<sup>th</sup>. The existing vending machines and change machine will continue to be used. Staff are assessing the new machines and service, and want to hear about patron reactions.

Recent highlights from the CSL blog at <http://cslibweb.wordpress.com/> are: New Public Acts effective January 1, 2009, the Index to Special Acts 1789-1943 Online, New Public Policy Titles at CSL, New Legal Resources at CSL, the Abraham Lincoln exhibit at CSL, the Light on New Netherland Museum exhibit, the March e-book of the Month, and the Database of the Week. Comments can now be posted on the blog.

New Electronic products purchased are *Monthly Catalog of U.S. Government Publications, 1895-1976*, *WestPac All Analytical*, and University of Chicago Press titles: *American Journal of Sociology*, *American Journal of Labor Economics*, *Crime and Justice*, and *Federal Grants Management Handbook*.

The Library Division is now using an agreement with Better World Books to sell our withdrawn library materials, after no other library has wanted them.

On location filming at the State Library took place on February 10 and 11 for a new NBC show, which will probably begin airing in April. Two episodes were filmed here. The first segment was filmed in two areas of History and Genealogy, the Archives/Secured Collections Reading Area and the Probate Vault, and the second segment was filmed in the Law Reading Room. Viewers will see H&G Reference Librarian Mel Smith and H&G Unit Head Richard Roberts looking at items from the Archives and Ancestry Library Edition. We have requested that the Library be given credit as a filming location.

The header in the CONSULS catalog has been expanded to define CONSULS. It now reads, "CONSULS Catalog of the Connecticut State University Libraries and the State Library".

In order to increase our network security, the process of severing the public computers from the Library's network and placing them on a separate network has begun.

OCLC has asked if the Library would participate by telephone in a case study about facilities that are using the Web Harvester and Digital Archive, both of which we use extensively. CSL participated in an earlier case study on the Digital Archive in 2003.

In 2007 at the request of, and with financial assistance from, the Voluntown Historical Society, the State Archives sent a 60in. x 39in. "Old parchment map of Voluntown" showing land held by the original proprietors of Voluntown to NEDCC (Northeast Document Conservation Center). NEDCC treated the map and made two full-sized prints and a digital copy. One of the prints was sent to Voluntown, the other is being cataloged for SpecColl, and the digital image is being added to Digital Collections. The original is now restricted from use and is at our Van Block facility. A twentieth century blueprint "transcript" of the 1737 map with clearer names, boundaries, features, etc. will also be cataloged.

## **Projects**

### *Digital collections*

The Digital Collections home page, <http://cslib.cdmhost.com/index.php>, has a new look. It includes a new header with the State Library logo with the seal and specific links to the CSL home page and to the catalog. All the Wyllys papers are now online, more House Proceedings, and more of the WPA Survey of Old Buildings have been posted. Works in progress are the scanning of the *1902 Constitutional Convention Journal* and scanning of the *Connecticut Men in World War II* pamphlets. We received permission from the Governor's Office to scan these and add them to our Digital Collections.

As a result of an upgrade made to the CONTENTdm digital collection software in March, search results now provide a series of breakdowns, or "facets", by date, subject, creator, and format on the left side of the screen; spelling suggestions are offered; and Boolean operators can be used in the Advanced search function.

## **Workshops/Events**

February 10, 2009 marked 11 years of H&G Library Technical Assistant Kevin Johnson's performances as Civil War Private William Webb. He has now done a total of 372 William Webb presentations.

## **DIVISION OF LIBRARY DEVELOPMENT**

Tom Newman, State Library Data Coordinator, completed the online version of *The Statistical Profile of Public Libraries for FY2008*. It was available through WebJunction CT in December. The printed version has now been distributed to public libraries. In addition Mr. Newman has compiled supplementary Excel files which group libraries by town population. Libraries may use these to compare their services and numbers to libraries of similar size. They may be accessed at: <http://ct.webjunction.org/78>

Tom Newman conducted a *Public Library Use and Budget* survey in January to determine if data will verify the anecdotal stories of increased library use in tight

economic times. Indeed, the results of the survey indicate that libraries were much busier than normal in the first half of this fiscal year. At the same time, most libraries expect significant budget constraints for FY2010. The complete survey of results may be found at: <http://ct.webjunction.org/ct/stats/articles/content/42001913>

On Feb 6<sup>th</sup> Mary Engels, Director of the Middletown Library Service Center, coordinated the judging of the Connecticut Library Association (CLA) Public Relations awards. There were over 50 entries in a number of categories. The winners will present a program at the Connecticut Library Association Conference in April.

Mary Engels and Sharon Brettschneider are part of a Go Read Coalition, a group of Connecticut organizations interested in coordinating activities that promote enriched reading including the Connecticut Library Association (CLA), the Connecticut Humanities Council and the Connecticut Center for the Book. One of the ideas being considered by the Coalition is a Connecticut Book Festival event for the fall of 2011.

Douglas Lord, LSTA Coordinator, has written a "Profile" of library friend Anita Wilson for the March issue of *Connecticut Libraries*. In the same issue, Tom Newman has written an article on "State Library Inventorying WPA Art: Rediscovering depression era art in Connecticut." Copies of both articles are included in your Board packet.

Mary Engels has established an *Accessible Libraries Discussion Group* on CT WebJunction as part of our efforts to expand the work of the CLA ADA committee and follow a recommendation of the LSTA plan. Right now there are only 3 members of the group but the ADA committee is meeting on March 18<sup>th</sup> and I hope we will come up with ideas for promoting the group. The ADA committee's CLA program will be on Wednesday, April 29<sup>th</sup> at 11:00 a.m. and its topic will be *All Kinds of Minds: Serving Adults and Children with Learning Disabilities*.

The annual library photo exhibit will be hung at the Legislative Office Building on April 16<sup>th</sup> and will be up until April 28<sup>th</sup>. We have over 40 new library photos this year. Mary Engels is coordinating this project for the CLA Publicity Committee.

The Excellence in Public Library Service Awards will be given to the Russell Library and the Deep River Public Library on Thursday April 29<sup>th</sup> at 4:45 p.m. at the CLA Conference. Earlier in the day the winners will present a program on their outstanding services.

### **iCONN**

iCONN is implementing several improvements for functionality in the reQuest statewide catalog.

- A "Remember Me" function for the ILL Request Form so that users don't have to re-enter information for each new request
- The ability to create a persistent link to any record in reQuest. The link can be copied and pasted onto another website, e.g., a library's home page, a personal home page, etc.
- The ability to e-mail a persistent link to any record in reQuest. Users can choose to e-mail the link with or without its associated holdings.

Also under development is a Spanish language classic menu

iCONN has added a *How Can We Improve iCONN?* button on the main log-in screen in order to solicit ongoing improvement suggestions from users – and that didn't take long to find the button! Most of the suggestions related to requests for additional content.

In order to gather some additional Results Based Accountability data being required by the legislature for state programs iCONN is also adding an online *iCONN user satisfaction survey* at [www.iconn.org](http://www.iconn.org) in order to gauge user satisfaction on an ongoing basis. The draft survey can be viewed at [http://www.surveymonkey.com/s.aspx?sm=oPFkCeMNWP43OCQf01nAtw\\_3d\\_3d](http://www.surveymonkey.com/s.aspx?sm=oPFkCeMNWP43OCQf01nAtw_3d_3d)

#### Continuing Education

On March 5<sup>th</sup> Mary Louise Jensen, State Building Consultant, conducted a *Library Space Planning Workshop* at the Middletown Library Service Center for 13 attendees.

Workshops being held in March include – *Excel 2007 Pt. 1 & Part 2, High Impact Surveys, Statistics for Librarians, Exploring the Wiki, Retouching Pictures with Adobe Photoshop Elements, Demographics for Your Library, and Teaching Technology Classes.*

Kris Abery, Continuing Education Coordinator, is working with the Department of Labor to set up several workshops for library staff on resources available to job seekers. As the economy worsens, libraries are seeing more people coming to the library looking for job related information and assistance.

Kris Abery along with Nancy Peluso, Federal Documents Librarian, and Sharon Clapp, Web Resources Librarian, are coordinating an online technology workshop series *Connecticut's 23 Things: A Learning 2.0 Program*. This training was first tried with State Library staff before being offered statewide. The course introduces staff to web 2.0 skills such as wikis, blogs, and other social networking tools. Learn more at: <http://connecticuts23things.wordpress.com/the-23-things/>

#### **PUBLIC RECORDS ADMINISTRATION**

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

**January 14, 2009:** Public Records and Archives staff presented the annual *Grant Application Workshop* at the Van Block Facility from 9:00 a.m. to 12:00 p.m. This workshop provides training for town clerks applying for targeted or competitive grants through the Historic Documents Preservation Program, and is required for competitive grant applicants. Speakers included Eunice DiBella, LeAnn Power, Mark Jones, Bruce Stark, Lizette Pelletier, Kathy Makover and Sheila Mosman. The program was introduced by State Librarian Kendall Wiggin. The workshop was attended by 31 town officials representing 26 towns.

##### **Site Visits and Vault Projects**

**January 29, 2009:** Eunice DiBella and Kathy Makover met with the architect for the town of Warren to review the proposed vault plans. Warren will be building a new Town Hall and the vault plans must be approved under Administrative Regulations §11-8-1 through §11-8-12, Standard for Fire-Resistive Vaults and Safes. After reviewing the plans, the architect was asked to submit additional information prior to approval.

**February 2, 2009:** Kathy Makover made site visits to the Sterling and Griswold Town Clerk Offices. In Sterling, she inspected the newly constructed town clerk's vault for final approval. In Griswold, she inspected the town clerk's vaults and provided recommendations regarding records storage and future grant projects. A site visit report was sent to the First Selectman of each town.

**February 9, 2009:** Eunice DiBella and Jeff Collins conducted an inspection of a commercial off-site records storage facility: Capitol Archives, located in Hartford.

### **Meetings**

**January 23, 2009:** Mark Jones, Bruce Stark, Paul Baran, Eunice DiBella and Lizette Pelletier attended a meeting of the Connecticut State Historical Records Advisory Board at the Knights of Columbus Museum in New Haven. Mark is the State Historical Records Coordinator and chairs the Board. Kathy Craughwell-Varda spoke about the IMLS Connecting to Collections grant of the State Library. Kathy is project director for this grant.

**January 29, 2009:** Eunice DiBella, LeAnn Power, Lizette Pelletier and Kathy Makover participated in a webinar with a representative from DocuXplorer Software at the Van Block Facility. The meeting was held to determine the suitability of the software for land recording systems. The software is not approved for land recording in Connecticut at this time. Land recording systems are subject to the approval of the Public Records Administrator.

**February 17, 2009:** Lizette Pelletier participated in a conference call with 20 other state records managers, archivists, emergency management and IT staff concerning the status of the Intergovernmental Preparedness of Essential Records project funded by a FEMA grant through the Council of State Archivists [CoSA].

**February 24, 2009:** Paul Baran and Mark Jones attended a meeting of the Connecticut State University Archivists at the Van Block Facility to collaborate on a federated search of finding aids from CSL and the four Connecticut State Universities to be called, "Connecticut Archives Online."

**March 4, 2009:** Eunice DiBella and Kathy Makover attended a meeting of the Land Record Processing and Technology Advisory Committee. Kendall Wiggin also attended this meeting. The committee was organized by the Connecticut Town Clerks Association to advise the Public Records Administrator concerning various issues regarding land recordings and related subjects. The meeting was held at the Van Block Facility.

### **Retention Schedules**

**January 13, 2009:** Jeff Collins and Mark Jones met with representatives of the Department of Mental Health and Addiction Services (DMHAS) to discuss retention of records and transferring records to the State Archives.

**January 15, 2009:** Eunice DiBella, LeAnn Power, Lizette Pelletier and Jeff Collins met at the Van Block Facility with representatives from several higher educational institutions to review proposed changes to General Schedule S5: Student Records Maintained by Connecticut State Institutions of Higher Education.

**January 26, 2009:** Lizette Pelletier met with the staff of the Elections Enforcement Commission at their office regarding revision of the agency's retention schedule.

**February 3, 2009:** Eunice DiBella, Lizette Pelletier and Jeff Collins met with staff from the Office of the State Comptroller regarding revisions to General Schedule S3: Fiscal Records. They met again on **March 10**.

**February 10, 2009:** Public Records Archivists Lizette Pelletier and Jeff Collins met with the staff of the Department of Developmental Services regarding revisions of the agency's retention schedule.

**February 18, 2009:** Eunice DiBella, LeAnn Power, Lizette Pelletier and Jeff Collins met at the Van Block Facility with representatives from several state law enforcement agencies to review the proposed General Schedule S10, which will cover Public Safety and Emergency Services for State Agencies that have their own police departments as well as the Department of Public Safety.

**February 24, 2009:** Eunice DiBella and Jeff Collins met with representatives of the Office of the State Treasurer, Unclaimed Property Division to discuss their agency-specific records retention schedule.

Jeff Collins had the following meetings with Connecticut State Library staff regarding their retention schedules: **January 20:** Ursula Hunt, Information Services Division, **February 27:** Carol Taylor, Library for the Blind and Physically Handicapped, **March 4:** Julie Schwartz and Nancy Peluso, Government Information and Reference Services Unit.

**March 3, 2009:** Public Records Archivists Lizette Pelletier and Jeff Collins met with staff from the Department of Administrative Services regarding revisions to General Schedule S2: Personnel Records.

**The following state agency retention schedules were approved:**

- Department of Environmental Protection, Parks Division (09-1-1)
- Department of Revenue Services, Administration Division/Records (08-4-1)
- Treasurer, Executive Office (09-2-1)

**The following Connecticut State Library retention schedules were approved:**

- Information Services: Bibliographic Services (09-3-5)
- Photoduplication Unit (09-3-4)
- Public Records Administrator (09-3-2)
- State Archives (09-3-3)
- State Records Center (09-3-1)

**Accessions**

RG 002 Records of the Connecticut General Assembly, Speakers of the House 1993-2006, 22 cu. ft.

RG 002 Legislative files of Cornelius (Con) O'Leary, 1973-1993, 33 cu. ft.

RG 004: Woodstock Probate District Estate files, 1930-1975, 19 cu. Ft.

**WPA Project**

The contract for digitization of around 1,300 black and white photographs taken by the Connecticut WPA of art created under the Federal Art Project was awarded. Scanning will begin shortly. Eventually these images will be up on the Web linked to biographies of the artists. State Archivist Mark Jones is project director.

**MUSEUM OF CONNECTICUT HISTORY**

Educational Highlights

Educational Curator Patrick Smith was invited to several schools in Wallingford to serve as a guest judge for the schools Invention Conventions.

Patrick presented a lecture on Connecticut Inventors and Inventions to the Stafford Historical Society.

Patrick gave a bus tour about the history and future of Coltsville to a group from Leadership Greater Hartford.

Museum staff installed the exhibit "Light on the Netherlands" in Memorial Hall.