

STATE LIBRARIAN'S REPORT
July 27, 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 July 27, 2009 meeting of the Board, covers the period of May 26, 2009 through July 26, 2009.

FINANCIAL REPORT

Attached to this report.

PERSONNEL REPORT

Vacancies (State Funded)

Fiscal Admin Manager 2 (Administrative Services)
Public Records Administrator (Public Records Admin.)
State Library Division Head (Information Services)
State Library Unit Head (Law/Legislative Reference)
State Library Unit Head (Government Information)
State Library Unit Head (History & Genealogy)
Library Specialist (Archives)
Library Specialist (Law/Legislative Reference)
Library Specialist (Law/Legislative Reference)
Librarian 2 (Law/Legislative Reference)
Librarian 2 (Government Information)
Librarian (Bibliographic Information)
Library Technical Assistant (WLSC)
Grants & Contract Mgr. (Grants Management)
Material Storage Supv 2 (Admin. Serv. Mailroom)

Vacancies (Federal Funds)

Library Technical Assistant (WLSC)

Vacancies (Other)

None

POSITIONS FILLED SINCE LAST REPORT

None

STATE LIBRARIAN

The majority of my time over the past two months has been linked to the budget and the retirements resulting from the Retirement Incentive Program.

Budget

On May 28 the Governor announced a second budget proposal. This proposal was in addition to the budget she proposed in February. The May proposal came as a complete shock to me and the library community. It called for eliminating or reducing funding for all library programs including what has in the past been deemed aid to cities and towns. (Included is a complete analysis of the Governor's proposal.) Of additional concern was the proposed elimination of funding for the Connecticut Education Network which is administered by the Department of Educational Technology.

The fiscal year ended without a budget being passed and signed into law. We are currently operating under an Executive Order which made very minimal allotments to Agencies. In addition to payroll, the State Library received \$50,000 in general operating funds, \$20,000 for CCAR, \$113,000 for iCONN, \$10,000 for library materials and \$16,300 for Request. All of the iCONN vendors have agreed to continue providing access to their databases.

Retirements

Ultimately 16 full time employees chose to retire under the Retirement Incentive Program. With the exception of the Museum of Connecticut History and the Library for the Blind and Physically Handicapped, every division and or unit of the State Library was affected. The biggest departure came in the Library itself. The retirement of the division director, 3 unit heads, and 2 librarians and 2 library specialists created the immediate need to deal with desk coverage at three public service points. Opting to keep the library open on Saturday, one of our busiest times, I have closed the library to the public on Mondays during the summer. Provision was made for law clerks to have access to the collections and we will make arrangements for state agencies as needed. Over the course of the summer we will evaluate the situation and determine how to best move forward in the Fall. The Library for the Blind and Physically Handicapped will be closed to the public on Fridays thru Labor Day. LBPH is transitioning to a new automated system and to a new digital book format. The Willimantic Library Service Center will be closed to its users on Fridays as they adjust to the retirement of two staff members.

Reorganization

I met with a group of staff who are taking on leadership roles in the transition to outline, at a very high level, a proposed new organizational structure for the State Library. I will provide the Board with an overview of the plan at the July Board meeting. The Governor has encouraged agencies to streamline their organizations and to reduce costs.

General Letter

On June 26, I issued GENERAL LETTER SL-2009-1 providing guidance to state agencies on compliance with Governor Rell's Executive Directive #3 and with the State Documents Depository Program. The executive order directs state agencies to:

- (1) *Cease printing all brochures, leaflets, annual reports and similar communications or information materials, unless such materials are required to fulfill a federal or state mandate.*

The general letter allows agencies to send electronic copies of state documents to the State Library in lieu of print, if they are not otherwise required by state or federal law to produce paper copies.

State Vehicles

At the request of the Department of Administration Services, we have returned the car and the passenger van that had been assigned to the State Library. Staff must now use their personal vehicles and receive mileage reimbursement. Supervisors and the State Librarian must approve all in-state travel for which an employee will be requesting mileage reimbursement. We have been able to hold on to all of our delivery vans.

LIBRARY DIVISION

Accomplishments/Division News

The Library Division Council has agreed to expand library card registration by mail to Connecticut residents. Previously, only state employees were allowed to apply by mail. Patrons will need to provide proof that they are state residents with a photo ID. A special patron type is being created for students who are attending Connecticut colleges and universities but are non-residents. This will guarantee them in-state-privileges while they are attending school in Connecticut.

Some staff have received docking stations, which consist of a new laptop computer that is connected to the monitor, keyboard, mouse, printer, and barcode scanner. This computing style gives staff the advantages of a desktop computer with the convenience of a laptop computer that will provide connection in the event of an emergency situation. A virtual private network (VPN) is also now available for staff that need access to the network outside of the building.

New electronic product purchases are *Safari Tech Books*, *Hein Online "Taxation and Economic Reform in America, a Historical Archive 1781-2009"*, and *Municode*, *NetLibrary subject sets: Crim Justice & Criminology, Cont. Social Issues 1-3, Consumer Legal Guides* and *Hein Online* remote.

Projects

A project to replace the outdated 1983 LBPH circulation system has been completed successfully. The new system is owned and managed by CUL (Consortium of User Libraries). The CT LBPH is now a member of the consortium and as such, is part owner of the new system. CUL was awarded a three year contract with two one year extensions and began working to convert data from the old system almost immediately. Installation and training were completed in late June and the new system was made operational before July 1. Patrons will have access to a searchable online catalog for the first time, and will soon have a voice activated public catalog as well. Division Director Lynne Newell worked with the Department of Information Technology to gain approval for the system bid, and with LBPH Unit Head Carol Taylor and LBPH Library Specialist Gordon Reddick to provide the bid specifications.

The Digital Collections home page <http://cslib.cdmhost.com/index.php> has been updated with a "Special Topics and Highlights" navigation column on the right side. Special descriptive front pages have been created for many subgroups of collections like the Architectural Survey and the Wyllys Papers. The Special Topics and Highlights column allows the pulling together of items from many collections, for example, the Merritt Parkway. World War II is a new collection which includes commemorative booklets about Connecticut Divisions, published by the Office of the Governor during and after the War. They contain many names, reminiscences, and photographs of soldiers. The General Statutes from 1902 are now online and many other years are being prepared.

DIVISION OF LIBRARY DEVELOPMENT

Douglas Lord, LSTA Coordinator, contributed to the content of WebJunction's 'Competency Index for the Library Field'. The final version of the 76-page report is at http://www.webjunction.org/c/document_library/get_file?folderId=67024497&name=DLFE-16500008.pdf. The material he contributed begins on page 22.

Mr. Lord also contributed a Books for Dudes column: Punk Rock Bibliography at <http://www.libraryjournal.com/article/CA6668461.html?nid=4683&source=title&rid=250209817>.

He also wrote two LSTA-related stories for the "Grant Success Stories" section of CT.WebJunction:

* Terryville Public Library's "Plymouth Leaps at the Terryville Public Library" at http://ct.webjunction.org/ct/grant-success/-/articles/content/65194518? OCLC_ARTICLES_getContentFromWJ=false

* Hartford Public Library's "Teen Gaming Initiative at the Hartford Public Library" at http://ct.webjunction.org/ct/grant-success/-/articles/content/67211059? OCLC_ARTICLES_getContentFromWJ=false

The 2009 Annual Public Library Survey and Application for State Aid is now available for submission. To introduce the new Bibliostat web interface, Tom Newman, State Library Data Coordinator, made a short online presentation using Articulate Presenter which is now available as an online demo on WebJunction CT.

iCONN completed a bid process for its core databases in May. Gale was once again chosen as our vendor and implementation of all the new resources took place as planned on July 1. This included the new, all-in-one "PowerSearch" database being developed by Gale specifically for iCONN. This database replaces General OneFile and includes nearly all content being provided in Gale's separate databases.

iCONN will soon make available over a thousand audio books to Connecticut residents. With funding from the Department of Public Utilities, iCONN will be making the titles from Ingram Digital ready for testing during the week of July 13th. The emphasis on the collection is for a K-12 audience and has many literature classics and children's titles. The grant has provided the funding that will allow us to add titles throughout the year to keep the collection current.

Eric Hansen, Electronic Resources Coordinator, arranged to have the iCONN public library classic menu translated to correct Spanish and linked from the main public library classic menu. Descriptions for new Gale resources in Spanish will follow soon. Eric also presented iCONN to the Hamden Public Library staff in-service day on June 17.

Continuing Education

Steve Cauffman, Statewide ILL Coordinator, using Wimba/Live Classroom, presented a one-hour webinar titled "Participant Record Tune-Up: Tweaking reQuest ILL Settings." Eight people attended and, based on a post-session survey, attendees liked the session and the software.

Gail Hurley, Statewide Catalog Coordinator, presented reQuest at the Hamden Public Library staff in-service day on June 17.

Mary Louise Jensen, Public Library Construction Consultant organized a Libritect Seminar with Simsbury Public Library on June 17th to discuss the new library.

Kris Abery, Continuing Education Coordinator, scheduled the following workshops for July and August: Word 2007 MailMerge, Advanced Excel 2007, Publisher 2007 Pt.1 & Pt. 2, iCONN Database Training – Children’s Databases, iCONN Database Training for Public Libraries, ProQuest Heritage Quest Online Database Training (webinar), Free iCONN Webinar: History and Science Resource Center (webinar), Layers and Libraries in Dreamweaver, CSS & Dreamweaver, Basic Book Repair and Advanced Book Repair

Linda Williams, Children’s Librarian, and Susan Cormier, Children’s Consultant presented a Collection Development workshop for children’s and teen collections.

WebJunction CT members signed up for 20 online courses in May, and 31 in June. During FY2009 members signed up for 348 courses.

Service Centers

The Willimantic and Middletown Library Service Centers have just completed a bid process for a new circulation system. The new system, provided by Insignia Library Integrated Systems will have increased functionality at a reduced price.

Two staff members from the Willimantic Library Service Center retired in June. Willimantic welcomed Frances Sanchez who was able to move from the fiscal office to assist them with their continued operation.

PUBLIC RECORDS ADMINISTRATION

Historic Documents Preservation Program

As a result of Senate Bill No. 1167, *An Act Concerning a State Deficit Mitigation Plan for the Fiscal Year Ending June 30, 2009*, \$900,000 was transferred from the historic documents preservation account to the General Fund for the fiscal year ending June 30, 2009. Because of this loss in funding, no competitive grants or Cycle 2 grants will be awarded in FY2010. Currently, Cycle 1 Targeted grant contracts are being processed on a funds available basis.

Training Sessions

On May 12, staff presented a full day workshop on records management at the Town Clerk’s School held at Central Connecticut State University in New Britain. Presenters included Eunice DiBella, Mark Jones, Jane Cullinane, Kathy Makover and Lizette Pelletier. More than 60 town clerks and assistants attended and the program was well received.

On June 23, 2009, Jeff Collins and Lizette Pelletier conducted a records management training session for higher education officials at Southern Connecticut State University.

New Policy

General Letter #2009-2: “Management and Retention of E-mail and other Electronic Messages.” This policy supersedes General Letter #98-1: “Electronic and Voice Mail, A Management and Retention Guide for State and Municipal Government Agencies” and

addresses the retention of electronic messages, such as e-mail, fax, instant messaging, text messaging, voice mail and web-based messaging services like Twitter™.

Vault Project

On June 19, Kathy Makover made a site visit to the Bristol City Clerk's Office to inspect the recently completed vault renovation. She also reviewed records management projects which have been partially funded through Historic Documents Preservation Grants. The renovated vault was approved; an inspection report and certificate were sent to the Mayor and City Clerk.

Retention Schedule Meetings

On May 21, 2009, Jeff Collins and Lizette Pelletier met with representatives of the State Marshal Commission to discuss the records retention schedule for that agency.

On May 28, 2009, Jeff Collins met with Dean Nelson of the Connecticut State Library to discuss the records retention schedule for the Museum of Connecticut History.

On May 29, 2009, Jeff Collins and Lizette Pelletier met with representatives of the Office of the State Treasurer to discuss the records retention schedule for the Unclaimed Property Division.

On June 2, 2009, Jeff Collins and Lizette Pelletier met with representatives of the Office of Protection and Advocacy for Persons with Disabilities to discuss the records retention schedule for that agency.

On June 10, 2009, Jeff Collins and Lizette Pelletier met with representatives of the Department of Environmental Protection, Department of Public Safety, and Vernon Police Department to discuss the *State Agencies' Records Retention Schedule: S10: Public Safety and Emergency Services*.

On June 25, 2009, Jeff Collins met with representatives of the Department of Public Health to discuss the records retention schedule for the Planning Branch.

Retention Schedules Completed

1. 09-2-2: Office of State Treasurer – Unclaimed Property Division
2. 09-3-9: Connecticut State Library – History and Genealogy Unit
3. 09-3-10: Connecticut State Library – Collection Management Unit
4. 09-3-11: Connecticut State Library – Museum of Connecticut History
5. 09-3-12: Connecticut State Library – Grants and Contracts Unit
6. 09-6-1: Department of Public Health – Community Based Regulation
7. 09-7-1: State Marshal Commission
8. State Agencies' Records Retention Schedule: S1: Administrative Records
9. State Agencies' Records Retention Schedule: S2: Personnel Records
10. State Agencies' Records Retention Schedule: S3: Fiscal Records

State Archives

Accessions

RG 009: Office of the Attorney General, Special Indian Litigation Files, ca. 1975-2007.

These consist of copies of background materials, many of which were duplicated from items at the Connecticut State Library. The dates reflect the period in which the files were assembled.

RG 069:011: Orville Platt Papers, 1895-1915.

Platt was U. S. Senator from Meriden from 1879-1905. These records are an accretion to an existing manuscript group.

RG 069:147: Rob Camp Fuco Papers, 1960-2008.

Rob Fuco is a landscaper who has worked on grounds of famous historical structures in Connecticut. The papers consist of plans, files and slides of projects.

RG 069:148: John J. Mc Mahon Papers, 1902-1953 with bulk, 1925-1926.

McMahon was active in the United Spanish War Veterans, Connecticut Department, and the papers reflect his participation.

RG 069:149: Jean Kieffer Papers, 1926-1979.

Kieffer was a technician in the X ray section of the Uncas-on-Thames sanatorium in Norwich. While he was ill with tuberculosis, Kieffer invented the laminograph which is cited as an important contribution to the historical development that resulted in modern medical imaging. He later served as Superintendent of the Mechanical Laboratories at the sanatorium. Collection donated by Kieffer's daughter and son-in-law.

RG 069:150: Truman Smith Papers, 1848-1883.

Smith was from Litchfield and served as U.S. Senator, 1849-1854. He was an important figure in the Connecticut Whig Party and later played a role in the creation of the Republican Party in Connecticut.

Finding Aids Online

RG 132, Municipal Art Society of Hartford, 1903-1940

RG 134, Connecticut Council of Churches and Religious Education, 1832-1934

RG 135, Union Company, Hartford, 1801-1862

RG 136, John Gray & Co., Lisbon, 1819-1831

RG 137, United States Navy League, Comforts Committee, Admiral Bunce Section, 1917-1918

RG 138, Connecticut Medical Society, 1792-1912

RG 139, Connecticut Optometric Society, 1908-1942

RG 149, Emerson College Alumni Association, Connecticut, 1946-1973

PG 560, Connecticut Group Portraits Collection

PG 570, Connecticut Military Portraits Collection, ca. 1860-1959

Connecticut Archives Online

Link to **Connecticut Archives Online (CAO)** is posted on the State Archives' finding aids web page. Under the leadership of Brian Stevens, Archivist and Special Collections Librarian at WCSU, the State Archives and the four Connecticut State Universities have produced this online product that allows keyword searching of the all of the institutions' finding aids that have been encoded with EAD. Paul Baran represented the State Library. Brian Kennison, Systems Assistant at WCSU, completed the programming. The direct link to the search is <http://library.wcsu.edu/cao/>.

Probate Records Task Force

As a result of the General Assembly's bill mandating the consolidation of probate districts into a fewer number, town clerks and Probate District clerks have been contacting Public Records and the State Archives in order to obtain clarification about the fate of records for districts being terminated. On June 19, the State Library Probate Records Task Force consisting of representatives from Public Records, the State Archives and History and Genealogy met with the Probate Court Administrator Judge Paul Knierim and Helen Bennett, Esq. to discuss the consolidation and its impact on the long range retention of archival probate records by the State Archives. Judge Knierim discussed the consolidation bill and its impact. He told the task force to inform town clerks and probate district clerks and judges that the time is too early to consider the disposition of records of terminated districts, and Helen Bennett requested that clerks and judges be referred to her. The Administrator agreed to collect a survey of records in various districts using a form developed by the State Library. This information will assist the State Archivist in making a decision about what records to take. Both parties agreed that the meeting had been very educational and agreed to meet again soon to continue the discussions.

WPA Art Inventory Project

As of the end of the reporting period, this project has completed the following:

- Written biographies of the approximately 170 artists hired under the Federal Art Project (FAP). These will be posted on the WPA web site.
- Completed assembling biographical files on the artists. After the project, these files will be available to researchers.
- Completed scanning and examining around 1,500 photographs of artists and their works under the FAP and its predecessor, the Public Works of Art Project (PWAP), 1933-1934.
- Joined and met with the Mattatuck Museum WPA Exhibition Planning Committee. The Museum is using a planning grant from the State Library using the appropriated funds for the entire inventory.
- Assisted in the design of a poster for the project and obtained 2,000 copies, all using Art Inventory funds.

MUSEUM OF CONNECTICUT HISTORY

School year outreach programs have concluded. Patrick gave 96 presentations at 30 different schools to over 2100 students in grades 3-6.

School visits to the Museum of Connecticut History this school year totaled 15, 865 students. Numbers similar to last year.

Summer outreach presentations are in full swing. Patrick is visiting 17 libraries in Connecticut to present his *Connecticut Invents!* Program