

STATE LIBRARIAN'S REPORT  
September 21, 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 September 21, 2009 meeting of the Board, covers the period of July 27, 2009 through September 20, 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)  
State Library Unit Head (Government Information)  
Librarian (Bibliographic Information)

**Vacancies (Federal Funds)**

Library Technical Assistant (WLSC)

**Vacancies (Other)**

None

***POSITIONS FILLED SINCE LAST REPORT***

Public Records Administrator  
Library Specialist (Archives)

**STATE LIBRARIAN**

Transition Update

The transition to our new matrix organizational structure is moving forward. Our proposal was approved by the Governor's Office, DAS and OPM. OPM has insisted that we replace the Fiscal Manager II position, formerly held by Rich Kingston, with a Fiscal Manager I. I had not thought this necessary and was instead seeking a staff attorney who could handle drafting of regulations, general legal advice, and serve as legislative liaison. If I insisted on that position, I would have to give up the fiscal office and move fiscal and Human Resources to the Department of Administrative Services' small agency business unit. As that was unacceptable to me, I opted to move forward with the Fiscal

Manager position. That position will report directly to me and be responsible for all of the Service Groups.

LeAnn Power has been promoted to Public Records Administrator, filling the vacancy created by the retirement of Eunice DiBella. LeAnn's position will not be refilled. Paul Baran has been promoted to Assistant State Archivist, filling the vacancy created by Bruce Stark's retirement. We are waiting for approval to refill Paul's position.

We have been given approval for a cataloger in Discover and Delivery Services and a reference librarian in Access Services. Both will be Librarian I positions. We are still waiting for approval for a refill of one Library Unit Head position.

I have decided to keep the Main Library closed on Monday's through the end of the calendar year. This has worked well and we have received very little negative feedback from the public.

### Budget

After a long summer of operating under Executive Orders and with very small allocations, the Legislature passed a budget which became law without the Governor's signature on Sept. 8. The library community and indeed library users spoke out on the Governor's proposed budget reductions for library services. After calling for the complete elimination of most statewide programs, the Governor did support restoring some funding in her 4<sup>th</sup> budget proposal. In the end, all programs were restored to the FY09 level after the 5% rescission that occurred during FY09. Budget problems still loom. In a meeting with agency heads the Governor indicated that rescissions would be likely. Accordingly I am budgeting for a 5% rescission which is the maximum she can do without Legislative action. Executive directives regarding purchasing, travel, printing and the like are still in effect.

### Digitization Initiative

On August 7, staff from Public Records, State Archives, Access Services and Collection Services met with a representative from Ancestry.com regarding possible digitization projects. The meeting included a tour of the State Archives. We are now working on identifying, describing and prioritizing collections which we would like digitized. Ancestry.com has worked with other states to digitize collections at no cost. In exchange Ancestry seeks permission to use the images in their online product.

### **ACCESS SERVICES GROUP**

The Access Services Group has evaluated how statistics are kept and why they are kept. The result of this has been a new statistics form covering Tuesdays through Saturdays focusing on Reference Transactions.

A weekly gathering for any/all Access Services staff to share ideas/concerns was started.

The Library is in the process of making photos and information about Connecticut's historic homes available online through its digital collections. Often called "The WPA House Survey", the Census of Old Buildings in Connecticut, 1934-1937 was a Works Progress Administration (W.P.A.) project. Survey forms provide descriptions of nearly 5,000 buildings. Photographs were taken of most buildings and clipped to the survey forms. Some forms also include sketches of interior and/or exterior architectural details and a brief history of the building. Library staff members are working through the list of 169 town names alphabetically and are sending notifications to the town's local

organizations and newspapers upon completion. They have recently completed Andover through Fairfield. The project was recently featured in the Cheshire Herald (<http://www.cheshireherald.com/node/1320>).

### Law and Legislative Reference

Tasks from the retirees that are crucial to Law and Legislative reference have been successfully distributed. They have come together as a cohesive group with the goal of continuing their excellent level of service.

With the help of other library personnel, the reference desks are always staffed. They have cross trained with Government Information reference staff and integrated them into the Saturday rotation. We have also trained a number of librarians from other areas of the Library.

A long overdue project involving the Discovery and Delivery Services Group has begun the numbering of superseded statutes to reflect copyright dates.

Approximately 25 new Supreme Court and Appellate Court Clerks attended an orientation to the law collection.

We have done a good deal of moving books around in the Reading Room to create space.

### Government Information Reference

An Instant Messaging (IM) reference option was initiated on August 26.

The screenshot shows a Windows Internet Explorer browser window displaying the website for the Connecticut State Library. The address bar shows the URL <http://www.cslb.org/asklibrarian>. The page title is "Ask The Connecticut State Library". The main content area is titled "Ask A Librarian" and contains the following elements:

- A navigation menu with links: Home, About, Information, Government Information, History & Genealogy, Law & Legislation, Public Records & State Archives, and Contact Us.
- A sub-header: "Preserving the Past, Informing the Future".
- A section titled "Ask A Librarian" with a note: "A Genealogical IndexSearch Service is provided for a fee."
- Contact information: "Call us: 860-757-6500" and "Visit us: 231 Capitol Ave., Hartford, CT 06106".
- A "Chat with a librarian online:" section featuring a Meebo chat window for "CTStateLibrary" which is currently online.
- An "Email Your Question" form with fields for Name, "Enter your question here:", Email address, and "Please reply to me by:" (with radio buttons for Email, Phone (US only), and U.S. Mail). There are "Submit" and "Reset" buttons.
- Footer information: "Connecticut State Library, 231 Capitol Avenue, Hartford, CT 06106, 860-757-6500 \* Toll-Free 866-986-4478".

A large black arrow points from the text above to the "Ask A Librarian" section of the website.

An orientation tour was provided for staff from the Court Services Division of the Judicial Dept.

A new brochure for state agencies has been developed to better inform them about the services and programs.

### **DIVISION OF LIBRARY DEVELOPMENT**

Sharon Brettschneider will be serving as chair of the Program Initiatives Committee of the Connecticut Humanities Council for 2009-10. She is also a member of the Board's Executive Committee.

Connecticut Interlibrary Loan Activity, July 2008 - June 2009 is now available on WebJunction CT. This annual report depends on the monthly ILL reports provided by public and academic libraries and is compiled by Tom Newman, State Library Data Coordinator. Public library ILL activity jumped 28% this past year. The report is at: <http://ct.webjunction.org/ct/stats/-/articles/content/76720741>

Tom Newman also conducted a brief survey on library use for FY 2009 to which 74 public libraries submitted data. As expected, every measure went up (especially circulation) during the past year. Unfortunately, most libraries are facing either a flat budget for this fiscal year or they are seeing budget cuts. The results are available on WebJunction CT at <http://ct.webjunction.org/ct/stats/-/articles/content/75630570> .

Linda Williams, children's librarian, chaired the Connecticut Book Award in the Children's Illustrated Book category. The Award Ceremony is September 20 at the Hartford Public Library.

### Trustees

Sharon Brettschneider set up an electronic discussion list for the trustees and directors of libraries in Connecticut for the Association of Connecticut Library Boards called ACLB-TrusteeTalk. The list will allow library trustees to share ideas and ask questions of each other. It will also allow messages of general interest to be rapidly communicated to the community of library trustees. The State Library also will be using the list to send out announcements to trustees. Our goal is to have at least one, and hopefully more than one, subscriber from each public library board in the State. Members of the State Library Board are invited to sign up for the list.

To subscribe go to <http://mylist.net/listinfo/aclb-trusteetalk>

Scroll down to "Subscribing to aclb-trusteetalk".

Enter your e-mail address in the "Your email address:" box. (The "Your name:" and password-related boxes are optional.)

Click the Subscribe button.

Shortly after clicking Subscribe, you will receive an e-mail message confirming your subscription.

Then you may post messages to: [aclb-trusteetalk](mailto:aclb-trusteetalk@mylist.net) at [mylist.net](http://mylist.net).

## iCONN

iCONN was able to maintain all resources throughout the budget deliberations with the exception of two resources, AP Images and Campus Research, that were removed from all menus for only one day on September 1st. All vendors were very cooperative throughout this process.

Development of the new landing pages, which are critical to making needed usability improvements, continued throughout the period of budget uncertainty. We hope to implement these pages later this month.

Remote access usage statistics for August 2009 reflect a 51% increase over August 2008.



The State Library is pleased to announce its statewide downloadable audio books service. The audio books collection is one service of iCONN, the State Library's research engine, and is made possible by a PEGPETIA grant from the Department of Public Utilities. The service includes over 1300 digital audio book titles from Ingram Digital Group, and is targeted to schools and public libraries, but is available to all. Anyone with Internet access is welcome to point to and search the collection at: <http://connstatelib.mylibraryaudio.com/> To place holds or check out titles requires a valid Connecticut public library card number. Titles can be downloaded to PC or Macs using the free plugin from Ingram Digital Group called the Ingram Media Manager. From your computer, you can then transfer titles to iPods and certain MP3 players for limited times. Soon we will add MARC records for the downloadable audio book titles to reQuest as well. The link to the service (above) will be included in iCONN's new landing page.

## Continuing Education

The State Library sponsored the following workshops in August and September: Word 2007 MailMerge, Advanced Excel 2007, Basic Book Repair and Advanced Book Repair, iCONN Database Training New Resources for K12 & Children's Librarians, iCONN Database Training: New Resources for Public Libraries, WordPress Websites, Camtasia Studio 6, Basic Image Editing for Free, Librarians at Westbrook PL, Teaching Technology, Audio Editing & Podcasting, and PowerPoint 2007. New workshops with NELINET include: The Reference Interview, Accidental Copy Cataloger, Accidental Original Cataloger, LC Subject Headings, Metadata Overview, and Generation 4.0

## Publications

Tom Newman, State Data Coordinator, published an article CT Treasures: the Civil War Collection at the Connecticut Historical Society Museum and Library for the July/August edition of Connecticut Libraries. In the same edition, Steve Cauffman published an article Why They Came & Why They Did Not, about the results of a survey he helped conduct regarding the 2009 CLA Annual Conference. In the same edition, Douglas Lord, LSTA Coordinator wrote the CT People feature on Randi Ashton Pritting, Director of the University of Hartford Libraries and current CLA President. All articles are included in the Board packet or may be accessed at: <http://www.ctlibraryassociation.org/Newsletters/2009/jul2009.pdf> .

## **PUBLIC RECORDS ADMINISTRATION**

### Historic Documents Preservation Grant Program

As of September 1, 151 Project Evaluation/Expenditure reports were received and reviewed for the FY2009 grant year. Cycle 1 grants for FY2010 continue to be processed on a funds available basis. There are fifteen remaining grants to be processed for a total of \$90,000.

### Meetings

On July 24, Public Records staff attended a meeting of the State Historical Records Advisory Board. Lizette Pelletier has been appointed to serve as the Deputy Coordinator of the Board.

On July 28, Kathy Makover attended an InfoQuick Solutions presentation regarding their land recording and other records software systems, held at the Hartford Marriott.

On July 28, LeAnn Power attended a meeting with the State Librarian and Stephen Slovasky to review the agency Pandemic COOP Plan. As of September 1st, the COOP Plan has now been revised and submitted to DAS, the central repository of agency plans.

Kathy Makover attended a Probate Records Subcommittee meeting with Mark Jones, Mel Smith and Counsel Helen Bennet on July 30.

On August 18, former Public Records Administrator Eunice DiBella, Kathy Makover, Lizette Pelletier and LeAnn Power met with Bob Dahn, Principal Surveyor for Meehan, Goodin Engineers-Surveyors at the Van Block Facility. The meeting was held to discuss several issues related to maps filed on the land records, including revisions to the map regulations, drawings included in land record documents, replacement procedures for deteriorated maps, and map preservation issues.

On July 29, Jeff Collins and Lizette Pelletier met with representatives of the Department of Public Health, Regulatory Services Branch to discuss their records retention schedule.

## **STATE ARCHIVES**

### Accessions:

RG 073, Department of Veterans Affairs, Veterans Home and Hospital minutes, 1980-1995 and General Orders, 1954-1981.

### Finding Aids Online:

RG 062:125, Town of Sharon records, 1760-1976.

## **MUSEUM OF CONNECTICUT HISTORY**

Patrick Smith, Museum Education Curator took his summer outreach program to 17 libraries in Connecticut. A total of 225 children participated in the programs.

School outreach education programs begin in September. Patrick will be visiting schools throughout the state.

Patrick assisted staff from the Connecticut Network (CT-N), who were in the museum filming paintings for a video to be used by the Old State House.

