

STATE LIBRARIAN'S REPORT
January 25, 2010

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 January 25, 2010 meeting of the Board, covers the period of November 24, 2009 through January 24, 2010.

FINANCIAL REPORT

Attached to this report.

PERSONNEL REPORT

STATE LIBRARIAN

Nancy Peluso has accepted the position of Access Services Group Leader. Access Services encompasses the reference units in the former Information Services Division. Nancy, a long time State Library employee and the Federal Depository Librarian, has stepped right up to the job at hand and is making a lot of positive changes.

We are in the process of moving the Business and Personnel Offices and the Web Resources Librarian from Elm Street to the main library. To accomplish this a number of moves are taking place within the library and Nancy Peluso and her staff have undertaken a large project to reduce the quantity of physical newspapers on open shelves in 231. Newspapers are being checked for missing issues, catalog records updated, boxed and moved to storage at Van Block. Reducing the number of newspapers will provide the space necessary for the business office staff.

The Governor has asked me to serve on the "375 Commission". The Commission is being charged with developing recommendations for events, festivities, fundraising and commemorative memorabilia for the celebration of the state's 375th Anniversary.

I have accepted an appointment to two American Library Association task forces. The Task Force on the Proposed Google Book Search (GBS) Settlement is charged with assessing the proposed Google Book Search Settlement and its ongoing impact on ALA members and member institutions to make recommendations for action by the Association and its members. The Public Library Funding & Technology (PLFTAS) Sustainability Task Force is charged with developing a plan for sustaining this important grant funded study.

ACCESS SERVICES

Seven Access Services staff switched/moved their offices. Many thanks to Plant Facilities and IT for painting, moving, rewiring, etc.

Jill Coghlan (Librarian I) began in December and is being cross trained to work in all 3 reference areas.

Many librarians are now using HootSuite to make posting to our State Library News Blog, Facebook and Twitter more efficient.

The H & G reference desk has been replaced by two smaller desks to accommodate 2 phones, and 2 computers for the librarians. Plant Facilities has also begun painting the H & G reading room.

Jeannie Sherman created a tutorial on using Genealogical Indexes at the Library. Kris Aberly posted it online to Slideshare and Sharon Clapp linked to it from our web page.

Several librarians are reviewing the Patron Conduct policy in light of several incidences of inappropriate Internet use by patrons.

DIVISION OF LIBRARY DEVELOPMENT **Library Service and Technology Act (LSTA)**

Douglas Lord, LSTA Coordinator, conducted seven LSTA workshops for potential grantees in December and January. He also submitted the annual State Program Report required by the Institute of Museum and Library Services. The 74-page report details the use of LSTA funds in Connecticut for the fiscal year 2008 allotment. Any Board member wishing a copy of the report, please contact Doug at (860) 704-2204 or dlord@cslib.org.

iCONN

iCONN is developing a contingency plan that will ensure uninterrupted access to iCONN in the event that, due to budget cuts, we have to suspend reQuest and all iCONN-related services provided by Auto-Graphics. The latter services directly affect how people access iCONN. We are investigating two possible options: having the State Library host iconn.org on the same server that currently hosts cslib.org or have them hosted by the largest database vendor Gale.

Usage stats for calendar years 2007 – 2009 show that attempts to access iCONN from outside the library, either via IP or by library card, increased by 24% in each of the last two calendar years. Page views increased by 11% from 2007 to 2008. We are still compiling the page view stats for 2009.

Gail Hurley, State Catalog Coordinator is presenting at a half-day program called *Digitization Nation: New Platforms for Connecticut's Historic Images* with colleagues from Library Connection, CT History Online, Humanities Council and Hartford Public Library. Gail directs the Treasures of Connecticut's Libraries project.

<http://cslib.cdmhost.com/indexctlibs.php>

TrusteeWorkshop

The Connecticut State Library presented two workshops in cooperation with the Association of Connecticut Library Boards on *Creating a Stronger Board for Your Organization* in December and January. Over 90 library trustees and directors attended the workshops.

Connecticut Book Festival

The State Library has agreed to partner with several organizations to sponsor a Connecticut Book Festival in 2011. Other partner organizations currently include the Connecticut Center for the Book, the UConn Bookstore, UConn Dodd Center and the Connecticut Humanities Council. Sharon Brettschneider of the State Library and Kat Lyons, Director of the Connecticut Center for the Book will chair the organizing committee. The festival will be a two day celebration of reading, writing and books to be held over a weekend in May of 2011 at the University of Connecticut, Greater Hartford Campus. Programming will include author readings, book signing, storytelling and other presentations. Present plans call for participation by twenty-five Connecticut authors. All programs will be open, free of charge, to the public with the exception of a ticketed reception on the Friday evening preceding the festival.

Division of Library Development Planning

The Division of Library Development is conducting a Long Range Planning process. As a first step the planning committee is conducting an environmental scan of libraries and societal impacts on library service. In addition five focus groups will be conducted in January and February to gather input from libraries across the state. 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>

State Aid

State Aid payments to public libraries have been issued and all but two principal public libraries were eligible for the grant because the legislature waived the maintenance of effort requirement for this biennial budget. Twenty-five libraries would not have received the grant otherwise. The two other libraries were ineligible because they charge fees for borrowing video materials.

PUBLIC RECORDS ADMINISTRATION

On November 12, the Uniform Real Property Electronic Recording Advisory Committee met at the Legislative Office Building. The State Librarian, in consultation with the Public Records Administrator and the Advisory Committee is charged with adopting regulations to implement CGS §7-35aa to 7-35gg. The first meeting was an informational meeting. An individual from the software company Simplifile gave a demonstration of an electronic recording system and an individual from the National Notary Association spoke on electronic notarization.

On November 13, the Probate Records Task Force (Field Archivist Kathy Makover, Public Records Archivist Lizette Pelletier, Public Records Administrator LeAnn Power, Public Records Archivist Jeff Collins) along with the State Librarian met to discuss the records issues related to the upcoming probate district consolidations and to review information presented by the Probate Court Administration at the previous meeting.

On November 17, LeAnn Power attended the ARMA Connecticut Chapter meeting at the Crowne Plaza in Cromwell. The topic was "Records and Information Management and Imaging Program Case Study "RIM" an Imaging Program Case Study" which was presented by Maureen Bazan, Enterprise Records Program Manager for Northeast Utilities.

On November 17, Jeff Collins, Lizette Pelletier, and LeAnn Power met with representatives of the Department of Correction, Department of Mental Health and Addiction Services (Cedarcrest Regional Hospital, Connecticut Valley Hospital, River Valley Services, and Southeastern Mental Health Authority), and the University of Connecticut Health Center to discuss revisions to the *State Agencies' Records Retention Schedule S4: Health Information Management Records and Case Files*.

On November 19, LeAnn, Lizette, Jeff and State Librarian Ken Wiggin met with the Commissioner and Deputy Commissioner of the Department of Information Technology to discuss the management and retention policy for electronic messages stored on DOIT's statewide Email system.

On November 20, Lizette and Jeff met with the Department of Transportation regarding agency retention schedules and staff training and the Consumer Protection Deputy Commissioner Jackie Mandyck and Allyn DeMaida at the agency to discuss records management and scanning initiatives at the Department of Consumer Protection.

On December 9, LeAnn, Lizette and Jeff attended a meeting at the Department of Environmental Protection (DEP) with the Records Management Liaison Officer Veronica Ferris and various DEP staff regarding retention schedules and toured the department's central records room.

On December 30, the Probate Records Task Force met with Probate Court Administrator Paul Knierim and Counsel Bonnie Bennet. The State Library is working in conjunction with the Probate Court Administration to ensure continuing preservation and access to the probate records in the courts affected by the redistricting process. The meeting included a review of records inventories prepared by Ms. Bennet and continuing discussions regarding records retention, storage and transfer issues.

Training

On December 4, about thirty town clerks attended the full-day workshop, "Microfilm & Digital Imaging Projects: What You Really Need to Know," presented by Donia Conn of the Northeast Document Conservation Center. This was the eleventh in a series of workshops offered through the Historic Documents Preservation Program. It was presented in conjunction with the Connecticut Certified Municipal Clerk Institute and held at Central Connecticut State University in New Britain. The workshop received positive evaluations from the town clerks. Kathy, Lizette, Jeff, and LeAnn attended the workshop.

The Public Records Archivist Lizette Pelletier coordinated with Web Resources Librarian Sharon Clapp to add a subsection to the public records web page to support a Shockwave Flash presentation, "Introduction to Records and Information Management for State and Local Governments." This 90 minute narrated instructional PowerPoint presentation was created by the Council of State Archivists as part of its "Intergovernmental Preparedness for Essential Records (IPER)" project which is funded by a FEMA grant. Lizette will be part of the state level instructional team for two webinar courses on "Essential Reports" and "Emergency Preparedness Planning" that will be offered in late 2010 to state and local governments.

Regulations:

The Office of the Public Records Administrator resubmitted the revised proposed amendments to the Filing Requirements for Maps to the Regulation Review Committee of the General Assembly.

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

09-13-1: Insurance Department: Legal

09-13-2: Insurance Department: Property and Casualty

STATE ARCHIVES

On November 14, State Archivist Mark Jones and Assistant State Archivist Paul Baran attended the fall meeting of the Association for the Study for Connecticut History (ASCH) at Manchester Community College. This was the second day of a two day conference about Connecticut's role in the nation's wars. Jones delivered a paper based on files of Connecticut governors on the integration of the Connecticut National Guard in 1949 and Baran assisted with running the meeting.

State Librarian Ken Wiggin and Editor State Archivist Mark Jones began reviewing six articles submitted by staff for the next issue of the agency's online newsletter, the **CONNECTOR**. Staff hopes to get the next issue out in February or March.

On January 6, State Archivist Mark Jones attended a meeting of the Governor William A. O'Neill Archives Advisory Board at Central Connecticut State University. Jones serves on the Board as the State Library's representative. Of particular interest to the State Library was discussion of the disposition of Attorney Peter G. Kelly's personal papers documenting his extensive political and fund raising activities. Jones will see these records on January 20 with others from CCSU.

The State Archivist met with a Chris Kremer and his father to discuss his History Day Project and sources he should consult. Chris is a junior at a Stamford high school. Last year he won competitions at the regional and state History Days and went to the national competition in Washington, D.C. He wants to do something about the WPA Federal arts Project.

During this reporting period, Assistant State Archivist Paul Baran headed up an interview team to fill the Librarian I position for a processing archivist.

On January 5, the State Archivist visited and toured the Hartford Public High School's Museum and Archive and then wrote a letter to the Mayor expressing his support for such a treasure trove of archives and artifacts.

MUSEUM OF CONNECTICUT HISTORY

Dean Nelson, Museum Administrator and State Librarian Kendall Wiggin attended a community meeting where the National Park Service presented their feasibility study on Coltsville National Park and welcomed public comment. They did not recommend making Coltsville a National Park at this time because of issues relating to access to the property since the ownership of the property is currently unsettled.

School outreach programs continue, recent visits include Stonington, Bloomfield, Goshen, Kent and an entire week spent visiting schools in Wallingford.

Education Curator Patrick Smith presented a program about the museum as part of new guide training at the Connecticut State Capitol.

Patrick met with a large group of Trinity College students about resources that the museum and library has as they prepare to create lesson plans as part of their teacher training classes.

He also gave a tour of the Colt Collection as part of the "Connecticut at War" conference.

Patrick met with staff from the Department of Corrections about museum resources for creating curriculum to be used by inmates seeking their GED's.