

STATE LIBRARIAN'S REPORT
July 25, 2011

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 25, 2011 meeting of the Board, covers the period of May 24, 2011 through July 24, 2011.

FINANCIAL REPORT

Attached to this report.

PERSONNEL REPORT

Vacancies (State Funded)

Fiscal Administrative Supervisor (Fiscal)

Library Specialist (Library Consultant Div. of Library Development)

Vacancies (Federal Funds)

None

Vacancies (Other)

None

POSITIONS FILLED SINCE LAST REPORT

Librarian 1 (Public Access Services) 7/1/11 -Transfer to the State Library due to layoff rights.

STATE LIBRARIAN

Most of my efforts have been focused on the budget situation. Since our last meeting the Governor signed a budget which included tax increases, budget cuts, and labor savings. Before an agreement with SEBAC was reached, the Office of Policy and Management presented the Governor with a set of options for attaining the \$1.6 billion in savings he needed without a labor agreement. "Plan B" included the total elimination of the State Library. For almost a week it was very uncertain whether we would all be laid off or not. The library community, in conjunction with the State Library, launched an advocacy campaign aimed at both the Legislature and the Governor. By the end of the week an agreement was announced and no more was said about eliminating the State Library. I sincerely appreciate the advocacy many of you did on our behalf and the counsel I received. However, when the agreement failed to be ratified by the rank and file, the Legislature came back into session and gave the Governor authority to make budget rescissions sufficient to make up the \$1.6 billion and required the plan to be submitted to the Appropriations Committee and the Finance, Revenue and Bonding Committees by July 15. The State Library's share of the cuts is \$2,760,034 this fiscal year and \$2,930,034 in the second year. These cuts amount to 24% of the appropriation. With much help from my managers and soul searching on my end, I submitted a cost savings plan to the Office of Policy and

Management on Friday, July 8. The personal services portion of the plan was modified by OPM. The final number of layoffs will be 10.

Programming

Public programming at the State Library is fairly new having been suggested by the Connecticut Heritage Foundation Board. They continue to provide funding for the program. This, the second year of *Third Thursdays at the Connecticut State Library*, concluded in June (see more under Museum section of the report). The programs were well received and the audience continues to build. Plans are underway for the 2011-2012 series. Board suggestions for speakers are always welcome.

Professional Activities:

Meetings Attended:

Friends of Connecticut Libraries Annual Meeting.

Connecticut Library Consortium Annual Meeting.

American Library Association Annual Meeting (no cost to the state).

Game Changers (Dublin, Ohio) Sponsored by the Ohio State Library and OCLC.

Presentations:

The Impact of E-books on Libraries in Connecticut before the Broadband Internet Coordinating Council.

An introduction on the retention and disposition of state agency records for Commissioners and agency heads at the May Commissioners Meeting.

DIVISION OF LIBRARY DEVELOPMENT (DLD)

On July 12th, Sharon Brettschneider attended a meeting of the Board of Trustees of a public library to assist them with the process of searching for a new library director. (The present library director's retirement has not yet been publicly announced). DLD provides a guide to the process as well as sample job descriptions, a listing of where to advertise the position and the statistical report which helps the library determine competitive salaries.

Linda Williams, Youth Services Consultant, participated on the interview panel for recruitment of the director of the Booth & Dimock Library in Coventry.

Sharon Brettschneider, as liaison to the Association of Connecticut Library Boards, is assisting with the planning for a trustee Leadership Conference to be held on November 10th. The day-long conference will feature presentations on advocacy and the financial impact of libraries, board basics, board and friends best practices, disaster planning and OCLC's Perceptions of Libraries report.

Susan Cormier, Children's Consultant, is a member of the Department of Education's (DOE) Striving Readers Comprehensive Literacy Advisory Committee. The DOE's literacy plan *Keys to Success: Connecticut's Birth to Grade 12 Literacy Plan* contains four goals - Curriculum and Instruction, Accountability, Teacher Training and Professional Development, and Family and Community. Susan is a member of the Family and Community Group that worked on clarifying and prioritizing action steps for this key strategy: *Expand the awareness and importance of literacy and the central role of families by supporting parents as partners in their child's literacy development and developing community partnerships for literacy.* Susan will be offering training and promotion to libraries of the Public Library Association's new edition of "Every Child Ready to Read" program that will dovetail nicely

with this strategy. The program offers training to parents and caregivers on methods to promote early literacy development.

Douglas Lord, LSTA Coordinator, organized the official site visit from our Institute of Museum and Library Services (IMLS) Program Officer James Lonergan. IMLS provides the approximately \$2 million in federal Library Services and Technology Act (LSTA) funds to Connecticut. The three-day visit included one day spent at the State Library reviewing paperwork and procedures and two days making five site visits to libraries who have implemented successful LSTA subgrants:

- Hartford Public Library;s many projects, focusing on children, ESL, and older adults
- Naugatuck Valley Community College Services to People with Disabilities (SPD) low-vision project
- Terryville Public Library's Collaborations-Children's Lit grant
- Booth & Dimock's "Get Your Game On" teen gaming grant
- West Hartford's Services to People with Disabilities (SPD) low-vision grant

Linda Williams, Youth Services Consultant, compiled summer reading lists for the Department of Education. She chose titles that have appeared on at least one ALA list, and at least one educational association (IRA, NCTE, NCSS, NSTA) best books list. Lists are available at the [DOE website](#) as well as [CT.WebJunction](#). Several towns made them their official lists, and others linked to them on their websites.

Treasures of Connecticut Libraries

As of the end of June, the Treasures of Connecticut Libraries went over the 1,000-item mark. It now contains 1,077 items from 42 libraries and their partnering institutions. There were 89,522 hits for FY11 which is more than double the hits in FY10. Gail Hurley, Statewide Catalog Coordinator, manages this project.

Training

Kris Abery, Continuing Education Coordinator, arranged for the following courses for Connecticut library staff:

June 2011

Customer Service/Reference Phrases in Spanish Library Personnel Need at the Middletown Library Service Center

Libratrechts at the Atwater Memorial Library

Digital Story Telling at Fairfield Public Library

Intermediate WordPress at the Middletown Library Service Center

Digital Story Telling at the Willimantic Library Service Center

Cloud Computing at the Middletown Library Service Center

Lights, Camera, Action: Create Your Own Video Tutorial at the Middletown Library Service Center

July 2011

Anatomy of a Webpage: HTML Decoded at the Middletown Library Service Center

Facebook for Libraries: Creating Pages & Groups at the Middletown Library Service Center

Creating Effective Newsletters with Publisher 2007 at the Willimantic Library Service Center

Intro to Adobe Photoshop Elements at the Willimantic Library Service Center

Publisher 2003/2007 Pt.1 at the Middletown Library Service Center

Publisher 2003/2007 Pt.2 at the Middletown Library Service Center

Free Webinar: iCONN/Gale PowerSearch Enhancements Training (Online Webinar)

In addition Susan Cormier coordinated the offering of online training for summer reading programs called *Page Turner Adventures*. 99 librarians from 81 libraries registered for the workshops.

DLD, as a state partner with WebJunction, provides all Connecticut library staff access to free online training. As of July 1st only staff from partner staff may participate in this online training. Among the course sets that are being offered are: Library Leadership, New Library Director, Library Basics and Customer Service.

ACCESS SERVICES

Space/Collections

Along with Collection Management, librarians are carefully analyzing the book, serial and database collections in light of budget cuts, identifying those titles that are absolutely essential, and determining the best format for the material.

Patron Services

Many of our Commerce Clearing House legal publications were switched from loose-leaf services to online resources to improve searching and accuracy of information for our patrons.

Upgraded to WestlawNext at our public service computers to improve searching capabilities. Removed a computer and realigned remaining computers on balcony to enhance use for patrons.

Initiated a reference texting service. Using Google Voice, patrons text from their phone, it's converted to email, library staff respond back through email, it's converted back to text, and the patron receives the answer as a text.

Staff

Nancy Liefkort was invited to join the Connecticut State Data Center Steering Committee which will endeavor to increase the overall usability of data and mapping products available from the Connecticut State Data Center.

We welcomed Jerry Seagrave as our newest Access Services Librarian. He'll be working with both Government Information Services and History & Genealogy.

Outreach

Nancy Liefkort offered a tour of the Library and our collections to 33 students from the Freshman Academy, Social Studies/History of New Britain High School
CT State Library showed up in a "Five to Follow on Twitter" mention on the GOVLOOP website, May 24 <http://www.govloop.com/profiles/blogs/five-to-follow-on-twitter>

Impact of proposed closing of the State Library mentioned in May 31, 2011 Norwich Bulletin <http://www.norwichbulletin.com/carousel/x724662433/Libraries-dodge-Connecticut-budget-bullet#axzz1O2SaSoGF>

Carolyn Picciano was quoted in a June 27, 2011 Hartford Courant article about a project to update the Hale collection of cemetery records.
<http://www.courant.com/news/connecticut/hc-cemetery-records-project-0625-20110630,0,7748050.story>

The 67th anniversary of the Hartford Circus Fire was mentioned in the Courant on July 6. The article included a link to our resources, <http://www.courant.com/news/breaking/ctn-hartford-circus-fire-20110706,0,1253345.story>

OFFICE OF THE PUBLIC RECORDS ADMINISTRATOR

Records Retention Schedules

On May 25, LeAnn Power and Jeff Collins met with representatives of the State Department of Education to review the public records policy regarding disposition of public records.

On May 27, Jeff met with staff of the Department of Transportation to discuss the status of updating the agency's records retention schedules.

On June 13, Jeff met with representatives of the Department of Information Technology, Department of Administrative Services, and Office of the State Comptroller to discuss retention of records on the Time and Attendance System.

On June 17, LeAnn Power, Lizette Pelletier and Kathy Makover met with tax assessors and tax collectors from various communities regarding revisions to Municipalities' Records Retention Schedule M4: Tax Assessment and Collection Records.

On June 22, Lizette and Jeff met with staff of the Wildlife Division of the Department of Environmental Protection regarding changes to their records retention schedule.

After completing reviews and revisions, the Office of the Public Records Administrator issued the following records retention schedules:

- State of Connecticut Records Retention Schedule S5: Higher Education Records
- Schedule No. 11-7-1: Board of Firearms Permit Examiners
- Schedule No. 11-8-1: Office of State Ethics
- Schedule No. 11-9-1: Department of Public Health – Local Health Administration Branch
- Schedule No. 11-10-1: Office of Policy and Management – Policy Development and Planning Division: Energy Unit
- Schedule No. 11-11-1: Division of Criminal Justice – Office of the Chief State's Attorney

Training, Outreach & Site Inspections

The Office of the Public Records Administrator, in conjunction with the Connecticut Certified Municipal Clerk Institute, presented two half-day workshops for town clerks on June 14th. The workshop, "Disaster Recovery: The Damp, the Wet and the Ugly," was presented by Donia Conn of the Northeast Document Conservation Center, and focused on hands-on recovery methods for wet records. It was the thirteenth in a series of workshops presented through the Historic Documents Preservation Program. There were 47 attendees and the workshop received excellent evaluations.

Historic Documents Preservation Program

The program awarded a total of \$535,500 in targeted grants to 126 municipalities for FY 2012, Cycle 1. Awards were in the amounts of \$3,500, \$6,000 and \$9,000, for small, medium and large towns, respectively. The grants support the preservation and management of historic documents through projects falling under the categories of

Preservation/Conservation, Organization and Indexing, Storage and Facilities, Inventory and Planning, and Program Development.

Disaster Preparedness

On June 15, the Coordinated Statewide Emergency Preparedness-Connecticut (COSTEP-CT) met at the Barnum Museum in Bridgeport. The committee members saw the profound and long-term effects of the damage caused by the June 2010 tornado. Executive Director and Curator Kathy Maher gave a tour and talked about the aftermath of the disaster, working with insurance companies and state and federal agencies, and nuts and bolts issues that appeared. Members also heard from the director about unforeseen factors that are impacting the recovery despite having had a disaster plan in place. State Library staff members Jane Cullinane, Lizette Pelletier, and Mark Jones serve on the committee.

State Records Center

Doug Yaeger and Mike Soltesz accessioned 1,448 cubic feet of agency records; deaccessioned 3,720 cubic feet of agency records; processed 848 reference requests; and processed 390 re-files and inter-files.

On June 20, Jeff Collins provided a tour and overview of the State Records Center for representatives of the Department of Mental Health and Addiction Services – Southeastern Mental Health Authority.

On May 31, LeAnn and Jeff met with Law and Legislative Reference, Government Information and Reference Services, and Bill Room staff from the State Library to discuss preservation of legislative records.

Since January 2011 LeAnn has been working with a committee of the Connecticut Chapter of the Association of Records Managers and Administrators on the development of chapter retention schedules and a chapter retention policy. The schedules and policy are now finalized. The chapter records are stored at the Van Block facility. On June 3, the committee met at Van Block to participate in a reorganization project and determine which records were eligible for destruction.

As a member of the Town Clerk's Certification Committee, LeAnn graded Town Clerk certification exams with the committee on June 7.

STATE ARCHIVES

Accessions:

Probate records:

RG 004:111, Plymouth Probate Court files, 1903-1974, 34 cubic feet

Other:

RG 006, Office of the Secretary of the State, Letters of appointment to State Boards and Commissions, 1987-1996, 5.5 cubic feet; Nominating petition for Joseph I. Lieberman, Independent candidate for U.S. Senate, 2006, 2 cubic feet; Division Director subject files regarding Commissions to Revise the Election Laws, 1962-1974, 2 cubic feet; Bank account records primarily for motor vehicle and ballot receipts accounts, circa 1912-1918, 1 cubic foot.

RG 016:015, Dept. of Public Health, Board of Examiners for Nursing minutes, 2008-2010, .25 cubic feet.

Government Records Archivist Allen Ramsey continues to oversee processing of RG 009, Attorney General Records. Allen is also processing State Senator Con O'Leary's papers.

Finding Aids Online:

RG 004: 034, Danbury Probate Court, 1756-1891
RG 004:037, Derby Probate Court, 1858-1900
RG 004:039, Eastford Probate Court, 1849-1912
RG 004:040, East Granby Probate Court, 1865-1976
RG 004:041, East Haddam Probate Court, 1832-1945
RG 004:042, East Hampton Probate Court, 1824-1933
RG 004:043, East Hartford Probate Court, 1887-1946
RG 004:045, East Lyme Probate Court, 1843-1943
RG 004:046, Easton Probate Court, 1789-1884
RG 004:047, East Windsor Probate Court, 1782-1976
RG 004:048, Ellington Probate Court, 1826-1924
RG 004:049, Enfield Probate Court, 1831-1922
RG 004:051, Fairfield Probate Court, 1648-1911
RG 004:052, Farmington Probate Court, 1769 – circa 1948

Digitization:

State Archives staff have completed the scanning and metadata for 214 objects (about 500 scans) for a digital collection titled "September 11, 2001: Connecticut State Government Responds". Storekeeper Todd Gabriel and volunteer David Vrooman completed the scanning. Government Records Archivist Allen Ramsey, Assistant State Archivist Paul Baran, and volunteer David Vrooman completed the metadata. Post-processing is being performed on the scans. The digital collection is targeted to go live in August 2011.

Outreach:

The State Archives participated on June 9 in the international Twitter event #AskArchivists Day. Government Records Archivist Allen Ramsey monitored the State Library Twitter feed [@LibraryofCT](#) and received two questions. The first question was from the National Library of Ireland regarding access to our archival and digital collections. The second question inquired if we had information on a person's relative who was buried at the Connecticut State Hospital grounds in Middletown in 1909.

NHPRC Grant Completed:

In 2009 the Connecticut State Library received an 18 month grant on behalf of the Connecticut State Historical Records Advisory Board (CT SHRAB). This was a State and National Archival Partnership (SNAP) grant awarded by the National Archives' funding office known as the National Historical Publications and Records Commission (NHPRC). As of June 30, 2011, the grant was successfully completed. With the grant, the CT SHRAB made two donations to History Day in Connecticut and distributed a poster made with Federal funds for October 2010 American Archives Month. The largest part of the grant involved the hiring of Kathy Craughwell-Varda of Conservation ConneCTion to train and supervise four archival assessors who would survey 15 of 60 local museums, historical societies and libraries with historical collections. The Assessor wrote a report and Kathy tabulated the results. Conclusions made about these local cultural entities include the following:

- 60% of participating institutions had unprocessed or under-processed archival collections.

- 50% of participating institutions did not have collection management policies, such as collecting policy or a disaster Recovery Plan.
- 90% of participating institutions did not have procedure manuals.
- 60% of participating institutions do not use archival processing procedures for their archival collections.

The Archival Assessment gives the Connecticut SHRAB its first comprehensive perspective of these local institutions and is resulting in additional NHPRC SNAP grants.

Connecticut State Historical Records Advisory Board (CT SHRAB) met on June 13, 2011 at the Thomas J. Dodd Research Center at UCONN-Storrs. The meeting was chaired by the State Archivist. The grant described above and a follow up grant due to start July 1st and another grant application to NHPRC were discussed.

MUSEUM OF CONNECTICUT HISTORY

School outreach programs concluded for the 2010-2011 season. Patrick Smith presented 112 programs, during visits to 37 different schools. The breakdown of programs was 50 Connecticut Samplers and 62 Connecticut Invents programs.

2,025 students took part in the outreach education programs.

Patrick presented a program titled "Connecticut Eats" as part of the Third Thursday lunch lecture series at the museum in June. The lecture was a historical look at Connecticut's food history. Plans are to turn this into a school program.

Patrick presented a 3 hour workshop related to Connecticut Inventions to 50 teachers as part of a *Teaching with American History* grant program at EastConn in Hampton.

LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED (LBPH)

Library for the Blind and Physically Handicapped's tape inspection program has shifted gears since the digital books have come on the scene. Patrons are thrilled with the new format and less and less cassette books are coming and going with digital books reflecting a major increase in circulation. Patrons are downloading approximately 1000 titles per month from the BARD (Braille and Audio Reading Downloads) website.

Several students are helping with projects for the summer such as data entry related to the volunteer recording program of CVSBH, updating patron request lists, organizing the bookshelves in the reception area, and shifting the collection.

One of our advisory committee members, Barbara Blejewski, has assisted in doing a random survey of patrons related to the library program to comply with the LSTA plan. She then began calling those patrons who have not received a digital player yet to explain to them about the program's transition and offer to send them the new machine and sample book. The list has been broken into smaller parts so as not to overwhelm the reader advisors who need to request the machine for their patron and issue a book, or the machine department who will process the machine requests.

The machine repair department and the Telephone Pioneer repair group are expanding their operations to include digital machines.

Carol Taylor and Paula McLean staffed an LBPH exhibit for the Connecticut Society of Eye Physicians Conference on June 10, 2011.

On June 4, 2011 LBPH hosted the Agency Consumer Advisor Committee of BESB. Since that date BESB has been consolidated into the new Bureau of Rehabilitative Services. At this time we are not sure if this committee will continue in its same capacity.