

STATE LIBRARIAN'S REPORT
March 28, 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 March 28, 2011 meeting of the Board, covers the period of January 25, 2011 through March 27, 2011.

FINANCIAL REPORT

Attached to this report.

PERSONNEL REPORT

Vacancies (State Funded)

None

Vacancies (Federal Funds)

Library Technical Assistant (WLSC)

Vacancies (Other)

None

POSITIONS FILLED SINCE LAST REPORT

Public Services Librarian 1 (Reference Unit)

STATE LIBRARIAN

State Budget

The Governor presented his budget on February 16th. The proposal included the elimination of the state funds for the CCAR program and a 59% reduction in the amount for CCARD reimbursements. The budget contained no new dollars for public library construction. There has been considerable press coverage of the proposed cuts to CCAR and CCARD. The cut in funding for CCAR would mean the elimination of 6 full time positions. The library community has been very vocal in its opposition to the cuts. Our budget presentation to the Appropriations Committee was on March 1. It was followed that evening by the public session. The Committee was very concerned about the effect of the budget cuts to CCAR and CCARD. They asked that we come back to the work session with suggestions for minimizing the effect on these services. Debbie Herman, President of CLA, presented testimony at the evening session highlighting the importance of the two programs. The Elementary and Secondary Education Subcommittee of the Appropriations Committee met on March 10. Sharon Brettschneider and Mark Smith attended in person and I joined by phone. Our proposal was well received. The goal was to stay within the Governor's proposed bottom line for the State Library while saving the 6 Connecticut drivers; restoring as much to CCARD as possible; and minimizing reductions in combined CCAR and grants to public libraries. We must now wait and see.

Legislation

To date, I submitted testimony on 5 bills. The most critical is Senate Bill No. 1059 (raised) AN ACT IMPLEMENTING THE RECOMMENDATIONS OF THE COMMISSION ON ENHANCING AGENCY OUTCOMES which proposes moving our Personnel and Business Office to the SmART Unit at the Department of Administrative Services. I spoke in opposition to the bill. I also contacted the Commissioner of Administrative Services to express my concerns.

Federal Budget

Congress has failed to pass a budget for the current fiscal year and has been enacting a series of continuing resolutions. To date we have received less than half of our previous year's appropriation. During one of the debates on one of the continuing resolutions an amendment was proposed that would have eliminated the Institute of Museum and Library Services and all associated programs, including the Library Services and Technology Act which is where our funding comes from. Meanwhile the President's proposed budget for next year would result in a loss of \$131,641. The NEA, NEH, and NHPRC and other agencies we apply to for grants and/or receive funding from are also slated for big cuts this year.

Outreach

Kevin Johnson presented Civil War Soldier Private William Webb in New York and also Virginia. On Friday, February 18, 2011, Private William Webb presented at KPMG Accounting Firm in Manhattan, NYC. 125 KPMG employees attended the presentation. . On Monday, February 21, 2011 Private William Webb presented at Geico Insurance Company in Virginia Beach, VA. Both presentations were part of their Black History Celebrations. Private Webb answered questions regarding African American History and the Connecticut State Library. Travel expenses were paid for by KPMG and Geico.

DIVISION OF LIBRARY DEVELOPMENT

The Connecticut year came to a close at the end of February. Libraries have two weeks to complete the submission of their data. Data on the use of Connecticard will be available at that time. Tom Newman will calculate the amounts of public library Connecticard payments at that time. He is working to improve the online submission process. The data for the new year, starting March 1, 2011 will be hosted by Bibliostat, the vendor that hosts our public library annual statistical report.

In preparation for the hearing before the Appropriations Committee, Sharon Brettschneider prepared a Results document for Connecticard and Connecticar using a format suggested by the Appropriations Committee Results Based Accountability process. The documents are included in the Board packet.

Sharon Brettschneider and Kris Abery, Continuing Education Coordinator, met with representatives of the Eastern Workforce Investment Board on February 24th for the purpose of setting up a plan for a regional jobs workshop for libraries. This is part of the process to work with all the regional Workforce Investment Boards that has led to a series of workshops with the goal of providing libraries a familiarity of the services being offered by CT Works centers in their region. This will enable them to better serve job seekers in their libraries.

Sharon Brettschneider attended a meeting of a CLC/CLA/CSL planning committee that is looking at any duplication of services and programming between these three organizations.

The committee will be issuing a brief survey to determine the best methods for communicating with library staff.

A volume study on Connecticut was conducted during the week of March 7th through the 11th. Results will be calculated after the March 18th deadline for data submission. Sharon Brettschneider and Steve Cauffman conducted a webinar on March 7th for library staff in preparation for the survey. The data from the survey will be used for planning purposes as well as documentation of its use by Connecticut residents.

iCONN staff is exploring options after the second bid for the next contract for the statewide catalog and iCONN portal failed to identify a qualified and affordable vendor. The current contract with Auto-Graphics is now set to expire on June 30, 2011

Gail Hurley continues to work with the Newspaper Digitization project which is part of the Treasures of Connecticut libraries grant program. She is assisting with the project and will digitize selected content from local newspapers. She also coordinated the addition of collections from Groton Public Library to the Treasures digitized collections.

Sharon Brettschneider and Mary Engels continue to work on the first Connecticut Book Festival which will be held on May 21 - 22. A poster for the festival was mailed to all public and academic libraries and book stores in Connecticut. A copy of the poster is included in your packet. For information on the authors and performers scheduled see <http://ctbookfestival.org/>

Mary Engels and Kris Aberly developed a Facebook page for the Book Festival. Check it out at: <http://www.facebook.com/pages/Connecticut-Book-Festival/171628489551023> and "like" us.

Douglas Lord coordinated the latest round of Library Services and Technology Act sub grants. He held multiple on-site and webinar training sessions for libraries considering applications. Fourteen libraries submitted grants for over \$200,000. Staff will now review the grants and will make recommendations

Douglas Lord and Sharon Brettschneider attended an LSTA Conference conducted by the Institute of Museum and Library Services (IMLS) from March 14 - 16 in Baltimore, Maryland. The conference focused on the upcoming evaluation of the LSTA Five Year Plan. We received notification that the 83-page State Program Report, written by Douglas Lord and detailing the use of LSTA funds in Connecticut for the fiscal year 2009 allotment, was accepted by IMLS.

ACCESS SERVICES

Space/Collections

Acquired 130 boxes of unused copies of the Connecticut Law Journal from the Commission on Official Legal Publications. We are filling in gaps in our collection and offering the remainder to college and university libraries.

Bill Anderson in cataloging is conducting a comprehensive inventory of the Gideon Welles Newspaper collection, and patrons will have, for the first time, an entry in CONSULS to indicate which volume contains a particular newspaper. It will make using this valuable collection so much easier.

Several more Connecticut Documents were digitized and included in the Internet Archive, [The Connecticut State Register and Manual](#) 1888-1906, [Motor Vehicle Register](#), 1903-1920, [Service Records: Connecticut Men and Women of the Armed Forces who served in World War I](#).

We began to copy and save mp3 audio recordings of proceedings and public hearings of the General Assembly on a portable hard drive. These mp3 files have taken the place of cassettes and CDs for all committees and the Senate. The General Assembly has yet to upload any of these mp3s on their website for public access and are only stored on an internal drive. We have access to the drive, so we are saving them for posterity and for public access should a member of the public need to listen to a particular recording from the 2011 session.

Staff have spent a lot of time the last 2 months researching the implications of introduced legislation that would reduce or eliminate many legislative titles that we have traditionally received. We have also been strengthening our collaborative relationships with other state agencies to better appreciate each other's concerns about the legislation.

Patron Services

On a trial basis, we have installed a book scanner in the Reading Room as an alternative for patrons to use instead of photocopiers. It has been very well received.

The Colt Collection photos, WPA Artwork and WPA Architecture photos that we have posted on [flickr](#) are extremely popular. We're averaging 540 hits per day, many folks are contributing comments, and have added our images to their "favorites".

The reference librarians were thanked in an acknowledgement in a Webster University student's Master's thesis: "...They managed to find information I thought could not be found. My project would have been incomplete without their help...."

Staff

We are delighted to welcome Lindsay Young as a Librarian I in the law area.

We have been learning to use a Drupal Commons page to get us familiar with the Drupal framework, including blogging, wikis, polls, calendars etc.

Outreach

Carol Ganz presented a "Getting Started in Genealogy" talk on March 6, at the Bill Library in Ledyard.

Kevin Johnson continues his portrayal of William Webb across the state, very busy with Black History month celebrations in February.

Collection Services

Library materials budget shortfall:

As a result of budget cuts in our library materials account, we used strategies such as identifying overlap between print and electronic resources, usage statistics, what might be available via shared resources such as document delivery and ILL, postponing microforms

to purchase later, skipping some editions of continuations and used selector recommendations from past serials reviews.

Working with our selectors, titles were prioritized on a scale of 1 to 5:
1= Essential; 2=Support; 3= Good to have; 4=Buy Later; 5=Cancel

\$52,073 - Subscriptions canceled including 160 print law reviews that we will access online
\$91,290 - Postponed the purchase of newer editions of some continuations, microforms, etc.
\$26,102 - Pushed to FY12 for renewal

Est. \$169,464 - reduced from FY11 Serial encumbrances over 470 titles cancelled or delayed renewal

Digital Collections

Twenty-nine new items bring the total of items in our Internet Archive collection to 81. This collection includes state documents such as the Report of the State Librarian, 1902/1903 to 1910/1912 and the Register and Manual of the state, 1888 to 1904. State Library funds for this project were supplemented by a grant to the Lyrasis Mass Digitization Collaborative by the Sloan Foundation. <http://www.archive.org/details/connecticutstatelibrary>

The Legislative Histories collection has grown by 60 items, bringing the total to 85. The proceedings of the House and Senate for 2009 join the proceedings for 1971. The hearings of the joint standing committees for, in part, 1957, 1959 and 1971 and, in full, 2009, are waiting in the wings.
<http://cslib.cdmhost.com/cdm4/browse.php?CISOROOT=%2Fp15019coll3>

A pilot project in cooperation with the Library Connection, Inc. and Connecticut History Online is building a collection with short runs of 85 newspapers from the mid- to late-18th century. Fifty-four newspapers from Stafford form the start of the new Newspapers of Connecticut collection.
<http://cslib.cdmhost.com/cdm4/browse.php?CISOROOT=%2Fp15019coll9>

Presentations/ Committee work:

The Intellectual Property Committee revised the Permission to Publish Guidelines and Form. In an effort to encourage use of our collections especially materials with a Creative Commons license, the guidelines were simplified. The revised guidelines make it clearer that "fair use" or use for personal or educational purposes do not require submission of the Permission to Publish Form, but attribution is requested. Members of the Intellectual Property Committee include: Mark Jones, Steven Mirsky, Tom Newman, Carolyn Picciano, Diane Pizzo, Mel Smith, Patrick Smith, and Carol Trinchitella.

OFFICE OF THE PUBLIC RECORDS ADMINISTRATOR

Records Scheduling: State Agencies

On February 3, Jeff Collins and Lizette Pelletier met with representatives of the Department of Social Services to discuss the records schedule for the Bureau of Administration's Office of Quality Assurance.

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

Schedule 11-1-1: Connecticut Insurance Department – Market Conduct Division

Schedule 11-2-1: Office of State Treasurer – Executive Office of the Treasurer

Schedule 11-3-1: Department of Labor – Field Audit Offices
Schedule 11-4-1: Department of Public Utility Control
Schedule 11-5-1: Office of the Secretary of the State: Commercial Recording Division – Authentication/Apostille Function
Schedule 11-5-2: Office of the Secretary of the State: Commercial Recording Division – Foreign Investigations Function
Schedule 11-5-3: Office of the Secretary of the State: Commercial Recording Division – Writs Function

Records Scheduling: Municipalities

On January 24, LeAnn Power, Lizette Pelletier, and Kathy Makover met with Archives Consultant Peter Bartucca to review proposed changes to *Schedule M1 General Administration Records*.

On February 7, LeAnn, Lizette, and Kathy met with representatives from municipal tax collectors and assessors' offices to review proposed changes to the *Schedule M4 Taxation – Assessment / Collection Records*.

On February 17, LeAnn, Lizette, and Kathy met with representatives from municipal town clerks and registrar of voters' offices to review proposed changes to the *Schedule M6 Electors and Election Records*.

On February 23, LeAnn, Lizette, Jeff, and Kathy met with representatives from municipal police departments to review proposed changes to *Schedule M7 Public Safety and Emergency Services Records*.

On March 8, LeAnn, Lizette, and Kathy met with representatives from municipal town clerks and registrar of voters' offices to continue reviewing proposed changes to the *Schedule M6 Electors and Election Records*.

Training, Outreach & Site Inspections

On January 18, LeAnn, Lizette, and Kathy conducted records management training for the Capitol Region Chiefs of Police Association at the Rocky Hill Police Department.

On January 20, LeAnn and Kathy conducted a final inspection of the town clerk and vital records vaults at the newly renovated Waterbury Town Hall.

On January 25, Jeff and Lizette conducted basic records management training for staff of the Connecticut Resources Recovery Authority in their offices.

On January 27, Lizette gave a presentation on the Intergovernmental Preparedness for Essential Records [IPER] project at the ARMA Connecticut chapter meeting at the Holiday Inn in North Haven. LeAnn and Kathy also attended the meeting.

On February 15, LeAnn presented a records retention and disposition training session to the Town of Wilton department heads.

On March 11, Jeff and Lizette conducted site inspections of three Iron Mountain storage facilities in Windsor, South Windsor, and Suffield.

On March 14, LeAnn presented a training session on records retention and disposition of state agency records at a Governor's staff meeting.

Historic Documents Preservation Program

The *Targeted Grants: Application and Guidelines* booklet for the FY 2012 grant year was distributed by email on February 1 to all town clerks and municipal chief executive officers. For the FY 2012 grant year, municipalities are eligible for grants of \$3,500, \$6,000 or \$9,000, for small, medium and large towns, respectively. Competitive grants will not be offered. Disaster recovery grants will be offered on a funds available basis.

Disaster Planning

Lizette moderated a Webex hosted meeting of COSTEP-CT members and representatives of FEMA Region 3 to discuss “mutual aid” among cultural heritage organizations in Connecticut on February 9.

Lizette attended a meeting of the State Library Disaster Planning committee on February 24.
Lizette attended a meeting of COSTEP-CT on March 9.

Committees and Additional Staff Activities

On January 26, LeAnn, Lizette, Kathy, and Jeff met with other CSL staff members from Library Development and Information Services at the Van Block Facility to review potential training technologies.

On February 3, Ken Wiggin, LeAnn, Lizette, and Kathy met with representatives from the Freedom of Information Commission and the Town Clerks Association to discuss issues related to the redaction of residential addresses protected under CGS Section 1-217.

On February 3, Ken Wiggin, LeAnn, Lizette and Kathy met with representatives of the Town Clerks Association to discuss a proposed fee on land recordings. The fee would support the preservation and management of records in electronic format and the development of a statewide electronic records management initiative for records created and maintained by state agencies, municipalities and quasi-public agencies.

On March 2, Kathy, LeAnn, Lizette, and Jeff met with the president of Firelock Fireproof Modular Vaults at William B. Meyer, Inc. in Windsor to discuss fire-resistant vaults and tour a modular vault at the facility.

On March 4, Kathy, Lizette, Jeff, and Cherie Miles attended an Active Shooter Training for CSL staff.

On March 7, Michael Soltesz, State Records Center, attended Diversity Training.

STATE ARCHIVES

Accessions:

RG 002, General Assembly session papers, 2005-2007, 97 cu. ft.
Includes original bills, public acts, special acts and resolutions.

RG 011, Insurance Department, Financial Regulation Division records, 1968-2006, 144 cu. ft.

RG 062:015, Town of Bridgeport records, 1855-1957, 155 microfilm reels.

RG 069:151, Joseph S. Longo papers, 1932-1996, 3 cu. ft.

RG 069:152, Peter G. Kelly papers, circa. 1965-2010, 117 cu. ft.

RG 069:153, McLean Family papers, circa. 1805-1892, bulk 1819-1833, 5 cu. ft.

Exhibit

On January 31st, the State Archives installed a two case exhibit entitled, *Connecticut Observes the George Washington Bicentennial, 1931-1932* in Memorial Hall. Staff used materials from Record Group 055, Records of the Connecticut George Washington Bicentennial Commission. Celebrating the bicentennial of Washington’s birth, the commission documented the commemoration of the first president through a variety of activities. The exhibit also shows that an African American leader from Hartford objected to passing over the contributions of African Americans to the Revolution. The second case

contains scrapbooks of secondary school students with original artwork. For more about the exhibit, go to <http://www.cslib.org/archives/ctbicentennialabout.htm>.

Outreach

On February 23, 2011, staff hosted a Public History class from Central Connecticut State University. Staff spoke on the archives profession and gave a tour of the Van Block storage facility.

National Historical Publications and Records Commission Project

This is a project of the Connecticut State Historical Records Advisory Board which will end on May 31, 2011. Several things have been accomplished with federal money. The remaining activity involves summarizing the findings of the Archival Assessment Surveys of 60 sample local historical societies, museums and libraries with local history collections and sharing these and recommendations for further action with the repositories and other interested parties. On February 9th the following met at Van Block to plan the last activities of the grant: four archival assessors; Kathy Craughwell-Varda, who is overseeing this part of the grant; and the State Archivist who is serving as the project coordinator.

Statewide Disaster Recovery

On February 9th, the State Archivist participated in a meeting of COSTEP-CT at Van Block. The organization's acronym stands for Coordinated Statewide Emergency Preparedness.

MUSEUM OF CONNECTICUT HISTORY

Outreach programs to schools continue. Visits to Stratford, Plantsville, Mystic, Wolcott and Plainville have occurred in the past several weeks. Many of the schools are making a donation to the Connecticut Heritage Foundation.

Patrick presented a *Connecticut Invents* program at the Stafford Library. 25 adults attended.

Patrick worked with a group of Gifted and Talented students from West Hartford who were studying Samuel Colt. They visited the museum, the Colt factory and the Wadsworth Athenaeum as part of their study.

Plans for an education program that will coincide with the observation of the Civil War Sesquicentennial are in the works. It will focus on Connecticut's role on the battlefield and the war's effects back here in the Nutmeg State. It will also tie in with the museum's exhibit which is currently under construction.

LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED (LBPH)

New mail pickup and delivery schedule – The USPS contacted us about an earlier morning delivery (from 8:00am to 7:00am) but that was not a possibility for us so we are now going to have pickup and delivery about 12:20 daily, Monday – Friday. This could be a good change. Will be able to pull books for that day by noon for pickup. This may shorten delivery time to patrons by a day. Also, we will be able to analyze the amount of materials available for tape inspection and contact volunteers if there is not enough work for the next day.

Computer system upgrade - Our CUL circulation system will be migrating to a new .Net version of our circulation system on Monday, March 14, 2011. Mary Lamica will be on-site to implement this change and train staff. She should be here March 11 – 18. The move to the new database will occur over that first weekend which will give her opportunities to fix any issues that may arise.

We would like to thank Ursula Hunt and Teri Antonini for their assistance with our daily operations and to the CSL administration for allowing them to come to LBPH on a regular basis. Ursula has been assisting with the preparation of the materials for production by Connecticut Volunteer Services for the Blind and Handicapped (CVSBH) production notes and lists, material markups and cataloging information. Teri assists with administrative filings, donation acknowledgements, entering patron requests for reader advisors, mailings, etc. Their assistance has been invaluable.