

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

**FINANCIAL REPORT**

Attached to this report.

**PERSONNEL REPORT**

**Vacancies (State Funded)**

Library Specialist (Library Consultant) Dept. of Library Development)

\*Fiscal Administrative Supervisor (Fiscal)

\*Fiscal Administrative Officer (Fiscal)

\*Fiscal Administrative Officer (Fiscal)

\*Fiscal Administrative Assistant (Fiscal)

\*Administrative Assistant (Human Resources)

\*Principal Human Resources Specialist (Human Resources)

*(7 full time vacancies: Library Specialist can be refilled w/OPM approval.*

*\*Fiscal and HR positions to be abolished (cannot abolish at this time, to keep authorized count correct)*

Part time Library Technical Assistant (Law Leg Ref)

**Vacancies (Federal Funds)**

None

**Vacancies (Other)**

None

**POSITIONS FILLED SINCE LAST REPORT**

None.

**STATE LIBRARIAN**

**Small Agency Resource Unit (SmART)**

The transition to the SmART unit has been rocky. They have attempted to merge our business functions and Human Resource functions at the same time which has placed a burden on our staff and theirs. It is becoming clear that some of what was done by our business staff in processing payments, making reports, etc. is falling on staff here that didn't have to really be involved before. Mark Smith and I are giving this transition a little more time before I speak with

the Commissioner of DAS about our frustration. I will have a full update for the January Board meeting.

### **Office of Policy and Management (OPM)**

The State Library requested the refill of the Public Library Consultant position made vacant by the retirement of Mary Louise Jensen and refill of Sharon Brettschneider's position following her retirement in February. Both requests were denied. In the case of Sharon's position, the denial seemed to have been based on the fact that the position wasn't vacant yet. I will pursue refilling Sharon's position once it becomes vacant. In accordance with a directive from OPM, I submitted a 5% reduction option.

### **State Library Capacity Building Meeting**

At the invitation of the Bill & Melinda Gates Foundation, I attended this important meeting in Seattle November 8-9 at their new campus. The objectives of the meeting were to: 1) Discuss the state of state libraries and the potential impact on public access technology; 2) Provide a forum for state librarians and their deputies to discuss emerging priorities in the current fiscal and political climate, and; 3) Explore and discuss approaches and tools for amplifying the value of state libraries and local public libraries. It was one of the best meetings that I have attended at the Foundation in some time. They are changing their focus from the top down approach they have used since the beginning of the Foundation's U.S. Library program to a more supportive role. We looked at the changing role of state library agencies as documented in a survey that was conducted earlier this Fall. We were introduced to some significant work they funded with the Texas and Kentucky state libraries to help them respond to significant funding challenges. From this work and our discussions a tool and training will be developed to help state libraries assess their strategic directions. This is a pre-planning tool for strategic planning more than a strategic planning tool. We also gained insight into defining target audiences and using new tools for communicating the value of libraries and public access technology.

### **Professional Activities**

The Chief Officers of State Library Agencies (COSLA) Fall Meeting was held in Santa Fe, New Mexico. This was an information rich meeting with presentations on several Gates Funded initiatives, changes (and emerging controversies) in the Federal Depository Library Program; federal funding and legislative issues; the Digital Public Library of America, and ebooks. The Chief Officers voted to enter into a memorandum of understanding with the Internet Archive (IA) that will essentially make the state librarian in each state a point person for the Open Library's lending program.

I attended the annual meeting of the Yale Indian Papers Project Advisory Board. This is a cooperative endeavor to publish an electronic database known as *The New England Indian Papers Series*. The project has received a major grant from the National Endowment for the Humanities and is housed at the Lewis Walpole Library in Farmington. You can learn more about the project at <http://www.library.yale.edu/yipp/index.html>

On October 5<sup>th</sup> I was voted in as a member of the Acorn Club. The purpose of the Club is to issue either as reprints or as original publications rare printed books and unpublished manuscripts of antiquarian, historical, or literary interest relating to Connecticut either directly or indirectly. A future publication that is being developed that would look at how Abraham Lincoln was viewed in the Connecticut press.

I am the Vice Chair of the Board of Trustees for Lyrasis, a national library cooperative. I attended the Fall Board meeting in Atlanta in Early November. The Board is looking at a variety of business opportunities, but is very much focused on digitization, ebooks, and the evolving Digital Public Library of America. Lyrasis was formed several years ago through the merger of several regional library cooperatives including the former NELINET.

## **DIVISION OF LIBRARY DEVELOPMENT**

### **Continuing Education**

Kris Abery, Continuing Education Coordinator, set up the following workshops for Connecticut Library Staff in October and November: LinkedIn for Librarians, Introduction to Image Manipulation with GNU, Excel 2007 from Start to Finish, Teaching Technology, Transitioning to Office 2007, Useful Websites for Tech Education, Desktop Management Tools for an Efficient Workspace, Windows Shortcuts, iCONN Webinar: PowerSearch & the Reference Desk, iCONN Webinar: iCONN/Gale Periodicals, Gadgets for Librarians, HTML Decoded, Technical Tools for Digital Story Telling & Library PR, Intermediate WordPress, Introduction to WordPress, Excel 2010: Getting Started, Legal Research for Public Libraries, and Business Resources for Librarians.

In addition, Susan Cormier, Children's Consultant, presented the American Library Association's new "Every Child Ready to Read, 2nd edition" material at the Eastern Children's Roundtable meeting at the Willimantic Library Service Center on October 17<sup>th</sup>; at the Fairfield Children's Roundtable in Stratford on October 24<sup>th</sup> and at the Southeast Children's Roundtable in Groton on November 8<sup>th</sup>.

Steve Cauffman, reQuest ILL Coordinator, trained staff from Williams School in New London, Lincoln College of New England on October 17<sup>th</sup> and Seymour Public Library on reQuest Interlibrary Loan on October 21<sup>st</sup>. Steve also coordinated the iCONN/reQuest exhibit at the Connecticut Association of School Librarians/Connecticut Educators Computer Association Conference on October 24<sup>th</sup> at the Connecticut Convention Center.

Gail Hurley, reQuest Statewide Catalog Coordinator conducted reQuest Searching and Administration and Basic Cataloging training to staff of Lincoln College of New England and Seymour Public Library. Gail co-presented the *Treasures of Connecticut Libraries* project at the Connecticut State Library Digitization Forum on October 28<sup>th</sup>.

Sharon Brettschneider helped coordinate the Association of Connecticut Library Boards (ACLB) 2011 Leadership Conference on November 10<sup>th</sup>. She co-presented a program on Board Basics with ACLB chair Betsy McIlvaine. Other sessions included advocacy, planning for disaster, Friends and Trustee relations and public perception of libraries. 100 trustees from around the state attended.

Mary Engels, Director of the Middletown Library Service Center and liaison to the Friends of Connecticut Libraries (FOCL) helped coordinate the FOCL annual conference held at Central Connecticut State University on November 5<sup>nd</sup>. 76 attended the conference. The speakers addressed insurance for Friends, planning and fundraising and a self-study conducted by the Ridgefield Library's Friends group.

The Division of Library Development once again hosted a workshop for all those who have become directors of a public library in the past year. The purpose of the workshop is to introduce the services and resources of the State Library and to make them aware of some

legal issues such as confidentiality and records retention. The Library for the Blind and Physically Handicapped also presented. The Connecticut Library Consortium, and the Connecticut Library Association were on hand to give presentations on the services they offer to libraries and librarians. This year's workshop was held on November 18th at the Middletown Library Service Center. Eleven new directors attended.

### **iCONN**

Eric Hansen, iCONN Database Coordinator updated the cost savings calculations for iCONN. The calculations demonstrate the economy of scale savings that iCONN provides to individual libraries. School, public and academic libraries would pay about \$79 million for the same content that the state is able to provide for approximately \$2 million - \$77 million in savings! For details see: <http://www.cslib.org/iconnsitemap/documents/CostBenefit.pdf>.

### **Library Services and Technology Act**

Two focus groups were held on November 2<sup>nd</sup> at the Middletown Library Service Center. The attendance was less than we hoped because it was held during the week of all the power outages. Bill Wilson, one of the consultants hired to conduct the five year evaluation of LSTA conducted the sessions that provided feedback from the library community on the use of LSTA funds in Connecticut. On October 19<sup>th</sup> the Advisory Council for Library Planning and Development approved the following categories for this year's round of LSTA subgrants:

1. Collaborations to Support Literacy for Children and Young Adults
2. Programs for Children and Young Adults in Poverty
3. Services to People with Disabilities
4. Programs for Multi-lingual Populations
5. Programs for Older Adults
6. Programs for Young Adults

Grants for \$3,000 to \$35,000 will be awarded in early March and the grant period will begin July 1<sup>st</sup>. Grant applications and workshops details are available at:

<http://ct.webjunction.org/ct/lsta>

### **E-Books**

The Advisory Council on Library Planning and Development's E-Book TaskForce held their first meeting on October 4<sup>th</sup> followed by participation in an E-Book Summit sponsored by *Library Journal*. The Task Force decided that information gathering would be the logical first step for the group so their next meeting, held on Nov. 9<sup>th</sup> involved conference/Skype calls to Michael Porter from Library Renewal and Andromeda Yelton from Gluejar. The Task Force will also speak with Jamie LaRue, Director of the Douglas (CO) County Libraries about their local hosting of E-Book project. The Task Force has divided into three working groups - Library best practices and licensing agreements - Exploring Connecticut Compliance – and Possibilities for Cooperative Collections.

### **Connecticut Libraries and Jobs**

On October 6<sup>th</sup> Governor Malloy hosted an Economic Summit focusing on ways in which we can Reinvent Connecticut at the Connecticut Convention Center in Hartford. Kendall Wiggin asked Sharon Brettschneider to write up a document describing the important role that libraries play in job creation which he then forwarded to the Governor's Office prior to the Summit. That document is included with this report.

### **ACCESS SERVICES**

## **Space/Collections**

- The New England Air Museum Research Library donated several boxes of federal documents concerning aviation.
- The Connecticut Commission on Culture and Tourism sent us 15 boxes of material they no longer needed in their library.

## **Patron Services**

During the power outages, many first-time patrons utilized the library to use our computers, power-up their electronic devices, and use our WiFi. We received many reference questions about tree removal, who pays for property damage, lists of shelters, and food and water safety concerns, as well as historical information on other disasters Connecticut has faced.

## **Staff**

- Reference librarians attended a training workshop sponsored by the CT State Data Center on how to access 2010 Census information
- On 9/20 we welcomed Lindsay Young as a permanent staff member

## **Outreach**

- Nancy Liefert met with staff from the Old State House to collaborate on how we might assist Hartford school children with their History Day projects.
- Carolyn Picciano represented the State Library at a display table during the Connecticut Society of Genealogists Annual Seminar.
- Carol Ganz represented the State Library at a display table during the annual meeting of the Polish Genealogical Society of Connecticut and the Northeast, Inc.
- Nancy Peluso hosted the federal documents librarian from the Pennsylvania State Library.
- Nancy Liefert hosted the Connecticut state documents librarian from New Haven Public Library.
- Nancy Peluso presented a description of the Library at the Connecticut Library Association's Public Libraries section fall meeting "Special Delivery: What Connecticut's Special Libraries Have to Offer".
- Ruth Shapleigh Brown presented "Hartford's Old Burying Grounds" as part of our Brown Bag Lunchtime series.

## **COLLECTION SERVICES**

### **Law Research Materials Survey**

Access and Collection Services staff prepared two surveys on legal research materials targeted to lawyers that work for the state.

- The Attorney Legal Materials Usage Survey will poll individuals to determine what print and online databases state lawyers are accessing. Survey for the attorneys <http://www.surveymonkey.com/s/IndividualLegalMaterials>
- The Agency survey will poll what research resources are available on an agency level and how much is budgeted. Survey for the agency for costs/budget <http://www.surveymonkey.com/s/AgencyLegalMaterials>

Our goal is to determine research needs and how various state agencies may be able to economize by sharing resources.

### **Scan on Demand project**

Public Domain books are digitized from our collections when requested via InterLibrary Loan or patron request. Books scanned are added to ContentDM and to a WorldCat list called *CSL Digitized* [http://www.worldcat.org/profiles/Connecticut\\_State\\_Library/lists/2897451](http://www.worldcat.org/profiles/Connecticut_State_Library/lists/2897451)

### **Cross training of staff**

This Scan on Demand project has allowed staff in Collection Services and Photodup to gain skills needed to scan library materials. Claudia Joseph, Wil Esquilin, Glenn Sherman, Andre Bascom, Yasemin Agis, Tamra Coleman, Elizabeth Esquilin and Claire Murphy have participated. Glenn Sherman and Maritza Pagan are now participating in scanning the WPA Architectural Survey photos. Digital images from Andover through Oxford are available online. Christine Pittsley continues to build our digital asset management database using Extensis Portfolio, which will allow us to better organize, locate and retrieve images.

### **Creative Commons licenses**

The Intellectual Property Committee has recommended adopting Creative Commons licensing for our digital collections.

Recommendations & Guidelines:

- Using a Creative Commons license will increase access and use of our digital collections.
- Attribution is required to use digital images of items in our collections.
- Since one size will not fit all situations, the Creative Commons License Chooser can determine the best license to use. <http://creativecommons.org/choose/>
- The librarian, archivist, curator or selector of digital images for a collection or an exhibit is responsible for choosing the best Creative Commons license for images selected.
- This decision does not have to be made for each image, but can be made for an entire collection of images posted on ContentDM or Flickr.
- Images posted on multiple sites, such as ContentDM and Flickr, must have the same Creative Commons license.
- Digitized versions of published library materials out of copyright should include the rights statement of: *This work is free of known copyright restrictions.*

### **Library Materials Budget**

Carol Trinchitella continues to work with our vendors to negotiate discounts in an effort to minimize cancellations.

### **CT Forum on Digital Initiatives**

The Forum attracted librarians, archivists, curators and educators to discuss issues related to digitizing collections and how to collaborate to make our collections more widely accessible online. Christine Pittsley did an excellent job planning and organizing the Forum. State library staff worked together to make the day a success.

## **OFFICE OF THE PUBLIC RECORDS ADMINISTRATOR**

### **Records Retention Schedules**

LeAnn Power, Jeff Collins, Lizette Pelletier, and Kathy Makover began meeting with the S9 Committee to develop records retention schedule S9 which will cover library, museum, special collection, and archival records. Committee and subcommittee meetings were held on September 21, October 18, and November 9. The S9 Committee is composed of representatives from fifteen state agencies.

LeAnn, Lizette, and Kathy met with the M4 Committee on September 30 to revise records retention schedule M4 which covers tax assessment and collection records. The committee includes municipal assessors and tax collectors from Southbury, Morris, Waterford, Cheshire, and Bristol.

LeAnn, Jeff, Lizette, and Kathy met with the M7 Committee on October 6 to revise records retention schedule M7, which covers public safety and emergency services records. The committee includes representatives from the Vernon, Wethersfield and Stonington Police Departments and the South Fire District.

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

- 11-12-1: Department of Developmental Services
- 11-13-1: Department of Social Services – Bureau of Administration: Office of Quality Assurance
- 11-14-1: Department of Emergency Services and Public Protection – Division of State Police; Division of Fire Investigations and Statewide Emergency Telecommunications; and Division of Scientific Services
- 11-5-6: Office of the Secretary of the State – Commercial Recording Division – Address Confidentiality Program
- 11-5-7: Office of the Secretary of the State – Commercial Recording Division – Uniform Commercial Code Function

### **Training, Outreach & Site Inspections**

LeAnn and Kathy inspected the land records in the Hartford Town Clerk's Office on September 14. The inspection was scheduled in response to a complaint from a title searcher regarding indexing errors. In follow up, the land records vendor was also contacted regarding procedural issues and staff training requirements.

Jeff and Lizette conducted site inspections for two records storage facilities. They inspected the Department of Energy and Environmental Protection records storage facility in West Hartford on September 14 and the New England Archives Center records storage facility in Windsor on September 28.

LeAnn and Kathy attended the Town Clerks Association Fall Conference in Westbrook on September 15. LeAnn gave an update on the election retention schedule, eRecording regulations and fee changes to foreclosed property registration documents. In addition, LeAnn and Kathy staffed a table in the state agency section, providing information on records management, disaster planning and upcoming training opportunities.

Jeff and Lizette presented a records management training session to 30 employees from the Connecticut Clean Energy Finance and Investment Authority on October 12.

LeAnn, Lizette, and Jeff presented a training session to over 125 state and municipal public safety and emergency services employees on records retention and disposition on October 13.

LeAnn conducted a training session for 39 state managers from 14 state agencies on "Records Retention and Disposition of State Agency Records." The session was a part of the State of Connecticut New Manager's Orientation Program. The session was held on October 20 at the Department of Higher Education.

### **Historic Documents Preservation Program**

Twenty-two municipalities submitted targeted grant applications under Cycle 2, FY 2012, and Cycle 2 awards will total \$100,000. Grants are set at \$3,500, \$6,000 or \$9,000, for small, medium and large municipalities, respectively. Grants will be awarded in the categories of Inventory and Planning, Organization and Indexing, Storage and Facilities, Program Development and Preservation/Conservation.

### **Disaster Preparedness**

Lizette and Peggy Zabawar conducted the Essential Records [ER] course on November 1 for 28 intrepid and dedicated state and municipal records custodians despite being in the midst of a declared emergency from the rare October Nor'easter. The course is part of the Intergovernmental Preparedness for Essential Records [IPER] project. Participants learned how to identify, analyze and prioritize essential records; assess specific risks and identify protection strategies; develop procedures to ensure access to and security of essential records; and outline an essential records plan for inclusion in the agency or municipal Continuity of Operations Planning (COOP). Lizette and Peggy utilized many real time examples from the storm for the training. Peggy is an Organizational Development & Training Specialist involved in statewide COOP development in DAS.

### **State Records Center**

Doug Yaeger and Mike Soltesz accessioned 999 cubic feet of agency records; deaccessioned 23 cubic feet of agency records; processed 287 reference requests; and processed 245 re-files and inter-files.

### **Committees and Additional Staff Activities**

Jeff Collins, Mark Jones, and Paul Baran met with representatives from the Department of Mental Health and Addiction Services and the Office of the Attorney General to discuss access and confidentiality of patient records at the State Records Center and the State Archives on September 23.

Jeff and Lizette met with Sharon Clapp to discuss the migration of public records content to the Drupal cloud as part of the State Library's Drupal initiative on September 27, October 5, and October 20.

LeAnn and Lizette met with Bernie Liu, an attorney with the Secretary of the State's Office and Mark Ladd, Property Records Industry Association (PRIA) consultant, on September 30 to



discuss the Uniform Law on Notarial Acts draft legislation and other issues related to notarization and electronic recording of land records.

LeAnn attended an Association of Records Managers and Administrators meeting on "Record Management in a Social Media World" on October 6.

LeAnn, Lizette, Kathy, and Jeff began committee meetings to discuss the authentication and preservation of electronic records in accordance with Public Act 11-150. The committee includes state library staff from several divisions. Meetings were held October 21 and October 31.

LeAnn, Lizette, Kathy, and Jeff met with staff from the Vital Records Division of the Department of Public Health and a representative from the Town Clerks' Vital Records Committee on October 25. Staff are working to address records management issues in several areas, including the implementation of the new Electronic Death Registry System.

LeAnn and Jeff met with representatives from the Department of Administrative Services, including the Bureau of Enterprise Systems and Technology, to discuss e-mail retention and disposition requirements and backup media activities related to Executive Order #2. The meeting was held on November 10.

## **STATE ARCHIVES**

### **Accessions:**

#### **Probate records:**

RG 004:163, Windham Probate Court files, 1894-1925, 10 cubic feet

#### **Other:**

RG 169, Bruce and Patricia Stark Collection of Association for the Study of Connecticut History, 1967-2011, 10 cubic feet

### **Processing Completed:**

Government Records Archivist Allen Ramsey continues to oversee processing of RG 009, Attorney General Records. Allen is also processing former State Senator Con O'Leary's papers. Assistant State Archivist Paul Baran continues to process the Madison Probate Court files to remove confidential tax documents. Library Aide Damon Munz and Storekeeper Todd Gabriel have begun to unfold documents in Farmington town records.

### **Outreach**

On September 22, Assistant State Archivist Paul Baran, Government Records Archivist Allen Ramsey and Library Aide Christine Pittsley visited Professor Heather Prescott's undergraduate Public History class at Central Connecticut State University to discuss the topic of digital history.

On October 7, State Archivist Mark H. Jones chaired a meeting of the Connecticut State Historical Records Advisory Board at the Litchfield Historical Society. State Librarian Kendall Wiggin reported on items of interest at the State Library and pertinent legislation. LeAnn and Lizette also attended.

October is *American Archives Month* sponsored by the Society of American Archivists and the Council of State Archivists. State Archivist Mark Jones obtained an Official Statement from

Governor Malloy designating October as “Connecticut Archives Month.” The month highlights the importance of archival records and the work of anyone doing archival work.

On October 27, Assistant State Archivist Paul Baran visited Professor Heather Prescott’s graduate Public History class at Central Connecticut State University to discuss archival collections that students might use for their course project.

On October 28, Assistant State Archivist Paul Baran gave a presentation on Connecticut Archives Online at the Connecticut Forum on Digital Initiatives held at the Connecticut State Library.

On November 8, Assistant State Archivist Paul Baran gave a presentation on “An Overview of Preservation at the Connecticut State Library” at a meeting of the Connecticut Library Association College and University Libraries Section.