

STATE LIBRARIAN'S REPORT
September 26, 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 September 26, 2011 meeting of the Board, covers the period of July 26, 2011 through September 25, 2011.

FINANCIAL REPORT

Attached to this report.

PERSONNEL REPORT

Vacancies (State Funded)

Fiscal Administrative Supervisor (Fiscal)

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

Vacancies (Federal Funds)

None

Vacancies (Other)

None

POSITIONS FILLED SINCE LAST REPORT

None

STATE LIBRARIAN

Much of July and August was spent working out various budget scenarios to meet the changing budget situation. Fourteen employees were given layoff notices or notification that they might be bumped. Following the submission of our budget reduction plan, I was notified that the Office of Policy and Management had decided to turn our personnel and business office functions over to the Small Agency Resource Team (SmART) at the Department of Administrative Services. This action would not be dependent on the results of the Union vote. This will result in the loss of 7 full time positions. Two employees retired. One employee who did not have layoff protection under the final labor agreement has found a new position in another agency and 4 employees who have layoff protection have accepted positions in other agencies. Mark Smith will remain as Director of Administrative Services for the State Library and will serve as the principal liaison between the State Library and SmART. Mark and I have had preliminary meetings with both the Personnel and Fiscal administrators of SmART.

At the last minute, Sharon Brettschneider's layoff was rescinded. Sharon will retire on February 1, 2012 as she had planned. A request has been made to rehire both Sharon's position and Mary Louise Jensen's vacant position.

On Monday, September 12th, Mollie Keller, Bob Harris, Mark Smith and I met with Ben Barnes, Secretary of the Office of Policy and Management and two of his staff. The Secretary has been meeting with agency heads to discuss present and future budgets and the challenges ahead. The timing of the meeting offered us an opportunity to discuss the significant holdbacks in the library materials account that was included in the Governor's most recent announced budget reductions. As a result of the meeting OPM will be working with the State Library to restore some of the money available for library materials while staying within the new bottom line.

Presentations:

Presented "From the People of the Book to People of the Screen: the generational challenge for libraries" to the Boards of Trustees for the Groton Public Library, Bill Memorial Library (in Ledyard) and the Mystic & Noank Library.

Spoke at the ribbon cutting for the Library of Congress Gateway to Knowledge travelling exhibit at the Raymond Library, East Hartford.

DIVISION OF LIBRARY DEVELOPMENT

Training

The Division hosted a site viewing session for the webinar *Trends in Library Learning: Developing Staff Skills for the 21st Century* on Aug. 10th & 11th at the Middletown Library Service Center. Approximately 15 attended on the first day and 22 on the second. Other workshops organized by Kris Aberly, Continuing Education Coordinator, included *Retouching Pictures in Adobe Photoshop*, *Tech Tools for Digital Storytelling and Library PR*, *Word 2010: Getting Started*, *Facebook for Libraries*, and *LinkedIn for Libraries*.

On July 25th the Willimantic Library Service Center hosted a session of the Alternate Route to Certification for Library Media Specialists (ARCLM). The class of approximately 30 aspiring media specialists spent the day in lectures and doing group projects using Service Center resources. Both Susan Cormier and Linda Williams gave presentations on using Service Center and consulting resources, especially in the areas of summer reading, book discussions and class assignments.

Linda Williams, children's consultant and Mary Engels, Director of the Middletown Library Service Center, presented a session of *Weeding in the Garden of Good and Evil* on August 24th at the Cromwell Belden Library to 21 library staff. This practical workshop on weeding public library collections continues to be one of our most popular classes.

LSTA Evaluation

Doug Lord, LSTA Coordinator, and Sharon Brettschneider met with consultants Ethel Himmel and Bill Wilson who will be conducting the five year evaluation of our Library Service and Technology Act program. The evaluation will take place over the next few months and will involve data gathering from focus groups, surveys and phone interviews. They will also be compiling data from the outcome and output measures from statewide programs and subgrants funded through LSTA.

EBook Task Force

The Advisory Council for Library Planning and Development (ACLPD) approved the formation of an Ebook Task Force. The Task Force will explore library practices and license agreements regarding Ebook content, any issues with compliance to Connecticut regulations, possibilities for statewide cooperative collections of Ebook content and

investigate best practice recommendations for libraries purchasing Ebook content. The members of the task force represent ACLPD, the CT Digital Library Advisory Board, the automation networks, and public and academic libraries.

CLA/CSL/CLC

Sharon Brettschneider and Kendall Wiggin have participated in a series of meetings examining possible overlap and opportunities with partnering with the Connecticut Library Association (CLA) and the Connecticut Library Consortium (CLC). One of the outcomes is the agreement that the Continuing Education Calendar that Kris Aberly, Continuing Education Consultant, maintains on CT.Webjunction.org will act as the statewide CE calendar, pulling together information on training from all three groups. In addition the head of the Division of Library Development will meet quarterly on an informal basis with the director of CLC and the President of CLA.

Goodnightmoon (GNM) turns 15!

On Thursday August 29, 1996 Susan Draper Cormier, Children's Consultant, organized a new listserv called *goodnightmoon* to serve as an online discussion forum for Connecticut's children's librarians. Today, the list has 677 members, who sent 2,006 posts in FY2010/2011. There was recently a rather lively discussion about the membership and purpose of the list. Some of the general comments that folks made about GNM:

“...without the GOODNIGHT MOON we would be so isolated. It is a wonderful connection and tool for those who are dedicated to children and libraries.”

“Although I don't post a lot, I learn something new every day!”

“In my opinion, there is no better place to share experiences and voice concerns regarding our work with our patrons and our libraries.”

“Goodnight Moon has been an on-line partner for me over the years.”

CHET and Summer Reading

For the third consecutive year, the Connecticut State Treasurer's Office, the Connecticut Higher Education Trust (CHET), Connecticut's direct-sold 529 college savings plan and the Connecticut State Library teamed up to sponsor the summer library promotion in libraries across the state. The “Destination College Savings” promotion was created to encourage children to visit libraries during the summer and it provides incentives for Connecticut children to participate in their local library's summer reading program. More than 1,500 entries were received from throughout Connecticut spreading awareness of the importance of saving early for college. The award ceremony was held on September 10th in Memorial Hall at the Connecticut State Library. Susan Cormier, Children's Consultant and Director of the Willimantic Library Service Center, coordinates this program for the State Library.

(Charlotte Minnick from the East Hampton Library)



Statistics

Tom Newman, State Library Data Coordinator, compiled Inter Library Loan Statistics from Academic and Special Libraries for the FY2011 [Statewide ILL report](#) which was published electronically in early August. Public Libraries will submit their FY2011 statistics on the Annual Report and the results will be made a part of the annual Statistical Profile.

Tom Newman also completed the triennial report on State Aid grants, [Annual Support for a Lifetime of Learning](#) and submitted it, as required, to the Education Committee of the Legislature. This report describes how the grant money was allocated.

National Book Festival

Linda Williams and Mary Engels will be representing Connecticut at the National Book Festival on September 24th in Washington, DC. They will represent Connecticut in the Pavilion of States which is sponsored by the Institute of Museum and Library Services and salutes the literary traditions of the 50 states. They will have information on CT literary heritage sites, children's books set in Connecticut and Connecticut authors.

iCONN

iCONN staff did extensive work to flesh out a contingency plan that would have been necessary to implement by September 1st if the labor agreement had not passed and our contract with Auto-Graphics had to be terminated. The plan detailed how access to the iCONN databases would be maintained if the statewide catalog was eliminated since it also serves as a portal to iCONN. Fortunately, we did not have to implement the plan but it will be useful to have if we face similar program cuts in the future. Due to the budget resolution

iCONN will also be able to restore access to two important databases CINAHL full text for academics, and National Newspapers for public, schools and academics.

ACCESS SERVICES

Space/Collections

- Hartford Public Library is developing lists of Connecticut Documents they would like to weed from their collections. They are giving us the opportunity to check their lists against our collections to make sure we have everything we need.
- The New England Air Museum Research Library sent us 4 boxes of old Connecticut state and federal publications they no longer need. We are adding them to our collection as necessary.

Patron Services

- We continued to provide exemplary reference service despite the enormous personal uncertainties surrounding possible layoffs, union negotiations, personnel changes, etc.
- Connecticut Documents are frequently requested on Interlibrary Loan. Because many of them do not circulate due to age, condition, rarity etc., we worked with Collection Services to develop a procedure to deliver scanned images of the documents.
- With the shopping cart on our Digital Collections pages, patrons can order digital files of our images. To expand that service to patrons using archival and library material not already in our Digital Collections, we are training staff and developing procedures to provide scanned images of that material upon request, in addition to traditional photocopies.

Staff

- Pamela Mann retired in August after a 31 year career at the Library.
- We appreciate that Frances Sanchez from the Willimantic Library Service Center is able to be with us in Hartford one day a week, working on digitization projects, filing, collection maintenance, etc.

Outreach

- Nancy Liefert and Steve Mirsky provided training on Library resources for 23 new Supreme and Superior Court Interns.
- Nancy Liefert met with representatives of the U.S. Census Bureau researching the structure of state and local government in Connecticut in preparation to publishing the "Census of Governments".
- A student, who is considering a career in librarianship, spent a day with H & G staff to see first-hand all the different aspects of the job.

COLLECTION SERVICES

Library Materials Budget

The proposed holdback of \$591,008 from the FY2012 Library materials budget would represent a 59% budget reduction.

In FY2011, an initial holdback of 14%, or \$156,170, resulted in:

- 278 Subscriptions canceled including 160 print law reviews that we will access online.
- 216 Standing orders were postponed as was purchasing of new editions, some continuations, microforms as well as any new books.

What does a budget reduction of 59% mean for the state library materials budget?

- Cancellation of the majority of legal treatises on standing order for an est. of \$185,727.
- Cancellation of the legal digests on standing order for an est. of \$111,795.
- Elimination of all subscription renewals of law reviews, and all periodicals, loose-leaf services, standing orders and memberships not related to Connecticut for an est. of \$192,000.
- Elimination of 39 electronic research databases such as, *American periodicals series online, 1740-1900, Government periodicals universe, CQ weekly* for an est. of \$101,486. To save additional funds we are considering removing remote/home access to some of our databases.

A library materials budget of \$408,992 does not support the renewal of essential titles that we currently have on subscription. If we are not able to continue upkeep of our law materials they become obsolete and compromise our ability to provide research and reference services.

Preservation and Digital Collections News

Contract for Emergency Response Services: The State Library is seeking bids on RFP #11PSX0226 Emergency Response and Recovery Services of Records and Collections. http://www.biznet.ct.gov/scp_search/BidDetail.aspx?CID=22887 For use by state agencies, municipalities and political subdivisions, and not-for-profit organizations, in the immediate aftermath of a disaster and during the long-term recovery. Such a disaster would include, but not be limited to, a fire, flood, mold outbreak or furnace puffback. Primarily intended for use on paper-based library, archival or museum materials but may include films, videos, or CDs.

Hurricane Irene aftermath: We prepared for the storm by distributing flashlights, "weather" radios and other supplies to each CSL facility and draping plastic over areas known to be at risk of leaks. An email to the ConnTech list serve and the Conn. League of Historical Organizations advised similar preparations. After the storm we discovered some leaks had occurred at 231 Capitol Ave. and at the Records Center but the plastic had protected the collections. So far, only two reports of damage have come in from other cultural heritage organizations in the state but with many towns still experiencing power outages, as of this writing, more reports may come in. The Shore Line Trolley Museum was flooded and some track was washed out. Only three trolleys are unscathed. Even so, they are working to repair more trolleys and be open for trolley rides by Labor Day weekend. The Washington Regional School District has wet administrative records from a basement flood and is working with the Public Records Administrator to determine disposition of the records.

Digital Collections: The final volumes of the 1971 Legislative hearings and proceedings are online <http://cslib.cdmhost.com/cdm4/browse.php?CISOROOT=%2Fp15019coll3> and the Law and Legislation Unit continues to link from the index <http://www.cslib.org/leghis.asp> to the new content. The Personal and Family Vital Records collection has 23 new volumes and work continues to add more. <http://cslib.cdmhost.com/cdm4/browse.php?CISOROOT=%2Fp15019coll4> The Archives

mounted a collection of 206 reports, letters, photographs and proclamations that document the response of state government to the September 11, 2001 terrorist attacks, including Governor Rowland's notes, memorial services and terrorism insurance.

http://cslib.cdmhost.com/custom/frontpage_sept_11.php Several projects are underway: Bradley Field World War II activities, Sectional Crisis: Road to the Civil War, Soldiers and Sailors Memorial Arch. Additional staff are being trained to work the flatbed scanner and their initial projects are titles selected from the library collections, including items to satisfy patron and Interlibrary Loan requests. Christine Pittsley attended the Museum Computer Network Special Interest Group meeting in Boston on July 15, 2011.

OFFICE OF THE PUBLIC RECORDS ADMINISTRATOR

State and Municipal Records Management Programs

Public records staff continued to work with state agencies to provide protection of records due to the recent agency reorganizations and consolidations.

LeAnn Power, Lizette Pelletier, and Jeff Collins met with representatives of the former Department of Environmental Protection (DEP), Department of Public Utility Control (DPUC), and Office of Policy and Management (OPM), Energy Unit on July 19 to discuss recordkeeping responsibilities during agency mergers due to Public Act 11-80, which created the new Department of Energy and Environmental Protection (DEEP).

LeAnn, Lizette, and Jeff met with Kendall Wiggin on July 22 to discuss establishing standards and guidelines for the preservation and authentication of electronic documents pursuant to Public Act 11-150.

LeAnn and Jeff met with representatives of the Department of Administrative Services (DAS) and a commercial vendor, Pitney Bowes, on August 4 to discuss records management needs for the State of Connecticut.

LeAnn attended a joint meeting on August 3 and August 23 regarding the Supreme Court Decision *Commissioner of Public Safety, et al v. Freedom of Information Commission* at the West Hartford Town Hall. There was a round table discussion regarding the impact of the decision and discussion took place regarding legislative remedies.

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

- 11-10-2: Office of Policy and Management (OPM) – Adriaen's Landing Project and the Stadium at Rentschler Field Project
- 11-4-2: Department of Energy and Environmental Protection (DEEP) – Wildlife Division

Training, Outreach & Site Inspections

Lizette and Jeff conducted a site inspection of the William B. Meyer records storage facility in Windsor on September 6.

Disaster Preparedness

In preparation of, and response to, Tropical Storm Irene, Public Records staff sent a series of e-mail blasts with information on disaster preparedness and records loss or damage reporting requirements to state agency Records Management Liaison Officers (RMLOs), municipal Town Clerks, and Chief Executive Officers.

State Records Center

On July 18, Jeff Collins conducted a tour of the State Records Center for representatives of Connecticut Innovations, Inc.

Jeff, Doug Yaeger, and Mike Soltesz conducted an inventory of the State Records Center on July 20 and 21 to determine an accurate boxes/spaces count. The facility can store 75,008 cubic feet of records.

Doug and Mike accessioned 1,614 cubic feet of agency records; deaccessioned 290 cubic feet of agency records; processed 615 reference requests; and processed 352 re-files and inter-files.

Committees and Additional Staff Activities

LeAnn, Lizette, and Kathy attended the Real Property Electronic Recording Advisory Committee meeting on August 25 at the State Library Van Block Facility. Staff is working with the committee to develop regulations for electronic land recording pursuant to CGS Sec. 7-35ee.

On September 6, Jeff, Mark Jones, and Paul Baran participated in a conference call regarding the Council of State Archivist's State Electronic Records Initiative (SERI).

STATE ARCHIVES

NHRPC SNAP Grant Application:

The Connecticut State Library has submitted another grant application to the National Historical Records and Publications Commission (NHRPC) on behalf of the Connecticut State Historical Records Advisory Board (CT SHRAB). This is the third State and National Archives Planning Grant (SNAP) for which the Library has applied. The grant would run from 7/1/2012-6/30/2014 and would provide funds for History Day in Connecticut and for two Archives Month posters. The main part of the grant builds on the Archives Assessment Project begun in 2009. That project entailed site visits and reports by archivists of 60 archival repositories such as museums, local historical societies, and public libraries with local history collections. In this grant the Board will hold workshops to provide instruction in the concepts and procedures of archival work and 2 traveling archivists will visit all 60 to provide on-site hands on demonstrations.

Archives staff opened the exhibit *September 11, 2001: Connecticut State Government Responds* in Memorial Hall on August 3, 2011. In addition to the exhibit staff completed a digital collection. The exhibit and digital collection documents the response of Connecticut state government to the terrorist attacks both immediately and over time. Included in the exhibit are Governor Rowland's notes and public remarks, memos, programs, photographs, proclamations, correspondence, poems, and newsletters.

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. Assistant State Archivist has begun to process the Madison Probate Court files to remove confidential tax documents.

Accessions

Probate records

RG 004:019, Brooklyn Probate Court files, circa 1934-1976, 9 cubic feet

RG 004:112, Pomfret Probate Court files, circa 1936-1976, 27 cubic feet

Other

RG 161:001, Connecticut State Police, Troop L arrest log books, 1941-1999, 30 cubic feet

MUSEUM OF CONNECTICUT HISTORY

On September 17 the State Library and the Museum of Connecticut History participated in the 125th Anniversary and Rededication of the Soldiers and Sailors Memorial Arch, one of Hartford and Connecticut's most iconic Civil War monuments. The Museum was open an extra hour and staffed by Museum personnel. The Museum created two new exhibits for the occasion. Rare Connecticut Civil War artifacts, firearms, equipments, ammunition, swords, photographs, letters and much, much more were placed on exhibit to demonstrate how *Connecticut Armed the Union*, with state weaponry manufacturers supplying an astonishing 43 percent of all the American-made firearms bought by the US War Department. In addition, the music legacy of Henry Clay Work, Connecticut's "chief singer of the Civil War", is revealed in *Marching with Henry C. Work* through songbooks, postcards, period ephemera, and 20th century recorded sound media.