

STATE LIBRARIAN'S REPORT
January 25, 2012

This report is prepared bi-monthly in conjunction with the regular meetings of the Connecticut State Library Board. Items to be routinely covered include the following: the significant activities of the State Librarian and the staff, significant administrative decisions affecting the operation of the Library, status reports regarding in-progress activities, information regarding external events having an impact on the Library, media coverage of the Library, and information of general interest to the members of the Board.

The following report by the State Librarian, which will be included in the minutes of the January 25, 2012 meeting of the Board, covers the period of November 29, 2011 through January 24, 2012.

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)

Part time Library Aide (30 hours p/w) in (Library for Blind), effective 1/13/12

Vacancies (Federal Funds)

None

Vacancies (Other)

None

POSITIONS FILLED SINCE LAST REPORT

None

STATE LIBRARIAN

Atlas and Map Deaccessions

A good deal of my time was spent developing and issuing a Request for Proposal (RFP) for a vendor to handle the sale of antique atlases and maps from the Library collection if approved by the Board. This was something new for our "new" business office and I ultimately ended up writing the RFP and was ably assisted by an attorney in the Attorney General's Office in

developing a contract template. Initially, the Department of Administrative Services (DAS) business office thought that we had to go through the state's surplus property process, but the Attorney General's Office issued an opinion that *the more specific provision of section 11-1(d), which specifically addresses the disposition of materials within the collections of the State Library, would prevail over the general provision of section 4a-57a concerning the disposition of surplus property.* Because of the time it took to develop and post the Request For Proposal (RFP) and to give interested vendors time to view the materials and submit their proposals and for us to review them, we are not able to get the results to you prior to the Board Meeting. However, the RFP documents have been included in your Board packet.

Authentication and Preservation of Electronic Government Information

On January 11, my office issued the Recommendations of the State Librarian for Establishing Standards and Guidelines for the Preservation and Authentication of Electronic Documents. This document outlines seven steps that I recommend be taken to ensure the authentication and preservation of electronic government information at the state and local level. Some of these action steps are being taken under my existing authority. However, to comprehensively ensure long term access to authentic government information I am also proposing some changes and additions to the General Statutes.

Public Act 11-150, Section 28, requires that the State Librarian establish standards and guidelines for the preservation and authentication of electronic documents by January 1, 2012. Given the complexity of the issue of authentication and preservation and the relatively short time frame, I convened a task force within the State Library to explore the issues and make recommendations. I then sent these recommendations to and received input from the Secretary of the Office of Policy and Management; the Commissioner of the Department of Administrative Services; the Chief Information Officer of the Bureau of Enterprise Systems and Technology; the Executive Director of the Office of Legislative Management; and the Chief Court Administrator of the Judicial Branch, as called for in the legislation. Their valuable input was incorporated into the final report.

Board of Regents Library Directors

I have been participating in joint meetings of the Library Directors of the Community Colleges (CCC) and the State University System (CSU). Now that the CSU and the CCC are under the aegis of the Board of Regents, we have been exploring cooperative library initiatives. Two that would benefit the State Library (as a current member of CONSULS, the shared automation system of the CSU libraries) are exploring a search engine (discovery layer) that would search across all of the Board of Regents' libraries and a joint off-site storage facility.

Connecticut History Online (CHO)

The State Library has been a partner in this project for many years. Over the last several years we have received some funding from the Connecticut Humanities Council (CHC) to connect images from CHO with the Encyclopedia of Connecticut History Online (ECHO) that the CHC has been developing. That project is being taken in a new direction and the current funding from CHC has ended. Working with the CHO partners we developed a new proposal to expand the work of CHO to include images from other Connecticut repositories. We are awaiting a funding decision. Without renewed support from CHC we will need to seek funding from some new sources if we are to grow CHO.

DIVISION OF LIBRARY DEVELOPMENT

Continuing Education

The division has sponsored the following continuing education opportunities in December and January:

iCONN Webinar:

Using Gale/iCONN Periodicals Database, December 5th

Desktop Management Tools for Increased Efficiency, December 6th,

LinkedIn for Librarians, December 6th

Accidental Library Marketer Part 1, December 12th

Introduction to WordPress for Websites, December 13th

Tech Tools for Digital Story Telling and Library PR, December 14th

Intermediate WordPress for Websites, December 15th

Accidental Library Marketer Part 2, December 19th

LSTA Outcome Based Evaluation January 13th

LSTA Grant Basics January 13th

LSTA Outcome Based Evaluation January 17th

LSTA Grant Basics January 17th

Free iCONN Webinar: E-reference and iCONN, January 18th

Free iCONN Webinar: Libraries Mean Business, January 23rd

WebJunction Webinar: Organizational Storytelling for Librarians, January 10th

Public Library Statistics

179 public libraries completed the *Annual Report and Application for State Aid*. Three good-size libraries (Danbury, Ridgefield, and Pequot-Fairfield) failed to complete the survey and will not be eligible for state aid this year. In addition, two other principal public libraries are ineligible for the State Aid grant because they charge fees for borrowing DVDs. If the State Library had not waived the maintenance of effort requirement this year, 41 principal public libraries would have been ineligible for the state aid grant. That means at least 25% of public libraries had significant reductions in appropriations from their towns in FY2011. The State-Aid payments have been calculated and posted on WebJunction CT. The Department of Administrative Services is currently processing the payments. For listing of the grant awards see:

<http://ct.webjunction.org/ct/grants/-/articles/content/131956819>

The official *Connecticut Public Libraries: Statistical Profile, July 2010-June 2011* has been released and is available on WebJunction CT. Along with the Profile, a suite of customized charts will be made available to all public libraries who request them.

Data from this year's report indicate that library use has fallen from last year's record highs. Circulation, library visits, and program attendance are all modestly lower than in FY2010. The chart section of the Profile illustrates statewide declines in library use statistics, as well as the clear erosion in financial support for libraries.

http://ct.webjunction.org/c/document_library/get_file?folderId=130435544&name=DLFE-35780003.pdf

Possible reasons for this decline in statewide library use include:

- The 2011 winter was particularly harsh.
- The popularity of e-books and e-book readers. For reasons beyond the library community's control, publishers and distributors have been very slow to sell e-books to libraries. There is pent-up demand there which most libraries have not been able to meet.
- The recession is over. Many libraries receive a bounce in library use during recessions. Library use statistics usually flatten out during the rebound from a recession.
- Libraries have reduced their hours in response to budget cuts.
- Budget cuts have forced libraries to reduce library materials expenditures. This trend has gone on for several years. Normally it takes a couple years for this sort of reduction to effect circulation.
- Budget cuts have also reduced expenditures on programs, which reduces program attendance and library visits.

For the full Statistical Profile see: <http://ct.webjunction.org/ct/stats/-/articles/content/130435538>

Connecticut Excellence in Public Library Service Award

The Bill Memorial Library in Groton has been named the winner of the 2012 Connecticut Excellence in Public Library Service Award, sponsored by the State Library, Connecticut Library Association, Friends of Connecticut Libraries, and the Association of Connecticut Library Boards. The Bill Memorial Library was founded by Frederic Bill in 1888 for the people of the town of Groton and it was the first public library in Groton. However today it is one of 3 public libraries that serve Groton. The other libraries are the Groton Public Library and the Mystic and Noank Library. Although it is the oldest in Groton it is the smallest of the three in building, collection, and circulation numbers. In spite of this—or perhaps because of it—they like to think of themselves as “the little library that could”. The past 30+ years have seen the Bill Memorial Library make a stunning rebound from a dusty relic to a vibrant 21st century library in a unique historical setting. More information on the award is at:

<http://ct.webjunction.org/ct/awards/-/articles/content/132191582>

Library Services and Technology Act (LSTA) Program

Douglas Lord, LSTA Coordinator, submitted the LSTA State Program Report for the FY 2010 federal grant on December 28th. This 68-page report details the activities of the Division that were funded with federal Library Service and Technology Act money. Copies of the report are available through Douglas Lord, LSTA Coordinator (Douglas.Lord@ct.gov and 860-704-2204).

3,052,185

That's the number of items the Connecticut (Ccar) service delivers in a year. In an effort to estimate the volume that the Ccar handles during the course of a year, the State Library asked libraries that receive service to count their incoming Ccar items for the week of December 5, 2011. Results show that the service continues to handle more than 3 million items per year, about the same as shown in the March 2011 survey. Ccar service is handled by Avant Services (route A) and Connecticut State Library staff (route B). Thank you to staff members of the 139 libraries who kept count and reported their volume.

Every Child Ready to Read Grants

Every Child Ready to Read® @ your library® (ECRR) is a parent education initiative developed jointly by the American Library Association and the Public Library Association. It stresses that early literacy begins with the primary adults in a child's life. The ECRR toolkit empowers public libraries to assume an essential role in supporting early literacy within a community.

The information is conveyed through a series of seven workshops.

- Early Literacy Workshop for Parents
- Fun With Letters for Parents and Children
- Fun With Words for Parents and Children
- Fun with Science & Math for Parents and Children
- Creating an Effective Early Literacy Environment for Library Staff
- Promoting Every Child Ready To Read for Library Staff
- Community Partners Workshop

Grants of \$3,000.00 will be awarded to assist public libraries in providing ECRR workshops to parents, children, childcare providers, library staff and other early education professionals in the community. Funds may be used to purchase ECRR program materials, provide staff training, promote the workshops and purchase library materials. Priority will be assigned to libraries that have not received an LSTA grant within the last five years and libraries in distressed communities.

iCONN

The iCONN Cost Benefit statement was updated to include all the resources that were restored in iCONN. The total annual cost of iCONN, including the statewide library catalog, is \$2,204,832. If all libraries had to license the same set of resources on their own, the aggregate cost in FY 2012 would increase to \$79,224,937 – a savings of \$77 million for the state's libraries and municipalities. A Cost Benefit flyer is attached to this report.

The Gale Virtual Reference Library (GVRL) of e-reference books is now available to iCONN in a new, improved platform. iCONN's Database Committee is testing it now to decide when best to migrate its GVRL collection of 144 titles to the new platform.

Gale presented the results of the ForeSee online user satisfaction survey covering most of the Gale products used in iCONN. The survey captured data from 374 respondents (300 is the threshold for statistical significance) from August 2009 to October 2011. The survey results rated a score of 70 as the target for satisfaction and 80 as a threshold for excellence. The survey found the overall level of satisfaction was 62, and the highest levels of satisfaction were for Content (72), Site Performance (74), Likelihood to Return (74) and Would Recommend (69). User demographics show that students are the largest block of users (46%), and that 49% of the use of iCONN is for school assignments. Awareness of iCONN is primarily driven by librarians (33%), school or library websites (32%) and teachers (17%). 55% of users access iCONN from outside the school or library. *Significantly, 70% of users trust the content in iCONN more than the content found through web search engines.*

The CDLAB approved a set of Collection Development Guidelines recommended by the Database Committee. These guidelines were developed to guide the selection of free resources appearing in the Other Useful Sites section of iCONN. According to the guidelines, the major factors governing selection are the informational and educational needs of iCONN's academic, school and public library users, and the need to complement the licensed resources. The guidelines may be viewed at

<http://www.cslib.org/iconnsitemap/staff/CollectionDevelopmentGuidelines.htm>.

ACCESS SERVICES

Space/Collections

The digitization project by Ancestry.com is nearing completion. So far, they've digitized these record groups and we look forward to having them available to our patrons through Ancestry.

- RG 29: Military Census of 1917
- RG 12: Records of the State Library, WWI Military Questionnaires
- RG 10: Records of the Department of Education, Age documentation for Minor's Work Permits
- RG 000: Special Census Schedules for 1850, 1860, 1870 and 1880

Patron Services

Plant Facilities rearranged the computer workstations and other furniture in the main Reading Room for us to improve efficiency, and hopefully discourage patrons from viewing pornography on the public computers. This has become a growing problem, especially on the Law Library level.

Staff

- Access Services staff participated in All Staff day by preparing presentations, leading/conducting tours of the attics and probate vault, and pitched several "Two Minutes to Win over the State Librarian" ideas.
- History and Genealogy staff hosted a Holiday Season Brunch that was enjoyed by all.
- Working with Sharon Clapp, we continue to prepare our Drupal website, developing strategies to input information, editing pages, and troubleshooting.

Outreach

- Mel Smith spoke to the Connecticut Society of Genealogists Council at their quarterly meeting which was held in the Library.
- UCONN Law School has inquired if we can provide brief instruction and hands-on experience for their students in doing legislative histories. Debra Pond is coordinating the upcoming visits.
- Nancy Liefert is coordinating a tour of the Library for Quinnipiac Law School first-year students to coincide with their tour of the Supreme Court.
- Carolyn Picciano and Nancy Peluso will be hosting a tour of the Library for staff from the Connecticut Convention Center who want to promote our facility to tourists.
- Carol Ganz contacted the staff of the Somers Congregational Church after their devastating fire to let them know which of their records we have in our collection. They were thrilled and very appreciative to realize we have the original building plans that they may be able to use for reconstruction. Subsequently, the church historian visited the Library and we've made arrangements to provide them with copies of material they need.
- Nancy Liefert has begun discussions with Legislative Management concerning the permanent accessibility of the reapportionment reports and maps currently under consideration.

COLLECTION SERVICES

Library materials budget expenditures to date: \$240,014.69 or 59% of our allocation of \$408,992. At this point, our remaining balance of \$168,977 will not cover projected expenditures of \$426,293 through FY12. The estimate deficit is \$258,000 which we hope to cover through savings elsewhere in the budget.

National Digital Newspaper Program

Jane Cullinane and Gail Hurley submitted a National Endowment for the Humanities (NEH) grant application on January 17, 2012. From 2012-2014, the Conn. State Library, as lead institution, would digitize 100,000 pages of newspapers published from 1836-1922, with its partners, CT Historical Society, Mystic Seaport, Dodd Research Center of the University of CT & Library Connection, who will lend microfilm & publicize the project. The grant request was for \$343,032 from NEH with a \$141,350 cost share by the State Library. An Advisory Board will select newspapers, preferring longer runs from larger population centers, but remembering diverse populations & opinions. The Board will include an historian, academic, archivist, librarian & journalist or newspaper publisher, who will not consider their own research interests, but the wider needs of the project. Project staff will inspect the selected microfilm & will update the MARC catalog records. A vendor will scan duplicate negatives & create metadata & Optical Character Recognition (OCR) files. Project staff will ensure the files meet the Library of Congress' Technical Guidelines & deliver them for access via Chronicling America.

Request for proposal to sell Antiques atlases & maps

http://www.biznet.ct.gov/scp_search/BidResults.aspx?groupid=85

Inspection of items to be consigned took place on Friday, January 6th through Thursday, January 12th. Items were viewed at the Van Block Storage Facility, 75 Van Block Avenue, Hartford, CT. The visits were monitored by Diane Pizzo. Five groups viewed the items.

Scan on demand

New scans of library materials can be viewed via our WorldCat list:

<http://www.worldcat.org/profiles/Connecticut State Library/lists/2897451>

OFFICE OF THE PUBLIC RECORDS ADMINISTRATOR

Records Retention Schedules

LeAnn Power, Lizette Pelletier and Kathy Makover met with the M4 Committee on December 2, to revise records retention periods for municipal assessors and tax collectors.

LeAnn, Jeff Collins, Lizette, and Kathy met with the S9 Committee on December 15, to discuss the records retention schedule for libraries, museums, and archives.

Training, Outreach & Site Inspections

Lizette and Jeff gave presentations on records management functions performed by the unit at the annual Staff Day on November 21. Jeff spoke about handling a records disaster at the State Records Center during the excessive snow fall last winter. Lizette gave a presentation about inspecting records facilities to ensure proper records protection.

Staff conducted a full-day training workshop for the Town Clerks School on December 14. The course is intended for clerks and assistant clerks working towards their Certified Municipal Clerk

certification. LeAnn, Lizette, Kathy and Paul Baran presented modules covering a wide range of records management topics.

LeAnn and Kathy conducted final inspections of new vaults in the Bridgeport Vital Records and Probate offices, and an on-site inspection of the Town Clerk's Office record keeping and vault practices on December 21.

Historic Documents Preservation Program

Cycle 2 targeted grants were awarded to 22 municipalities on November 17. Cycle 2 awards totaled \$100,000, with grants set at \$3,500, \$6,000 and \$9,000, for small, medium and large municipalities, respectively. Grants were awarded in the categories of Inventory and Planning, Organization and Indexing, Storage and Facilities, Program Development and Preservation/Conservation.

The Historic Documents Preservation Program Advisory Committee met on November 30, at the State Library's Van Block Facility. The committee set the grant funding levels for FY 2013, raising each level by \$500, to \$4,000, \$6,500 and \$9,500, for small, medium and large municipalities, respectively. LeAnn, Lizette and Kathy attended the meeting.

State Records Center

Doug Yaeger and Mike Soltesz accessioned 568 cubic feet of agency records; deaccessioned 349 cubic feet of agency records; processed 674 reference requests; and processed 282 re-files and inter-files.

Disaster Preparedness

Lizette worked to draft proposed legislative language to identify and protect essential operating records within the executive branch and local governments as part of the State Librarian's recommendation regarding the authentication and preservation of electronic government information at the state and local level.

Lizette attended an Emergency Preparedness Summit on November 15, with Jane Cullinane and other COSTEP-CT members. The summit was part of the New England Museum Association Conference held in Hartford. The goal of the meeting was to provide the various state groups with an opportunity to begin a regional discussion regarding disaster planning and emergency response.

Lizette attended the monthly meeting of the COSTEP-CT meeting on December 7, at the Van Block facility.

Lizette and Jane Cullinane met with Susanne Hawkins, from DAS Procurement, on December 29 to review vendor proposals submitted for State Contract 11PSX0299, emergency Response & Recovery Services for Records & Collections. When the contract is issued, state and local governments will be better able to respond to records disasters.

Committees and Additional Staff Activities

LeAnn gave a presentation to state Human Resource Directors at the Agency Personnel Council Meeting on November 15. She explained, distributed, and asked for feedback regarding the draft Public Records Policy 05: Disposition of Public Records and Acknowledgement of Receipt form, RC-001.

LeAnn issued Public Records Policy 05: Disposition of Public Records (<http://www.cslib.org/publicrecords/PRP05Disposition201111.pdf>) on November 28, and distributed it to all Municipal Chief Executive Officers, Town Clerks, and Records Management Liaison Officers on December 13. The Statewide Human Resources Program Manager at the Department of Administrative Services also distributed the policy to all HR Managers in the state. The policy guidance is for the disposition of public records, including destruction or transfer, and applies to all employees of state agencies within the executive branch, towns, cities, boroughs, districts, and other political subdivisions of the state.

LeAnn, Lizette, Jeff and Kathy continued to participate on the State Library Task Force on Establishing Standards and Guidelines for the Preservation and Authentication of Electronic Documents, which met on November 17, and issued its final report to the State Librarian on December 5. The Task Force recommended seven steps to ensure the authentication and preservation of electronic government information at the state and local level.

Jeff, Mark, and Paul participated in a Web conference on December 1 for the Council of State Archivists' State Electronic Records Initiative, which is focused on improving efforts to manage, preserve, and provide access to state government electronic records nationwide.

Jeff met with representatives from the Department of Transportation on December 6, to discuss the retention of backup tapes, e-mail messages, and copier hard drives, as well as the ownership of records created by vendors.

STATE ARCHIVES

State Archivist Mark Jones broke his leg in a fall outside of his home last month and is out on extended medical leave. Assistant State Archivist Paul Baran is covering for Mark.

Accessions:

Probate records:

RG 004:164, Windsor Probate Court record books, 1855-1948, 36 volumes; and files, 1855-1976, 46 cubic feet.

Processing

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.

Finding Aids Online:

Samuel Wyllys Papers, 1663-1728

PG 048, Bradley Field World War II Activities, 1942-1945

RG 004:076, Madison Probate Court, circa 1834-1975

RG 004:078, Mansfield Probate Court, 1831-1953

RG 004:079, Marlborough Probate Court, 1846-1945

RG 004:083, Middletown Probate Court, 1752-1936

RG 004:084, Milford Probate Court, 1832-1900

RG 004:086, Montville Probate Court, 1850-2009

RG 154: 003, Martin Luther King, Jr. Holiday Commission, 1972-2001

Digitization Completed:

State Archives staff completed the digitization of the entire collection, of Bradley Field World War II Activities, 1943-1945 (PG 048) photographs. Volunteer David Vrooman scanned and created the metadata for all 217 black and white photographs from the collection. Activities represented in the collection include, among others, the Sixth War Loan drive, an open house for the public, redeployment, multiple training exercises, the training of Chinese fighter pilots, day-to-day life, and medal presentations to servicemen or the families of those missing in action. The Bradley Field World War II Activities, 1943-1945 digital collection went live on November 22, 2011.

Outreach:

On December 14, Assistant State Archivist Paul Baran gave a presentation on local government records and probate records in the State Archives at the Town Clerk School held at Central Connecticut State University.

On January 6, Assistant State Archivist Paul Baran and Government Records Archivist Allen Ramsey held a planning meeting at the Van Block facility with the Teaching American History coordinators from EastConn for the workshop that will be held on February 15.

Government Records Archivist Allen Ramsey installed an exhibit on Martin Luther King, Jr. in Memorial Hall. The items used in the exhibit are from the Martin Luther King, Jr. Holiday Commission records and Gov. John Dempsey records.

Other:

State Archives staff has relocated boxes from the first half of the existing shelving to be replaced by compact shelving. Installation of the new shelving is estimated to start in late January or early February.

MUSEUM OF CONNECTICUT HISTORY

Outreach education programs continue across the state. Patrick Smith, Curator of Education, has visited schools in Enfield, South Windsor, Wolcott, Seymour, Madison and Newtown.

To date this school year, 30 programs have been presented, each one an hour long. Topics include Connecticut inventions, the Charter Oak, Connecticut's 3 Branches of Government and Connecticut's role in the Revolutionary War.

Patrick presented a Connecticut Invents program to over 100 students and their parents in Wallingford as the town kicked off its student inventor contest in the elementary schools.

LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED

Carol Taylor will attend the Loblolly Development Conference, Atlanta, GA, February 7-9, 2012

The Georgia Public Library Service is sponsoring this event which is being funded through a planning grant from the Institute of Museum and Library Services. The Loblolly Conference will initiate the planning of the next generation of software that will be available to state library agencies to provide LBPH/TBC services. Building on the success of the Evergreen open-source ILS software, the goal is to cooperatively develop software that will provide greatly improved functionality, permit seamless inter-state cooperation, incorporate advanced end-user features for our clientèle, and cost less to operate. The immediate objective of this planning conference phase is to bring together the nation's leadership and expertise in this area to establish an initial consensus on the functional and technical requirements for this software

The National Library Service (NLS), the division of the Library of Congress that oversees the LBPH program has directed that all regional libraries begin weeding their collections of cassette books by 40,000+ annually from now until mid-2015 when they expect that all cassette books will have been weeded from the collections. This directive will strain our limited manpower.

NLS did a mailing to institutions within each state. It has generated much interest from Connecticut facilities about the program and Carol Taylor is following up with each inquiry.