



Indiana State Library Annual Report Summary 2002-2003

2002-2003 By The Numbers

This was a year of great change for the Indiana State Library.

Changes in Leadership

C. Ray Ewick, who had served as director of the Library since 1977, retired December 20, 2002. Barbara R. Maxwell began as director in April 2003, having served most recently as director of the USA TODAY Library in Washington, DC.

Changes to the Library Building

A \$17.5 million renovation of the Indiana State Library and Historical Building was near completion by the end of FY02-03. The renovation project, designed by Indianapolis architectural firm Browning Day Mullins Dierdorf, included restoring the original building, dedicated in 1934, and overhauling the 1976 addition. The resulting building has received praise from patrons throughout Indiana.

Changes to the Web Site

Working with Access Indiana, the Library's Web site was overhauled to conform with State of Indiana guidelines. A customer survey showed that the new site was overwhelmingly preferred to the old!

Changes in Staff Levels

An early retirement incentive program saw the retirement of several long-time staff in May 2003. Marie Albertson, Bob Logsdon, Peggy Morlan, Irene Nolte, John Selch, and Martha Wright ended their careers with the Library. The result is the lowest staffing levels for the Library since at least 1960.

Number of full-time staff:
61

Number of public libraries served:
238

Reels of Indiana newspapers
on microfilm
Over 80,000

Number of requests filled for Braille,
large print, and audio books:
265,993

Number of cataloged items:
2,190,752

Number of manuscripts held:
Approximately 3,000,000

Number of Indiana State Library Web
pages accessed:
16,514,980



2003-2004 is sure to provide additional changes and opportunities for the Library!

Highlights from the Divisions of the Indiana State Library

Indiana Regional Library for the Blind and Physically Handicapped (Special Services Division)

This year, LBPH provided materials in Braille, large print, or audio format to more than 21,000 individual readers and 4,535 institutions throughout Indiana. During the year, the staff were moved twice because of the renovations. Despite the renovations and cuts in staffing, the staff members were able to meet the requests of the public, although ongoing maintenance of the collections (including weeding and shelf-reading materials) was not accomplished.

LBPH hosted its annual meeting for Indiana's subregional libraries, with Steve Prine from the National Library Service for the Blind and Physically Handicapped as keynote speaker. The Division published three issues of *Hoosier Highlights*, its newsletter, and two issues of *In Touch*, for parents and educators of young readers. LBPH staff provided information at a number of conferences, visited classes in central Indiana, and participated in tours of the Library.

Library Development Office

During FY2002-2003, staff from LDO served Indiana's public, institutional, and academic libraries in a variety of ways.

Staff created and hosted five workshops on topics such as bookkeeping and budgeting. The "New Directors" workshop was attended by 21 new directors from Indiana's public libraries.

LDO obtained a grant from the Gates Foundation to offer training for public libraries with Gates Foundation computers and is partnering with INCOLSA to provide training sessions.

LDO awarded grants for Internet lines to 218 public libraries. Over \$3 million in federal funds from the Library Services and Technology Act was distributed.

Staff served as consultants on 5,106 different topics. Forty-five library site visits took place. Staff provided 23 different presentations at professional conferences throughout Indiana, and attended 286 meetings held by groups throughout Indiana, representing the Indiana State Library and promoting the library profession.

Indiana Division

The Indiana Division continued in its mission to serve as the "library of last resort" for questions dealing with Indiana, its people, places, and events.

Due to the renovations, all staff and most of the collections were moved at least once during the year. Two long-time staff, combining for over 80 years of experience, retired in May, and two other staff transferred to other divisions of the Library.

Staff answered over 16,000 questions from around Indiana and the world. Questions arrive by letter, e-mail, telephone, and from visitors to the Library. The IUPUI Public History Program provided an outstanding intern, who assisted with processing manuscript collections.

Staff developed three online exhibits from the Division's collections. One highlights Civil War photographs, one is based on the F. E. Quick collection of circus photographs, and a third draws from the *Schools at War* scrapbook collection.

A variety of bibliographies and other guides were created for the Library's Web site.

Reference and Government Services Division

Staff and several collections from RGS moved at least once during the year. By the end of the year, all staff were in their permanent locations, but shifting of books continued. RGS staff assisted in identifying materials from the general collections for the History Reference Room .

The Division, which oversees circulation and interlibrary loan, distributed nearly 7,000 items to other libraries. More than half of these requests came from outside Indiana, highlighting the unique materials in the collections of the Library.

The Indiana State Data Center's redistricting computer was used by customers to create new City-County Council districts for Marion County.

Catalog Division

Staff cataloged over 31,000 individual items this year, for all collections in the Library.

In addition, Catalog staff managed the Library's participation in the Federal Library Depository Program and the Indiana Academy of Science collection. Over 16,000 periodical subscriptions were managed for the Library's collections.

Staff participated on special projects, and serve on committees within the Library and in the library profession.

Genealogy Division

The Genealogy Division moved to its permanent location this year, and over 90 percent of its book collection is available for browsing. This arrangement has proven very popular with family historians. In fact, in the first two months after re-opening, staff re-shelved more books than in the previous fiscal year.

The Library purchased all of the 1930 federal census on microfilm this year and it is available for use. Soundex indexes were purchased for 1930 as well.

Beginning in the fall, regularly scheduled family history orientation tours were offered. These proved so popular that the tours were continued throughout the year. The tours provide information on all areas of the Library with materials useful for genealogists.

Specialized tours and presentations were given to more than 20 community groups, genealogical societies, classes, and other organizations.

Indianapolis-area members of the DAR continued to volunteer and provide assistance on Wednesday afternoons.

Circulation Support Division

This division was created in FY2002-2003, drawing together 12 support staff from four divisions in the Library. Staff are responsible for all aspects of collections maintenance. This includes shelving materials for all divisions, retrieving materials, assisting patrons with use of microfilm readers, and checking and redistributing playback equipment for audio books.

Administrative Division

Business Office staff were responsible for managing all personnel changes and professional development requests, as well as implementing the use of the PeopleSoft system. Staff are responsible for the distribution of federal funds to Indiana libraries.

Management Information Services Division

Management Information Services staff were busy, as each move of staff involved moving computers and telephone access. Creating two public access computer clusters added to the workload, which involves oversight of the Web site, online catalog, and databases.

Collaborative Projects, 2002-2003

The Indiana State Library undertook a number of collaborative projects this year, both within the building and between organizations. Sample projects include:

The Library provided ongoing funding and support for INSPIRE, Indiana's virtual library. INSPIRE provides full-text articles to any Indiana resident with access to a computer, whether from home, work, school, or a library.

Changes in the building following renovations necessitated extensive cross-training between the staffs from Indiana Division, Genealogy Division, and Reference & Government Services Division. Staff from Indiana Division and RGS are now able to answer family history questions, especially those that relate to online sources and microfilmed records. RGS staff have been trained in basic Indiana Division sources and questions.

The History Reference Room was planned and begun. Staff from Indiana, Genealogy, and RGS reviewed hundreds of thousands of books in the General Collections, identifying works that would be of use to family historians. These are available for use in Room 211.

A joint digitization project between the Library, IUPUI Libraries, and Central Library of the Indianapolis Marion County Public Library system was planned. A grant application will move forward in the fall of 2003.

The Library participated in a project directed by the Indiana Historical Society. Together with the Indiana State Archives and Indiana Historical Bureau, the four organizations identified 19 documents from Indiana's early history. These will be packaged with relevant essays, lesson plans, and a timeline and made available to Indiana's fourth-grade teachers to assist in teaching Indiana history.

Additional collaborative projects are planned for 2003-2004, including exhibitions, training sessions, programming, and more.



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Looking Ahead: Plans for 2003-2004

The Indiana State Library is planning a number of activities for the 2003-2004 fiscal year, in addition to offering regular tours and workshops for the public.

Highlights for the year will include:

September 2003

- Gates Computers Workshops
- Institutional Libraries Workshop
- Lewis and Clark documents from Library's collections on display in Louisville

October 2003

- Indiana Library Federation District 4 Meeting
- Open House for the Library for the Blind and Physically Handicapped

November 2003

- INDIGO Fall Conference
- Library Bookkeeping Workshops
- Online Sources Genealogy Workshop

December 2003

- Grand Re-Opening Celebrations, December 8 - 12

February 2004

- Exhibit with Indiana Historical Bureau for the Anniversary of the Fall of Fort Sackville

March 2004

- Letters about Literature winners announced

April 2004

- Participation in Indiana Library Federation's Spring Conference