

## STATE LIBRARIAN'S REPORT

March 26, 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 March 26, 2012 meeting of the Board, covers the period of January 26, 2012 through March 25, 2012.

### **FINANCIAL REPORT**

Attached to this report.

### **PERSONNEL REPORT**

#### **Vacancies (State Funded)**

State Division Library Unit Head

Library Specialist (Library Consultant) Div. 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)

\*6 above positions = Fiscal and HR positions to be abolished in FY 2013 revised budget (cannot abolish at this time, to keep authorized count correct)

9 full time vacancies: State Division Library Unit Head and Library Specialist can be refilled w/OPM approval.

Part time Library Technical Assistant (Law Leg Ref)

Part time Library Aide (30 hours p/t) in Library for Blind (approx. 200 applications received, in process of reviewing and selecting candidates for interviews.)

#### **Vacancies (Federal Funds)**

None

#### **Vacancies (Other)**

None

### **POSITIONS FILLED SINCE LAST REPORT**

None

## **Office of the State Librarian** **USS Connecticut**

After it was made clear that the model of the ship had to be moved, planning is underway to relocate it from the foyer to Memorial Hall. The US Navy has been contacted and at the expense of the Judicial Department, a curator from there will be coming to Hartford in late March to oversee the move. The move will include cleaning the model and repairs to the legs on the display case. The model and the case are the property of the Navy and are insured for \$250,000.

### **Staffing**

The Governor's proposed budget adjustments reduce the number of general funded positions by six, reflecting the positions in the Business Office and Fiscal Office that were lost as a result of the transfer of functions to the Department of Administrative Services. The official position count retains 2 vacant positions, but only one of the vacant positions is funded in next year's budget.

Sharon Brettschneider retired as of January 30. I am currently working on a request to refill the position. The plan would be to conduct a search this spring and fill the position soon after the new fiscal year.

I am currently dividing my time between State Library operations and Library Development. I have divided some of Sharon's former responsibilities between the Division of Library Development (DLD) staff.

Jeff Collins, Public Records Archivist, has submitted his resignation effective April 19<sup>th</sup> to take a library directorship in his home state of Arizona. I am also working on a request to refill this important position.

State Archivist Mark Jones returned to work March 13<sup>th</sup> on a reduced work schedule after a nearly 3 month medical leave. During Mark's absence, Assistant State Archivist Paul Baran competently covered for him.

### **Connecting to Collections**

The State Library applied for and has received a one year extension from the Institute of Museum and Library Services (IMLS) for its Connecting to Collections implementation grant that was to end March 31. The Conservation ConneCTion project has accomplished most of its goals over the past two years, but still has work that can be done. The "no cost" extension will allow the State Library to carry out additional disaster preparedness training and more site visits to assist cultural heritage institutions with the proper care of collections.

## **Division of Library Development**

### **Library Buildings and Construction**

A letter was sent to construction project grantees who have not obtained local matching funds and who have not been to the Bond Commission. The letter requested an update on their project's status by providing information on: efforts to obtain local funding, whether they expected to be close to their funding goal within the next year; and how they may have amended their construction project plans since submitting the original grant application, or if they have not amended their plans, whether they expect to.

In January, the Bond Commission approved Meriden Public Library's \$62,000 construction grant that has previously been approved by the State Library Board.

Tom Newman has revised the Construction Grant Timetable and Guidelines to address the issues of library projects that go for long periods of time after approval by the State Library Board before the

matching funds are in place. Tom's recommendations, which have been approved by the Advisory Council for Library Planning and Development, are on the Board's agenda for the March meeting.

### **Continuing Education**

The Division of Library Development has workshops and webinars planned this Spring on: OneClickdigital Library; Homework Help with iCONN; Google+; LinkedIn for Librarians; Redesigning Flyers in Publisher 2010; Going Google: 15 Tips for Efficient Searching; Publisher 2007 in a Jiffy; Putting Every Child Ready to Read 2<sup>nd</sup> ed. Into Practice; Gale Virtual Reference Library & eBook Subcollections; Literature Research & Your Gale/iCONN Resources; iCONN Libraries Mean Business; E-reference and iCONN; Useful Websites for Adult Reference; Basic Book Repair; Advanced Book Repair. In addition, webinars are offered through DLD by various organizations including InfoPeople, OCLC/Webjunction, and Common Knowledge.

### **Liaison Activities**

In addition to being the State Library liaison to the Friends of Connecticut Libraries, Mary Engels is now the liaison to the Association of Connecticut Library Boards.

#### **The Friends of Connecticut Libraries (FOCL):**

- They are embarking on a process to develop a mission and vision statement as the beginning of a planning process for the organization. On March 24<sup>th</sup> they will hold a retreat at the Middletown Library Service Center to begin the process.
- FOCL will be holding a Boot Camp for local Friends on April 21<sup>st</sup> at the University of Hartford. The morning will focus on Marketing and Communication.
- Along with FOCL President Carl Nawrocki, Mary will be speaking with Friends groups which are being formed in Coventry and Hartford later in March.

#### **The Association of Connecticut Library Boards (ACLB)**

- They have sent out membership renewal letters to Chairpersons of Library Boards of Trustees for the 2012 membership year.
- ACLB is planning a spring workshop on Planned Giving and Managing Endowments and they have also begun plans on a Fall Conference which will focus on the future of libraries.
- ACLB has hired a web master to overhaul their web page.

**FOCL, ACLB, CLA** and the **State Library** are revising their joint publication ***Working Together***. We will present a panel discussion at the CLA Conference on using the document to help work through issues that arise among Friends, trustees and library staff in the course of their endeavors. Mary Engels is the State Library's representative to this working group.

### **Other Liaison Activities**

- A joint project of the **State Library** and **CLA** is the annual display of library photos at the Legislative Office Building. This year the photos will be shown on a DVD in the concourse rather than hung on the walls. The display will be from April 2<sup>nd</sup> to 13<sup>th</sup>.
- The **State Library** in conjunction with the **CLA ADA committee** has set up an electronic discussion list for library staff interested in services to people with disabilities. The list name is CALL – CT Accessible Libraries List and is managed by Mary Engels and Doug Lord.

- The Middletown Library Service Center hosted a meeting of the Connecticut Library Consortium (CLC) Newbie Roundtable on January 23<sup>rd</sup>. Sharon Brettschneider, Mary Engels and Jill Hughes from CLC talked to the newcomers to the profession about State Library and CLC services.
- Ken Wiggin and Mary Engels attended a reception at the Bill Memorial Library in Groton on March 2<sup>nd</sup> to celebrate their winning the Excellence in Public Library Service Award.
- Mary Engels coordinated the judging of the CLA Publicity Awards on March 2<sup>nd</sup>. A panel of 2 professional designers and Linda Williams from the Willimantic Library Service Center were the award judges. They reviewed 54 entries in a variety of categories and chose 14 outstanding publications. The awards will be presented at the CLA conference.
- Mary Engels is a member of the NELA Conference Planning Committee. The Conference will be October 14<sup>th</sup> to 16<sup>th</sup> in Sturbridge, MA. She has arranged for authors Andre Dubus III to speak at the annual banquet on the 14<sup>th</sup> and Dennis Lehane to be the luncheon speaker on the 16<sup>th</sup>.

### **Library Services and Technology Act (LSTA)**

LSTA Coordinator Doug Lord attended the Institute of Museum and Library Services (IMLS) conference March 12-14 in Baltimore, MD. This is a mandatory meeting for all State Library Agencies and is funded by IMLS.

The State Library is required to submit a 5 year evaluation of the LSTA Five Year Plan. This year the State Library coordinated with members of the Council of State Library Agencies in the Northeast (COSLINE) to hire a consulting firm. Himmel & Wilson, the consultants that COSLINE went with, have submitted the 2008-2012 LSTA evaluation to IMLS. Mr. Lord provided a lot of assistance to the consultants in coordinating the field work and with the data collection. Copies of the report will be sent to the Board when they become available. With that done, we now need to write our 2012-2017 plan for June, 2012 submission to IMLS .

### **Other LSTA Activities**

- Since October there have been 6 LSTA workshops with 26 attendees representing 22 libraries. Many sessions were planned but later cancelled due to low registrations. Workshop attendance was noticeably down this year.
- Received 27 LSTA Program grant applications for a total of \$313,685
- This includes a total of 16 Every Child Ready to Read LSTA grant applications for a total of \$48,000.
- LSTA State Program Report was edited, transmitted back to IMLS, and has been accepted.
- Created forms and application for directed children's grant: Every Child Ready to Read
- Redoing the LSTA midpoint, final, and other forms
- 11-12 grants are being monitored and are going fairly well

On behalf of the **Services to Older Adults Roundtable** Mr. Lord created and posted successful programming ideas (using the "Things That Work" template) for older adults at <http://ct.webjunction.org/ct/older-adults>.

- April and May, 2012 meetings have been set.

## ICONN

The January 2012 issue of the *iCONN Times* is available in pdf format at

<http://www.cslib.org/iconnsitemap/staff/iConnTimes.aspx>

Karen Fecko (Glastonbury Public Schools) and Carol Kubala (Saxton B. Little Free Library, Columbia) were elected Chair and Vice Chair, respectively, of the Connecticut Digital Library Advisory Board (CDLAB) for terms ending in December 2012. The CDLAB discussed revisions of its bylaws prompted by the elimination of the Department of Higher Education as part of the recent reorganization of state government. The CDLAB will vote on the revised bylaws at its April meeting.

iCONN's newly consolidated budget was cut 5% in the Governor's proposed budget for FY 2013, and the legislature is unlikely to restore the funding. The impact of the cuts was discussed with the iCONN Database Committee. At the State Library's request, all iCONN and reQuest vendors have agreed to not increase rates in FY 2013, including rate increases allowed in contractual agreements. Other reductions will be needed in order to achieve the 5% cut, including the possible elimination (for the 2<sup>nd</sup> time) of cover art, professional reviews, and other enrichments in the statewide library catalog.

The cost benefit statement for iCONN, which is linked from the main iCONN.org site, was recently expanded to reflect how iCONN saves an immeasurable amount of local library staff time that would otherwise be spent negotiating license fees, issuing purchase orders, setting up public access to the resources on library websites, troubleshooting access issues as they arise, and training both staff and the public on using the resources.

Working with Miranda Creative, staff has completed updating all iCONN marketing materials, including the removal of the "Kid Safe" phrase, which in turn was dictated by the presence of popular adult nonfiction materials in the downloadable audio-books collection. In addition, 500,000 iCONN bookmarks using the updated artwork were delivered to Van Block, allowing us to resume filling orders for bookmarks.

License negotiations between Recorded Books and the Connecticut State Library are close to completion. MARC records for iCONN's downloadable audio books are now in reQuest. At the request of iCONN and other customers, Recorded Books added usage statistics by library card bar code prefix, which now makes it possible for individual libraries to determine their own patrons' usage, and iCONN's downloadable audio books usage statistics with Recorded Books to include the bar code prefixes, retroactively to October 1, to the delight of many libraries in Connecticut. Recorded Books has released its *Mac Media Manager* to make it easier for Mac users to use the service. It is available for Mac OS X Version 10.6 and later.

iCONN staff created a website for *Black History Month* at

<http://www.cslib.org/iconnsitemap/staff/BlackHistoryMonth.aspx> that was up throughout February and

a website for *Women's History Month* that will be up through March at

<http://www.cslib.org/iconnsitemap/staff/WomensHistoryMonth.aspx>.

Eric Hansen is representing the State Library in a partnership with Library Renewal, a 501(c)3 organization created to help libraries adjust to the eBook environment. Eric is also serving on the ACLPD eBook Task Force which, among other things, is examining the question of eBooks and compliance with CCar regulations based on the differences between eBooks and physical books.

Bill Sullivan is serving on the newly formed Discovery Task Force that was convened jointly by the Connecticut State University and Community College libraries. A key question is whether “discovery” should be examined separately from or in tandem with the integrated library systems currently in use at these institutions.

## **Publications**

- *Library Journal's Books for Dudes* collection development column, 1/26: [Six Novels That Will Keep You Up Past Your Bedtime; Plus, Dog Training](#) and 2/21 [The Good Guys, the Bad Guys, and the Ugly Guys in Six Suspenseful New Novels](#).
- *Library Journal* 137.4 p. 59 (3/1/12). *Star Wars: The Old Republic--Revan* by Drew Karpysyn.
- *Library Journal*. 137.2 p.40 (2/1/12). *You Are an Ironman: How Six Weekend Warriors Chased Their Dream of Finishing the World's Toughest Triathlon* by Jacques Steinberg.

## **Access Services**

### **Space/Collections**

- In conjunction with the new compact shelving installation at Van Block, some of the old fixed shelving will be installed in the newspaper section for much needed space.
- Historical copies of CT State Statutes dating from the 1800s have been acquired from the town clerk of Cromwell. The material had been stored in their town vault.
- The Dept. of Transportation is consolidating some of their library collections and is consulting with Nancy Lieffort as to which material should be sent to the State Library.
- The Connecticut Professional Genealogists Council announced that the History and Genealogy (H & G) Unit was chosen as the 2011-2012 recipient of books donated through the Donna Holt Siemiatkowski Award Fund. Council members presented the Library with *Connecticut Town Meeting Records during the American Revolution*, Volumes I and II by Jolene Roberts Mullen. Several volumes that were on our “wish list” will also be donated.
- The Dept. of Public Health has agreed to supply us their marriage and death index files which cover July 1, 1897-2001. Staff can use this Access database to retrieve much sought after information for our patrons.

### **Patron Services**

- H & G worked with a class of 15 students from Suffield Academy, see their blog entry: <http://digitalcrownsnest.wordpress.com/2012/01/28/american-studies-visits-state-library/>
- 120 first year law students from Quinnipiac Law School visited on Jan. 31. Nancy Lieffort and Debra Pond offered tours of collections and spoke with them about our legal resources.
- Debra Pond and Nancy Lieffort offered extensive training in Connecticut legislative history to 4 UCONN law students who are serving as interns for DEEP .
- On February 21, twenty five, mostly middle school students from Region 15, which includes Southbury and Middlebury, visited to work on their History Day projects. Staff found material from our collections to supplement the students’ research which included:

- Airport Security, how it changed after 9/11
- Branch Rickey: The Revolution of Baseball
- Frances G. Berko and the American Disabilities Acts
- Environmental Reforms for the Long Island Sound
- Lewis Hine and the Reaction to Child Labor Photographs leads to Reforms
- Prudence Crandall and the Reform for Equal Education
- The Recycling Revolution in the Textile Industry, (how plastic bottles are turned into fabric)
- Reform to Hitler's Visionary World, (how Jewish culture was impacted by WWII)
- Revolutionary Idea: The Silicon Chip
- The Sacco and Vanzetti Trial
- The Manhattan Project
- The Newgate Prison: Reform to the United States Prison System
- The Revolution of the Light Bulb
- Nancy Liefert and Paul Baran collaborated on a reference request concerning historical floods in Connecticut from the French National Institute on Environment and Industrial Risk

### **Outreach**

- Carol Ganz's work in support of the Somers Congregational Church following their fire was reported in the Hartford Courant <http://www.courant.com/community/somers/hc-somers-congregational-church-rebuilding-0213-20120212,0,7913097.story>
- Nancy Peluso presented a hands-on workshop geared to public libraries on Federal Agency Websites at the Middletown Library Service Center.
- Bonnie Linck gave a talk at a genealogy class given at UCONN Torrington
- Nancy Liefert and Nancy Peluso spoke at a meeting of the Connecticut Association of Diversity and Equity Professionals about women's history resources at the Library
- The Courant promoted the Library's availability for free genealogical research <http://www.courant.com/business/custom/consumer/hc-ls-vann-consumer-0311-20120311,0,1110496.column>

### **Collection Management**

#### **Library materials budget**

The January 23, 2012 rescissions on the library materials allocation of \$50,000 reduced our budget from \$408,992 to \$358,992.

The FY2013 Library Materials budget allocation of \$827,992 is not sufficient to recover from the budget cuts of FY2011 and FY2012. Projected subscription and standing orders are estimated at \$945,690. This includes reinstating essential treatises that were canceled in the previous fiscal years.

#### **Collaborative Purchasing**

Carol Trinchitella worked with Aspen Publisher/ Wolters Kluwer Law and Business on a State group discount proposal of 20 % that will benefit the State Library and the Judicial Court libraries. This discount will allow for the updating of essential legal treatises.

### **Request for proposal to sell Antiques Atlases & Maps**

The review of RFPs by counsel at the Attorney General's Office provided the necessary legal perspective to choose a vendor for the sale of the atlases and maps. The experienced and scholarly firm of Cohen & Taliaferro was offered the contract.

### **Digital Collections**

New features available in the Digital Collections software include buttons to download and print files (use "print" to download PDF files) and to share via email, Twitter and so on. It is easier to browse or search within one collection and you can search "within results" or "narrow your search by..."

The new look came with some growing pains. We needed several weeks to restore the maps for the heavily used Aerial Photographs collection and to restore the collection landing pages with their custom searches. However, there are still some outstanding bugs. The software, called CONTENTdm is provided by OCLC, whose development team is working to solve a bug where links from the Legislative History Index to specific pages of the Legislative History collection stopped working. They are also working to fix a bug where the software does not work in Internet Explorer but is okay in Mozilla Firefox or Chrome and other browsers.

### **Newly Scanned Books and Pamphlets**

Since October 2011, the State Library has scanned and posted online over 120 books and pamphlets suggested by staff or to supply patron requests. Use your [WorldCat](http://www.worldcat.org/account/?page=register) <http://www.worldcat.org/account/?page=register> account to see the "CSL Digitized" list or sign up for an RSS feed for the list.

Many of the publications of the 1935 Connecticut Tercentenary Commission are now online as part of an ongoing project to scan the entire set, including:

[Connecticut inventors](#) (no. 33)

<http://cdm15019.contentdm.oclc.org/cdm/ref/collection/p128501coll2/id/184247>

[Under the Constitution of 1818](#) (no. 17)

<http://cdm15019.contentdm.oclc.org/cdm/ref/collection/p128501coll2/id/182278>

With the approaching anniversary of the 1662 Charter of Connecticut (of Charter Oak fame), several books about the Charter and oak tree have been scanned, including:

[Hiding of the Charters](#) [by] Cyrus Sherwood Bradley

<http://cdm15019.contentdm.oclc.org/cdm/ref/collection/p4005coll11/id/519>

Other recent additions include:

[In and about New London](#) <http://cdm15019.contentdm.oclc.org/cdm/ref/collection/p4005coll11/id/464>

[The True and tried cook book \[by\] published by the ladies of Christ Church, New Haven, 1887](#)

<http://cdm15019.contentdm.oclc.org/cdm/ref/collection/p4005coll11/id/515>

### **Advocacy**

Jane Cullinane wrote an article "Road signs of the air". [Connecticut Explored](#) . Spring 2012. This article highlights the State Library's digital collection of aerial photographs.

## **Archives**

### **Accessions**

#### **Probate records:**

RG 004:017, Bristol Probate Court bond record books, 1927-1970, 8 volumes.

RG 004:020, Burlington Probate Court probate files, 1897-1973, bulk 1940-1973,  
2 cubic feet.

RG 004:025, Cheshire Probate Court record books, 1924-1972, 40 volumes.

RG 004:041, East Haddam Probate Court probate files, 1905-1981, 25 cubic feet.

RG 004:052, Farmington Probate Court probate files, 1870-1987, 4 cubic feet.

RG 004:108, Oxford Probate Court record books, 1847-1981, 13 volumes.

RG 004:110, Plainville Probate Court bond record books, 1910-1974, 4 volumes.

RG 004:111, Plymouth Probate Court record books, 1833-1974, 31 volumes.

RG 004:131, Southington Probate Court record books, 1918-1973, 45 volumes.

RG 004:150, Washington Probate Court record books, 1832-1965, 16 volumes.

RG 004:168, Woodbury Probate Court record books, 1940-1972, 3 volumes.

#### **Other:**

RG 002:004, General Assembly papers, 2008-2009, 37 cubic feet.

Includes original bills, public acts, special acts, and resolutions.

RG 183, Connecticut River Valley Flood Control Commission records, 1953-2010,  
24 cubic feet.

PG 160, Floods and Hurricanes Picture Group. Dept. of Energy and Environmental  
Protection photographs of Tropical Storm Irene, 2011, 2 CDs.

### **Processing Completed**

Government Records Archivist Allen Ramsey completed processing the Office of the Attorney General, Indian Litigation Files, 1666-2008, bulk 1965-2008, 24.25 cubic feet. The records document the Attorney General's interests in matters related to federal tribal recognition and in litigation involving land claims brought by groups claiming Indian ancestry. The collection consists of correspondence, legal documents, subject files, reports, and maps.

Volunteer Max Otte completed processing the Mathias Spiess Papers, 1892-1944, 1.25 cubic feet. Spiess co-authored a history of Manchester and authored several publications on Indian tribes in Connecticut. After World War I he aided the fund drive for the erection of the Manchester Memorial Hospital. He was also engaged in civic activities serving as the Republican Selectman of Manchester in 1936, as a Manchester Police Commissioner in 1937 and 1938, and headed the Manchester War Records Committee during World War II. The papers include correspondence, subject files, writings, and maps.

### **Finding Aids Online:**

RG 004:092, New Hartford Probate Court, 1834-1975

RG 004:093, New Haven Probate Court, 1647-1922

RG 004:095, New London Probate Court, 1675-1930

RG 004:096, New Milford Probate Court, 1787-2006  
RG 004:097, Newtown Probate Court, 1820-1931  
RG 004:098, Norfolk Probate Court, 1778-1932  
RG 004:102, North Stonington Probate Court, 1835-1976  
RG 004:103, Norwalk Probate Court, 1802-1920  
RG 004:104, Norwich Probate Court, 1748-1965  
RG 004:105, Old Lyme Probate Court, 1830-1945  
RG 004:106, Old Saybrook Probate Court, 1859-1976  
RG 004:108, Oxford Probate Court, 1846-1981  
RG 009:007, Attorney General, Indian Litigation Files, 1666-2008  
RG 069:100, Mathias Spiess Papers, 1892-1944.  
RG 182, State Board of Accountancy, 1907-2007.

### **Digitization Completed**

State Archives staff completed the digitization of the entire collection of, William H. Thompson Photographs of Hartford, 1903-1906 (PG 430). Volunteer David Vrooman assisted in completing metadata for the collection. The collection consists of approximately 99 black and white photographs. William H. Thompson was a professional photo-engraver with the Hartford Engraving Company in Hartford from about 1901-1917. Thompson, from 1903-1906, took photographs of street scenes, river scenes, architecture, statues, and parks of central Hartford. The William H. Thompson Photographs of Hartford, 1903-1906 digital collection went live on January 27, 2012.

### **Outreach**

On February 15, Assistant State Archivist Paul Baran and Government Records Archivist Allen Ramsey conducted a Teaching American History workshop at EastConn in Hampton. The topic was the sectional crisis leading to the Civil War with emphasis on Connecticut's position. The workshop made use of primary source documents from the General Assembly papers in the State Archives.

### **Other**

Phase one of the installation of addition mobile shelving at the Van Block Facility is complete. The entire project should be completed by the end of April.

## **Office of the Public Records Administrator**

### **Records Retention Schedules**

Jeff Collins and Lizette Pelletier met with representatives of the Clean Energy Finance and Investment Authority (CEFIA) on February 1 to discuss records management at CEFIA. LeAnn Power, Lizette, and Kathy Makover met with the M4 Committee on March 2 to do the final review of 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.

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

- 12-1-1 Office of the Lieutenant Governor

### **Public Records Policies, Standards and Publications**

The Office of the Public Records Administrator issued Standards for Public Records Storage Facilities (Public Records Policy 03) on January 25. The policy sets the standards for public records storage facilities and applies to all state agencies within the executive branch, as well as the towns, cities, boroughs, districts, and other political subdivisions of the state.

The Office of the Public Records Administrator issued a revised Examination of Indexes & Inspections of Land Records of the Towns (From RC-074) on February 27 in accordance with CGS Sec. 7-14 and 7-25.

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

LeAnn, Lizette and Kathy presented training at the New Town Clerk's Orientation Workshop on January 20, organized by the Connecticut Town Clerks Association at the Legislative Office Building. LeAnn spoke on records retention, Lizette spoke on disaster preparedness and Kathy reviewed the Historic Documents Preservation Program application process for the newly elected or appointed town clerks. Lizette and Jeff presented a records management training session to more than 50 employees from the Bureau of Rehabilitative Services, Board of Education and Services for the Blind, on January 26.

Lizette and Jeff presented a records management training session to 20 employees from the Office of the Secretary of the State on February 8.

### **Historic Documents Preservation Program**

The Targeted Grants Application and Guidelines booklet for the FY 2013 grant year was published on February 1 and distributed to all municipal chief executive officers and town clerks by email. Town clerks are currently submitting Cycle 1 applications for FY 2013 grants as well as final reports for their FY 2012 grants.

### **State Records Center**

Jeff provided a tour and overview of the State Records Center on February 6 for 4 representatives of the Department of Public Health.

Doug Yaeger and Mike Soltesz accessioned 1,307 cubic feet of agency records; deaccessioned 2,216 cubic feet of agency records; processed 622 reference requests; and processed 340 re-files and inter-files.

### **Disaster Preparedness**

Lizette and Peggy Zabawar from the Department of Administrative Services conducted an Intergovernmental Preparedness for Essential Records (IPER) Essential Records course on January 19 for state and municipal records custodians.

Lizette and Jane Cullinane attended a FEMA Region 1 Stakeholder Engagement meeting in Boston, MA on February 2 to learn about the National Disaster Recovery Framework (NDRF) and to provide input on behalf of cultural and heritage organizations. The NDRF is designed to provide guidance for effective recovery support to disaster-impacted jurisdictions and provide a flexible structure to enable communities to operate in a unified and collaborative manner. It also focuses on how best to restore, redevelop and revitalize the health, social, economic, natural and environmental fabric of the community after a community-wide disaster.

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

The Real Property Electronic Recording Advisory Committee meeting was held on February 7 at the Van Block facility, chaired by Ken Wiggin with LeAnn, Lizette, and Kathy in attendance. Staff is working with the committee to finalize the regulations for electronic land recording pursuant to CGS Sec. 7-35ee. LeAnn, Lizette, Kathy and Ken Wiggin met with Paul Knierim and Bonnie Bennet from the Probate Court Administration on February 22 to discuss proposed statutory changes related to probate court records.

LeAnn, Lizette, Kathy, and Jeff met with representatives of Bold Solutions on March 13 for a demonstration of EMplans.com, a web-based planning tool designed to guide government organizations through the process of developing Continuity of Operations Plans (COOP). The staff is interested in the tool as a possible approved expenditure for the grant program. It may also be useful for the staff in identifying "essential records" at the state and local level.

Jeff and Lizette met with Susanne Hawkins from the Department of Administrative Services on March 13 to discuss the state contract for records and magnetic media storage.

### **Museum of Connecticut History**

Outreach education programs continue across the state. Recently Education Curator Patrick Smith has visited schools in Wolcott, Guilford, Litchfield, West Hartford and Harwinton. To date, this school year, 52 programs have been presented, each one hour long. Topics include Connecticut inventions, the Charter Oak, Connecticut's 3 Branches of Government and Connecticut's role in the Revolutionary War.

### **Library for the Blind and Physically Handicapped**

The library is in the middle of a recruitment for the vacated Library Aide position. Our new DAS SMART unit, Human Resources has been very helpful. We are hopeful to have someone in place by mid-April. This will ease the backlog of daily operations that help to make the library circulation function smoothly.

Carol Taylor attended the Loblolly Development Conference, February 7-9 in Atlanta, Georgia. This group was convened to plan for the development of an open-source software system for libraries serving persons with disabilities that prevent them from reading print easily. A grant was received by Georgia Public Library Services from IMLS to allow for travel and the associated activities of the conference. A core of functional requirements was produced during this initial meeting made up of representatives from most states and national disability organizations.

### **Upcoming Activites:**

- Hosting CLA – ADA committee meeting March 27, 2012.
- NLS Consultant visit scheduled for April 2012.
- NLS Biennial Conference May 2012, Newport, RI.