

STATE LIBRARIAN'S REPORT

April 8, 2013

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 April 8, 2013 meeting of the Board, covers the period of February 26, 2013, through April 7, 2013.

FINANCIAL REPORT

Attached to this report.

PERSONNEL REPORT

Vacancies (State Funded)

Librarian 2

Librarian 2

Librarian 1

Library Aide

Library Specialist State Library

Part time Library Technical Assistant (Law Leg Ref)

Vacancies (Federal Funds)

None

Vacancies (Other)

None

POSITIONS FILLED SINCE LAST REPORT

Storekeeper (reclassified from Elec Tech 2) – Rafal Warchol

Office of the State Librarian

Newtown

Conservation/Preservation

After numerous emails and telephone conversations, the State Library has stepped back from involvement in the handling of cards, letters and other outpourings of sympathy that the Town received, although we remain available to provide guidance. The State Library, through the State Archives and the Preservation Office, is providing assistance to the local public library which is digitizing and preserving a selected group of cards and letters received by the town.

Student's Tribute to Newtown

The Commission on Children in partnership with the State Department of Education, the Department of Economic and Community Development, the State Library, the Public Safety

Committee of the Legislature and The Community Forum has designed a structure and format for students to present their responses to the Newtown crisis to the state. The State Library is to create a historical record of the civic response from students.

Newtown Donations

Through the Division of Library Development, nearly 300 copies of *When Children Grieve*, donated by the author, have been delivered to requesting libraries. Newtown had first option, and about 35 copies went to them. Baker & Taylor also donated books to be distributed to libraries, and they have all gone out, by request, as well.

Outreach

I was interviewed on NPR regarding the importance of preserving the cards and letters that Newtown received. It was aired locally and nationally.

I joined CLA President Carl DeMilia and Christopher J. Korenowsky, Director of the New Haven Public Library on the Faith Middleton Show, Monday March 18, to discuss what is happening in today's libraries.

Division of Library Development (DLD)

Initiatives

The Division of Library Development received an invitation from ALA/FINRA Investor Education Foundation to apply for a **Smart Investing@your library grant**. ALA (American Library Association) and FINRA (Financial Industry Regulatory Authority) Investor Education Foundation fund innovative projects that build the capacity of US public libraries and community college libraries to provide unbiased, effective financial education resources and services to library customers. The DLD will be partnering with the Connecticut Library Consortium (CLC), CT Money School, CT Department of Banking and other state and community agencies to provide "train the trainer" resources; a replicable marketing campaign; dedicated public/library website and other initiatives to provide access to financial literacy resources to libraries in the state so that they may in turn provide effective financial literacy programs to their patrons. This is a highly competitive grant and we feel fortunate to have been invited to apply for the grant. Dawn will write the grant for \$100,000. The application deadline is June 6, 2013 and the notification date is late fall.

DLD has partnered with the Westport Public Library on an IMLS (Institute of Museum and Library Services) Leadership grant application for their nationally recognized Maker space program. DLD will act as a disseminator for information for CT libraries; host a Maker Space resource page and provide opportunities for workshops and Maker Fairs. Regardless of whether the grant is awarded to Westport or not, Westport has agreed to work with DLD to provide resources and act as a mentor library for innovative practices for Connecticut libraries. The above mentioned grants address 2-3 points of the 3 point DLD Marketing Plan: forging sponsor/partner networks; expanding community outreach and enhancing visibility of DLD.

The future of libraries and library trends is an ongoing conversation in the library community. A critical aspect of the future of libraries is the future of library space or the demise of library space as many predict. Current space planning guidelines do not take into account how the use of library space has dramatically changed and therefore the need for updated guidelines is critical during a time that many libraries are reconfiguring space or contemplating renovating existing

libraries or building from the ground up. In response to this trend, Dawn requested that the Advisory Council for Library Planning and Development (ACLPD) approve a **Library Space Planning Task Force** to review and revise the current and future needs of libraries. ACLPD approved the request and a full task force has been assembled with the first meeting taking place on April 9th, 2013. The projected timeline for the task force is one year.

Dawn attended budget hearings pertaining to DLD programs with Ken Wiggin and Mark Smith. DLD created Results Based Accountability charts for CCAR and Connecticard to aid in the budget information process.

Connecticard

2013 marks the 40th anniversary of the beginning of the Connecticard program. Legislation creating this program passed on June 11, 1973 with an appropriation of \$300,000. The current \$1 million appropriation, adjusted for inflation, is just 64% of this original amount. The Governor's proposed budget reduces next year's appropriation to \$800,000 and places a \$10,000 cap on any one individual payment.

Public Libraries Annual Report, State Aid, Statistics

Connecticut Public Libraries: A Statistical Profile, July 2011 – June 2012 was published officially in late January under the direction of State Data Coordinator Tom Newman. These separate resources are made available concurrently:

- Automatic Chart-Makers for FY2012 and for trends from 1996 – 2012.
- Statewide Statistical Charts showing trends in library service and financing for CT public libraries
- Directory of Foreign Language collections in public libraries
- Selected Library statistics for all public libraries for years 1996 to 2012.

A suite of customized charts were delivered (upon request) to about 35 public libraries to assist them in budget presentations and library service evaluation. Many other libraries have been using the Chart-Makers mentioned above to create their suite of charts.

Connecticut has successfully completed submission of the federal Public Library Survey for IMLS using the statistics provided by libraries in the Annual Report.

An Invitation to Bid has been created for the survey management tool needed to produce the Annual Report survey of public libraries.

The State Library has successfully submitted the State Library Administrative Agency (SLAA) Survey for IMLS. The survey tracks the services, use, and financial information for the nation's State Libraries.

WebJunction

Migration of the Division website content from WebJunction to the State Library website on Drupal will begin as soon as the DLD sub-section of the CSL website has been created. No timetable has been given.

Doug Lord has created content for a new “Digital Literacy” resource section on the website. This section will be developed further as DLD staff discovers more content. WebJunction reported a high number of page views after this resource was made available.

iCONN

The January issue of the iCONN Times is available here:

<http://www.cslib.org/iconnsitemap/documents/iCONNTimesJan2013.pdf>

In coordination with the iCONN Database Committee, evaluation of the iCONN Bid responses from Cengage Gale and EBSCO (ProQuest declined to submit a proposal) was completed and a recommendation was submitted to the State Librarian on schedule. The recommendation was for EBSCO’s Package 1 because it received the highest score according to the evaluation methodology that was established with the iCONN Database Committee before the bid was issued.

Steve Cauffman developed the above mentioned Results Based Accountability (RBA) report card for Ccar that shows volume increasing, average delivery time decreasing, and an estimated \$26 million in cost savings over four years versus using a commercial delivery service (based on \$2.50 per package shipment per item).

Links to a number of library impact studies have been added to the Library Impact Studies page on iCONN (<http://www.cslib.org/iconnsitemap/staff/LibraryImpactStudies.htm>). These studies along with the advocacy resources posted at <http://www.cslib.org/iconnsitemap/staff/HotTopics.htm#advocacy> are designed to help libraries make their case at budget time.

The Digital Literacy resources page was also been expanded <http://www.cslib.org/iconnsitemap/staff/HotTopics.htm#digitalliteracy> prior to Digital Learning Day February 6.

Eric Hansen worked with Mary Engels and Susan Cormier & Recorded Books representatives to achieve a deep discount for iCONN by combining iCONN downloadable audio book (OneClickdigital) purchases with standing order plans for MSLC and WLSC.

Newspaper Project

Gail Hurley worked with Jane Cullinane to complete and submit a Chronicling America Project grant application to the National Endowment for the Humanities. The grant would fund the digitization of Connecticut newspapers prior to 1923.

Gail Hurley and Jane Cullinane worked with Max Rowe from Library Connection to complete the pilot phase of the newspaper pilot project to digitize Civil War era newspapers. More than 70 titles have been loaded and we are doing some cleanup on those titles. Other remaining titles were too large to load at the time so they are working on ways to accomplish this.

LSTA

The 2011 State Program Report was completed, but was late in being submitted because of delays getting financial reports from the Department of Administration’s business office. IMLS, upon a request from the State Librarian, granted CSL some additional time to submit the

report. Procedures are being worked out to prevent this from happening in the future. The report covered funding timeframe 10/1/08 – 9/30/10 and included 24 reports tracking LSTA expenditures with a few last minute surprises.

The 2012-2013 LSTA sub grant cycle is approaching its third quarter. All projects are making progress, and we have submitted preliminary data to IMLS from the ECRR grants.

The 2013-2014 sub grant cycle is open and details are available at [WebJunction CT](#). As of today 9 libraries are eligible to submit Older Adults applications and 6 for ECRR.

Services to Older Adults Roundtable:

SOAR now finally has a listserv. Douglas Lord chaired a meeting of SOAR at the Bristol PL on 2/26 which covered the older adults LSTA grants. Doug is working with the CT Community Foundation regarding a partnership in older adults programming grants.

CLA

The 8 programs that Linda Williams and Katie Fargo, co-chairs of the Young Adult Section planned and submitted for the CLA annual meeting have been accepted. Linda is responsible for three of them: **Teen Book Buzz** - Four publisher representatives (including Ellen Cormier) will talk about their upcoming YA books; **Teen Blogger Panel**: three YA bloggers will discuss the whys and wherefores of blogging for teen services; and **Deconstructing Teen Book Covers**.

Evanced Summer Reader Project

The State Library has signed a 3 year contract with Evance Solutions to provide an online reading program management system for statewide use. Susan Cormier and Linda Williams continue training and discussion with the Evance representatives. The design of a series of readymade templates that libraries can use or adapt have been finalized. The demonstration site has been heavily used, with over 75 librarians logging on and creating an account. Nine training sessions have been held, and two more are scheduled for March. Tentative dates have been set at the MLSC and WLSC labs to hold "Summer Reader labs" where librarians can come in for 3 hours and spend some uninterrupted time setting up their programs, with Susan and Linda and on hand in case of questions.

Summer Reading Lists

Linda is working on her annual summer reading lists for the State Department of Education. She sent out a preliminary draft to the listservs and is waiting for feedback. She met Amy Radikus from the State Department of Education (SDE) on Monday, and she has sent her some requests for other specifically themed booklists, e.g. technology summer reading for the tech schools, and science extension reading to suggest for Common Core. DLD continues to strengthen their collaboration with the SDE

Outreach:

Mary Engels, Dawn La Valle and Steve Cauffman met with Homa Naficy at Hartford Public Library to see January 8th Dawn, Steve and I met with Homa Naficy at the Hartford Public Library to be updated about their IMLS grant on civic engagement and immigrants and how we might be able to leverage this on a statewide level. The first thing that came out of the meeting was a contact with Allan Boggio, Connecticut's Community Relations Officer for the United

States Citizenship and Immigration Services (USCIS). Allan will be doing a workshop for DLD on March 27th on the Immigration Service and how libraries can work with them to help patrons.

Mary Engels, Doug Lord and Steve Cauffman are coordinating the "USCIS 101: Your Library and U. S. Citizenship and Immigration Services" workshop that will be taking place on Tuesday, March 27 at the Faxon Branch of the West Hartford Public Library. The presenter will be Allan Boggio who is Connecticut's Community Relations Officer for the USCIS.

Dawn conducted outreach meetings with the Hebron and Portland Boards of Trustees.

Dawn and Mary Engels spoke to the CLC Newbie Roundtable (roundtable for new librarians) hosted at MLSC. They discussed DLD services and how the newbies might take advantage of them in their positions.

reQuest ILL training was provided to staff from Manchester Public Library the Raymond Library in Montville. reQuest Searching & Administration training was also provided to the Raymond Library.

Stephen Cauffman did a presentation on reQuest at a meeting of the Rhode Island ILL Work Group.

Access Services

Space/Collections

There's always a surprise even in routine tasks. While unpacking a shipment of materials from a state agency, Eric Paiva discovered a wedding ring. We returned it to the very relieved newlywed on Valentine's Day of all days.

Staff

- Bonnie Linck retired from the History and Genealogy area, and her fine contributions will be missed by patrons and staff alike.

Public Service

Twenty students, 7th-11th graders from the Region 15 school district, spent the day at the Library researching their History Day projects which included:

- The breakup of Yugoslavia
- Title IX and the 1999 US Women's Soccer Team
- Coco Chanel and WWI fashion revisions
- The German Bund in Southbury and the United States
- Medicine developments such as Penicillin
- The U.S. Nautilus and nuclear power
- Louis Armstrong and Jazz
- Wooden battleships to steel – The Battle of Hampton Roads
- The Daisy Chain Ad and its influence on US political advertising in the 1960s
- D.B. Cooper and air travel security changes



- Washington and the French: A Turning Point in the American Revolution

Outreach

- Debra Pond and Nancy Liefert offered tours and described our resources to staff from the Office of Legislative Research
- Nancy Peluso visited Post University to meet their new federal documents librarian and discuss functions of the Federal Depository Library Program
- Nancy Liefert and Nancy Peluso were invited to present at a meeting of the Connecticut Association of Diversity & Equity Professionals. The focus of the meeting was Martin Luther King Jr.'s experiences working on a CT tobacco farm in the 1940s. We supplied statistics and photographs to enhance their discussions
- Nancy Peluso presented 2 workshops titled "Your Library –Your Data" for public librarians at the Middletown Library Service Center
- Nancy Liefert and Lindsay Young offered tours and described our resources to interns from the Attorney General Office
- Working with UCONN Law School, Nancy Liefert and Debra Pond offered tours and described our resources to law students currently serving as interns with the Dept. of Energy and Environmental Protection
- At Secretary of the State Denise Merrill's request, the Library participated in the ceremony commemorating the life and contributions of Prudence Crandall held at the Capitol. Nancy Peluso and Dave Corrigan provided a display of archival material concerning the Petition to Provide Reparations to Prudence Crandall, 1866
- The TripAdvisor website includes an entry on the State Library with some very positive reviews: http://www.tripadvisor.com/Attraction_Review-g33804-d293631-Reviews-Connecticut_State_Library_and_State_Archives-Hartford_Connecticut.html#REVIEWS
- Debra Pond conducted a training session on our legal databases and collections for some private attorneys from the Hartford area

Office of the Public Records Administrator

New Hire

Sara Cheeseman joined our staff on January 11, 2013. Sara holds an MLIS from Simmons College and a BA in History and Criminal Justice from Franklin Pierce University (Rindge, NH). She also has an AIIM Electronic Records Management Practitioner certification and is currently pursuing the SAA Digital Archives Specialist Certificate. For the past eight years, Ms. Cheeseman has worked as an Archivist/Information Management Senior at MITRE Corporation in Bedford, MA. She is also an adjunct professor at Franklin Pierce University, teaching an Introduction to Archival Methods course.

Records Retention Schedules

LeAnn Power, Lizette Pelletier and Sara Cheeseman met with two Department of Revenue staff members on February 15 about forthcoming initiatives regarding management of electronic records and the agency's current records retention schedule.

LeAnn, Lizette and Sara reviewed a draft records retention schedule for the Probate Courts. On March 5, staff provided comments and recommendations to the Probate Court Administrator as requested.

LeAnn, Lizette and Sara met with Attorney Robyn Kipnis and Ellen Kachmar from the Connecticut Municipal Electric Energy Cooperative [CMEEC] on March 15 to discuss the 1994 Assistant Attorney General Advice which states that the agency falls under the authority of the Office of the Public Records Administrator. LeAnn agreed to request further clarification from the Attorney General's Office based on the fact that the agency is not subject to any other state statutes or regulations that apply to municipalities.

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

- Department of Public Health, Practitioner Licensing and Investigations Unit - #13-1-1.

Regulations

LeAnn Power, Lizette Pelletier, Kathy Makover and Sara Cheeseman attended the Legislative Regulation Review Committee meeting on January 22 for the review of the State Library's proposed Regulation concerning Real Property Electronic Recording. The regulation was "Rejected without Prejudice" based the Legislative Commissioner's Office report recommending several changes. Staff met with the LCO attorney on February 14 to discuss these revisions. The State Library revised the regulation as directed but declined to implement certain changes. The revised regulation was submitted to the Attorney General's Office on February 21 and to the LRRC on February 28.

LeAnn, Lizette, Kathy, Sara and Ken Wiggin attended the Legislative Regulation Review Committee meeting on March 26 for the second review of the proposed Regulation concerning Real Property Electronic Recording. The regulation was "Approved with Technical Corrections" by the Legislative Regulation Review Committee. The Legislative Commissioners' Office recommended several minor changes in wording. After making these changes, the approved regulation will be filed with the Secretary of the State and will become effective on that date. Once effective, town clerks will have the option to accept electronic documents for recording on the land records in accordance with this regulation.

LeAnn, Kathy, Lizette and Sara participated in two meetings of the Vault Regulation Committee on February 28 and March 22. The committee is adopting the national code for records vaults with a number of changes to the vault requirements and administrative procedures. Members are currently revising the sections covering design and construction.

Training, Outreach & Site Inspections

LeAnn and Kathy made a site visit to the Hartford Town Clerk's Office on January 9 to review the office's tax lien indexing system and recommend changes.

LeAnn, Lizette, and Sara conducted a re-inspection of the William B. Meyer facility in Windsor, CT on February 27. The facility was approved as a public records storage facility.

LeAnn, Lizette and Sara conducted a basic records management training for municipal employees of the town of Manchester on March 27.

Historic Documents Preservation Program

Kathy has been processing contracts and contract amendments for 2013 grants. In total for FY 2013, the program has awarded \$727,500 in grants to 152 municipalities for records projects in

the areas of inventory and planning; organization and indexing; program development; storage and facilities; and preservation/conservation.

For FY 2014, Cycle 1 applications are being accepted through April 30 for grants of \$4,000, \$6,500 and \$9,500 for small, medium and large towns, respectively. The FY 2014 grant guidelines were posted on February 1 and announced to municipal officials by email on February 4.

LeAnn, Lizette, Kathy and Sara participated in a Historic Documents Preservation Advisory Committee meeting on March 20.

Disaster Preparedness

Lizette issued a public records disaster preparedness and mitigation awareness alert on February 7 to all state agency RMLOs, Municipal CEOs, and Town Clerks in anticipation of the coming blizzard. No agencies or municipalities reported any records damage following the storm.

Lizette and Jane Cullinane attended an all-day FEMA Region I web conference on March 4 regarding the needs of the cultural heritage community within the National All Hazards Plan Course of Action.

Lizette and Peggy Zabawar from the Department of Administrative Services conducted Part 1, Essential Records, of the Intergovernmental Preparedness for Essential Records (IPER) Essential Records course on March 20 for state and municipal records custodians. Sara attended the course.

State Records Center

Doug Yaeger and Mike Soltesz accessioned 2,086 cubic feet of agency records; deaccessioned 3,512 cubic feet of agency records; processed 659 reference requests; and processed 386 re-files and inter-files.

Committees and Additional Staff Activities

LeAnn attended two FOI Hearings on January 28 regarding the following docket numbers: FIC 2012-184 and 2012-189, Edward Peruta v. Reuben Bradford, Commissioner, State of Connecticut, Department of Emergency Services and Public Protection.

Lizette, in her capacity as Deputy SHRAB Coordinator, participated in a Council of State Archivists [CoSA] web meeting on State Historical Records Advisory Boards and the National Historic Publications and Records Commission on February 28 with Paul Baran and Allen Ramsey.

Kathy met with architect Bruce Tuthill on March 12 to discuss the Town of Lyme's preliminary plans for a new town clerk's vault. The vault is being planned as part of Lyme's town hall renovation project.

LeAnn, Lizette and Sara attended a demonstration by IBM on March 13 of its Atlas module which includes global retention policy and schedule management. The Atlas module is part of IBM's Enterprise Content Management solutions. It is possible that BEST may purchase this module in the future. Currently, BEST has purchased the IBM FileNet Content Manager and Enterprise Records modules for some state agencies.

Sara will be serving on the New England Archivists 2014 Spring Program Committee.

Archives

Accessions:

RG 062:089. Town of New Britain annual reports of corporations, 1887-1965, 20 volumes; and liens, 1878-1968, 64 volumes.

RG 161:001, Connecticut State Police investigation files, 1970-1979, 110 cubic feet; Troop A log books, 1993-1998, 1 cubic foot; Troop B log books, 1946-1994, 33 cubic feet, Troop C log books, 1922-1999, 33 cubic feet; Troop D log books, 1964-2002, 3 cubic feet; Troop E log books, 1985-2000, 5 cubic feet; Troop F log books, 1954-1999, 24 cubic feet; Troop G log books, 1939-1999, 35 cubic feet; Troop I log books, 1935-1997, 32 cubic feet; Troop K log books, 1938-2002, 31 cubic feet; Troop L log books, 1945-1984, 2 cubic feet.

Finding Aids Online:

RG 004:128, Simsbury Probate Court, 1769-1942
RG 004:129, Somers Probate Court, 1834-1947
RG 004:131, Southington Probate Court, 1825-1973
RG 004:134, Stafford Probate Court, 1741-1935
RG 004:135, Stamford Probate Court, 1700-1954
RG 004:136, Sterling Probate Court, 1852-1920
RG 004:137, Stonington Probate Court, 1708-1976
RG 004:138, Stratford Probate Court, 1781-1898
RG 004:139, Suffield Probate Court, 1821-1975
RG 004:140, Thomaston Probate Court, 1882-2009
RG 004:141, Thompson Probate Court, 1832-1940
RG 004:142, Tolland Probate Court, 1830-1960
RG 004:143, Torrington Probate Court, 1847-1976
RG 004:147, Voluntown Probate Court, 1830-1889
RG 004:148, Wallingford Probate Court, 1776-1909
RG 004:150, Washington Probate Court, 1832-1986, bulk 1832-1976
RG 004:151, Waterbury Probate Court, 1779-1945
RG 004:143, Watertown Probate Court, 1834-1938
RG 004:154, Westbrook Probate Court, 1854-1930
RG 004:157, Weston Probate Court, 1832-1878
RG 069:157, Aaron Hand Family Letters, 1797-2011, bulk 1830-1875

Processing Completed:

RG 069:157, Aaron Hand Family Letters, 1797-2011, bulk 1830-1875

Training:

On February 1, Government Records Archivist Allen Ramsey attended the Society of American Archivists workshop on Arrangement and Description of Electronic Records co-sponsored by the Radcliffe Institute for Advanced Study at Cambridge, MA.

On March 21, Government Records Archivist Allen Ramsey attended the Society of American Archivists workshop on Digital Forensics for Archivists sponsored by New England Archivists at Worcester, MA. Allen also attended the New England Archivists conference.

Museum of Connecticut History

Education Programs Report

- School outreach programs continue to visit schools across the state. Recent visits included schools in Wolcott, Madison, Litchfield, Thompson and Enfield.
- Patrick presented an adult program at the Stafford Public Library. The program, "A Pop History of Connecticut" highlighted the soda making history of Connecticut. 25 people attended and enjoyed samples of Connecticut made sodas after the presentation.
- The museums education program Connecticut Invents was noted in a cartoon created for the website *Ann Nyberg's Network Connecticut*. <http://networkconnecticut.com/>



Library for the Blind and Physically Handicapped (LBPH)

David VanLoan, who is the District Director Region 1 of the Blinded Veterans Association, has proposed to form a Friends group for the purpose of raising money to purchase descriptive DVD's for circulation to LBPH patrons. Descriptive DVD's are movies which have a voice-over which describes the set and actions of the characters as they happen. The Blinded Veterans Association is already a non-profit group. It was suggested that they should follow what staff calls the "Vermont model" in that an outside, independent charity purchases the DVD's and donates them to the library. LBPH would have little problem putting them into our collection and circulating them. The last communication that we had was that David VanLoan was to present his idea to his Board of Directors during March.

A meeting held with individuals interested in a LBPH Friends Group. The goal is to prepare by-laws by mid-April and then move to have the first Board of Directors meeting. Before the Friends Group can seriously consider projects, they need to get "officially" established and organized. This LBPH Friends Group would be a subset of the Connecticut Heritage Foundation.

Staff

Gary Conway retired on January 1 of 2013 who was the electronics technician II who ran the equipment loan program. His position was reclassified to that of Storekeeper.

Rafal Warchol was chosen to fill the new Storekeeper position which is responsible for the LBPH audio equipment loan program.

Our last remaining general worker, Ida Turo, retired in early January after about 15 years of service. Ida is 78 yrs old .