

## STATE LIBRARIAN'S REPORT

June 10, 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 June 10, 2013 meeting of the Board, covers the period of April 9, 2013, through June 9, 2013

### **FINANCIAL REPORT**

Attached to this report.

### **PERSONNEL REPORT**

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

State Archivist retiring effective 6/1/13  
Librarian 2  
Librarian 1  
Librarian 1  
Library Aide  
Library Specialist  
Part time Library Technical Assistant (Law Leg Ref)

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

None

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

None

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

Librarian 2 effective 5/31/13  
P/T Summer Worker effective 5/20/13

### **OFFICE OF THE STATE LIBRARIAN**

#### **National Library Legislative Day (NLLD)**

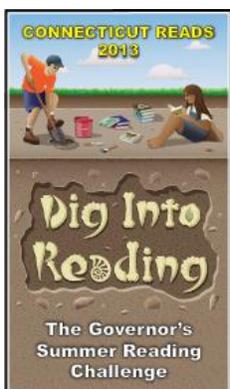
Each year the library community goes to Washington to meet with members of Congress about support for libraries and issues relating to libraries.

In conjunction with NLLD, the Institute of Museum and Library Services organized a meeting with the Chief Officers of State Library Agencies (COSLA), the American Library Association (ALA) leadership, and the White House Domestic Policy and Office of Public Engagement staff. The Meeting was held in the Executive Office Building next to the White House. Four State Librarians representing COSLA gave a presentation on one of the four policy areas. I addressed immigration by talking about how libraries in CT – especially Hartford Public Library –

are providing a pathway to citizenship for new Americans. It was an excellent meeting and the first time such a meeting had been held in my 22 years as a State Librarian.

The Connecticut Library Association's Legislative Committee was not able to send a delegation to Washington this year, so I went alone. I was able to schedule visits with 6 of the 7 members of our Congressional Delegation. The Delegation strongly supports libraries so this was more an opportunity to thank members and meet their staff person who handles library issues. All six aides were new since my visit last year.

### Governor's Summer Reading Challenge



The 2013 Governor's Summer Reading Challenge was launched on May 3, 2013, at the Connecticut State Library in Hartford. Governor Dannel P. Malloy, Commissioner Stefan Pryor, and I, were on hand to stress the importance of reading during the summer and to recognize the top-performing schools from the 2012 Summer Reading Challenge. Schools compete based on student population and grade level. The program identifies the schools with the highest participation and the highest amount of books read per student. More than 120 students, parents, teachers and librarians representing the 27 winning schools were present. Dawn La Valle and Susan Cormier from Library Development also attended.

### Professional Activities:

I attended the COSLA Spring Meeting in Washington, DC, on May 9. COSLA has received a \$700,000 grant from the Gates Foundation, a large part of which is to develop a strategic plan for COSLA. I will be serving on the Core Planning Committee.

Dawn La Valle and I attended and gave brief remarks at the Connecticut Library Consortium's Annual Meeting and 10<sup>th</sup> Anniversary celebration, on May 16.

I attended the dedication of East Hartford Public Library's new bookmobile. This was a project of the East Hartford Rotary Club.

I was on a panel at the April 19 Kick-Off for the Connecticut Center for the Book discussing the future of the book. The CT Humanities Council has taken over responsibility for the Center. It had previously been operated out of the Hartford Public Library.

### Connecticut Library Association Annual Conference

Each year the State Library has an active presence at the CLA conference. Staff from throughout the Agency are involved in planning, developing, moderating, or participating in a variety of programs. The Division of Library Development staff hosted a successful booth at the 2013 CLA Conference. The booth's theme was "DLD in the Library Community." The booth had many visitors and a popular puppet raffle. Many contacts with other agencies were made in order to pursue future projects.

Ken moderated the "The Day CCAR Stood Still" program and also joined ALA President Maureen Sullivan and CLA President Carl DiMilia on the NPR show "Where We Live". The show was broadcast live from the conference.

Jane Cullinane spoke at the Connecticut Library Association Annual Conference with Kathy Craughwell-Varda of the Conservation ConneCTion. The talk "Disasters Happen" was on the topic of creating a collections disaster plan.

Mary Engels helped coordinate the CLA Publicity Committee's exhibit and program featuring the winners of the annual PR awards. She also coordinated and spoke at the CLA program "How Do They Do It?" An award winning public library service that featured Glenn Grube from the Avon Library speaking about their Civil War program series and Lisa Murno from the Prospect Public Library who spoke about their memoir writing series both of which won the 2013 Excellence in Public Library Service Awards.

Doug Lord moderated "Every Child Ready to Read LSTA Grants: What is it and How does it Work?" and Susan Cormier was a panelist.

Doug Lord moderated the "Creative Wisdom: Best Practices for Older Adults Grants & Projects" panel and the panel on "Building and Sustaining Partnerships for Stronger Libraries."

Linda Williams, who finished up her year as Co-Chair of the Young Adults (YA) Section of CLA, presented "Deconstructing Teen Book Covers" a program about issues and anecdotes on teen book jacket design.

## **DIVISION OF LIBRARY DEVELOPMENT (DLD)**

### **Initiatives and Activities**

DLD staff is currently planning the next round of library visits. Staff will be visiting 40 libraries (4 libraries each) across the state to promote Division of Library Development services and Library for the Blind and Physically Handicapped (LBPH) services; determine if there are any critical issues that DLD can offer assistance with; learn about each library and develop ongoing relationships with the libraries. The goal of the library outreach is to ensure that each and every public library in the state is aware of DLD services, including statewide services such as iCONN, Ccar, Connecticard, construction grants, Library Services and Technology Act (LSTA) grants, consulting services as well as to foster collaborative relationships with CT libraries.

The CT State Library is one of 7 state libraries selected to participate in the soft launch of the EDGE Initiative. This Initiative was created through a collaborative approach of leading library and local government organizations to meet the needs of public libraries across the country. EDGE Benchmarks are categorized into three key areas that assess Community Value, engaging the Community and Decision Makers and Organizational Management. Division of Library Development staff and 19 selected libraries will receive training. The libraries will complete the EDGE Assessment Tool. Together we will create action plans, suggest adjustments to the initiative and gather and evaluate feedback. The EDGE Initiative will be launched nationwide in January 2014.

The first Advisory Council for Library Planning and Development (ACLPD) Library Space Planning Task Force meeting took place and there was spirited input from a diverse representation of libraries in CT, including academic libraries. Task force members were charged with reviewing the current guidelines from start to finish and to comment and make suggestions for revisions. Task force members will be reviewing current literature as well as searching current library construction and renovations under way across the country. The next meeting will be on June 14<sup>th</sup>.

Dawn La Valle met with the Deputy State Treasurer and staff regarding the Financial Industry Regulatory Authority (FINRA) grant proposal. Dawn also met with the Deputy Commissioner for the CT Department of Consumer Protection regarding the FINRA grant proposal. The final version of the FINRA Investor Education SmartInvesting@YourLibrary grant proposal will be submitted on June 5.

Dawn attended an Active Shooter Workshop/Presentation at the James Blackstone Library in Branford. The presenter is being considered for future programming at the State Library.

Doug Lord, Mary Engels, and Dawn have been having conversations with Welcoming America. They are a national group that identifies and promotes ways to successfully open lines of communication and to foster understanding between local communities and non-English speakers. This meeting consisted of introductions and we'll be meeting with them again later in May. More on Welcoming America at: <http://www.welcomingamerica.org/>.

#### Connecticard

All eligible libraries have received their CCARD payment for 2012-2013.

#### Public Libraries Annual Report, State Aid, Statistics

The Invitation to Bid for the survey management tool needed to produce the Annual Report survey of public libraries received two responses. Baker and Taylor Bibliostat will continue as our vendor for at least the next two years. They will also continue to provide an online form for the CCARD monthly reports by libraries.

In an effort to improve the presentation of CT library statistics, we are testing a new, free web-based data visualization tool called Tableau Public. Tableau Public allows the State Library to provide self-help statistics information via the web rather than through downloading and manipulating Excel documents or by waiting for reports to be delivered by email. Shortly after posting this resource, it was highlighted on [Library Journal's Infodocket blog](#) .

#### Public Library Website Survey

Results of the survey that examines how libraries are maintaining their web presence were posted on WebJunction. DLD staff will evaluate the results and make some recommendations on how libraries can improve their web presence.

#### Construction Grants

The State Library has announced the availability of construction grants for both distressed and non-distressed communities for 2013. Distressed communities will be eligible for grants for projects creating new library space and for projects improving existing space. Non-distressed communities will be eligible for projects improving existing space. Pending legislation may also provide the funding to offer grants to non-distressed communities for projects creating new space. Legislation is also pending that would increase the grant from 1/3 to 1/2 of project costs, though \$1 million would remain as the maximum grant. Grant applications are due by September 1.

#### Snapshot Day

The State Library provided the survey tool for gathering statistics on the results of the April 16 Snapshot Day.

#### iCONN

The contract with EBSCO was approved by the AG's office in late April and implementation is moving forward. iCONN staff are working closely with the team of specialists that EBSCO has put together to ensure that all resources are made available by July 1. All information about the transition – which is being posted at <http://www.cslib.org/iconnsitemap/staff/Forthcoming.aspx> - has been communicated electronically to library staff as far as our lists will reach, including a special print mailing to all public school libraries, an e-mailing to private schools, and an e-mailing to public school principals. A series of library type-specific webinars have been scheduled in May and June. We are working with EBSCO on planning radio PSAs (for September), videos, printed literature and bookmarks, etc.

iCONN staff have modified the iCONN icon and Auto-Graphics integrated it into the iCONN.org website so that it is rendered with a persistent link to iCONN.org when using the “Add to Home Screen” feature on iOS and Android devices. Essentially, it works like a shortcut link, but the icon looks indistinguishable from an app. The link “iCONN On Mobile Devices,” soon to appear on the bottom menu bar of the iCONN.org landing page, will provide the necessary step-by-step instructions. All EBSCO resources that will be available on July 1, are mobile-ready for devices with smaller displays.

#### Friends of Connecticut Libraries (FOCL) (Mary Engels is the CSL liaison to FOCL)

FOCL held an incredibly successful “boot camp” at the University of Hartford on April 20. 90 people attended breakout sessions on Working Together, Chat with the FOCL Webmaster and a presentation by a speaker from the Probono Partnership on nonprofit advocacy. After the breakout sessions the attendees, took part in a fundraising expo featuring 14 fundraisers that are creative and fun including a Parade of Pooches, Chocolate Extravaganza, Library Mini-golf and much more.

FOCL will host their annual meeting on June 8<sup>th</sup> at Middlesex Community College. Their featured speaker will be Dr. Tom Duffy, Director of Yale Bands speaking on “Uniquely Yale: Cole Porter, Glenn Miller and Benny Goodman”. They will also present Outstanding Friends Awards to:

- The Friends of the Beardsley and Memorial Library, Winsted
- Kathleen Connors, Friends of the Harwinton Library
- Friends of the Blackstone Library, Branford
- Denise Kaiser, Friends of the C. H. Booth Library, Newtown
- Catherine E. and Theodore C. Perrill, Friends of the South Windsor Library
- Anita Wilson, Friends of the Lucy Robbins Welles Library, Newington

The Friends of Connecticut Libraries and the Association of Connecticut Library Boards held their first ever joint board meeting on April 11<sup>th</sup>. The groups have many common interests and agreed to meet again and pursue some common programs.

#### LSTA

The official version of the Institute of Museum and Library Services (IMLS) Grants to States budget was released for FY 2013 in House Joint Resolution 117; Public Law 112-175 with a 4.2% cut to a level of \$150M. The population proportional formula allots Connecticut \$1,974,809.91 for FY 2013 (CT matches with 33%, or \$1,303,472.39).

2012’s allotment was \$2,038,047; 2011’s was \$2,090,429; 2010’s was \$2,264,908.

Doug Lord, LSTA Coordinator, was notified that the Institute of Museum and Library Services formally approved the FY 2011 State Program Report federal grant on March 19<sup>th</sup>. This 75-page report details the activities of the Division that were funded with federal Library Service and Technology Act money.

#### Summer Reading

Susan Cormier and Linda Williams have been conducting training on the Evanced Summer Reader system. Ninety six libraries have signed up to use the system to manage their reading programs. The system allows those participating in summer reading programs to access their summer reading logs anywhere they have an Internet connection (including mobile devices).

In April, Linda attended the Annual Meeting of the Collaborative Summer Library Program at the Emory Conference Center in Atlanta, GA, as the only state representative. Most states bring at

least 2 representatives. This is a three-day intense meeting of representatives from all participating states (now 48). In addition to the usual themes, slogans, incentives, and manual discussions, they are also writing a long range plan for the first time in their history.

## **ACCESS SERVICES**

### Staff

We are pleased that our recruitment for a Librarian 2 in Access Services was successful and very happy to announce that Lindsay Young accepted the position.

### Public Service

Thirty-three researchers affiliated with the New England Historical and Genealogical Society spent 3 days here in April using our resources to conduct their genealogical research. They were very appreciative of our hospitality. Special thanks go to the History and Genealogy area for all their advanced planning and outstanding public service while they were here.

Eight students from the UCONN Avery Point paraprofessional class spent a Saturday at the Library learning about our collection and working on class assignments.

The television show "Who Do You Think You Are" filmed an upcoming segment in the reading room on May 8<sup>th</sup>. Appreciation to Ken's office, Archives, H&G, State Library & Supreme Court Police, and Plant Facilities staff who went above and beyond to accommodate the film crew, researcher, and guest celebrity. Appreciation goes to the staff working in the reading room for their good humor and tolerance.

Coordinated by Jenny Groome, a student from Connecticut College who is considering a career in librarianship shadowed us for a day, observing reference transactions, touring the stacks, and getting an introduction to all the different facets of library work.

The current number of bills Debra Pond has indexed for this session: 1,024 Senate (out of a total of 1,166) and 1,474 House bills (total of 1,703) plus substitute and file copies for each. All resolutions are indexed: 32 Senate resolutions, 57 Senate joint resolutions, 15 House resolutions and 105 House joint resolutions.

### Outreach

The Library participated in Snapshot Day on April 16. Results for the state are at: <http://snapshotctlib.wordpress.com/about/>. State Library user comments were encouraged. An example of comments are:

- The library allows me to get work done that I would not be able to do any other way. The libraries here are amazing...a wonderful way for people to spend their time safely and in a productive, useful manner.
- It gives me a place to wind down before and after my shift at work
- Wonderful legal research and public records resources; abundant computers for public use.
- I find access to all the info I need. Today I printed my resume for an interview.

Nancy Peluso conducted a workshop for public librarians at the Middletown Library Service Center titled "Your Library Your Data" which featured federal and state web sites with town statistical information.

Jerry Seagrave represented the Library at Manchester Family History Day on Saturday, May 4<sup>th</sup>. He offered brochures and described our resources to attendees.

Mel Smith spoke at the 19<sup>th</sup> Annual Spring meeting of the Anesthesia History Association, sharing information about basic genealogy resources in Connecticut.

## **COLLECTION SERVICES**

### Digital Collections

The 104 volumes sent to the Internet Archive for scanning went online in late January for free public access at <http://archive.org/details/connecticutstatelibrary>. Several large sets were scanned, including:

- *Connecticut register and manual* (title varies) 1854, 1861, 1877-1880, 1882-1884, 1886, 1888-1899, 1903-1904, 1932-1980, 1998, 2003
- *Evening post annual : biographical sketches (with portraits) of the state officers, representatives in Congress, governor's staff, and senators and members of the General Assembly of Connecticut* 1882-1884, 1886-1889, 1892, 1895
- *Encyclopedia of Connecticut biography* v.4-5, v.7-v.10. Vol. 7 has a biography and portrait of State Librarian George Godard at <http://archive.org/stream/encyclo07unse#page/n277/mode/2up>
- *Public records of the State of Connecticut* v. 17 1816-1817 to v. 19 1818

150 volumes were scanned in-house since January and are now online, including:

- *Public records of the state of Connecticut*, we added newly published v.20 (1819-1820) plus v.10-11 & 16 to other volumes already online to make a complete online set of this title <http://www.consuls.org:80/record=b2503993~S1>
- *Enfield directory*, 1891, with lists of residents, their occupations and addresses. <http://cdm15019.contentdm.oclc.org/cdm/ref/collection/p4005coll11/id/582>. Other directories that were scanned and put online recently include Avon and East Granby (1913), and Thompsonville, Windsor Locks, Warehouse Point, Hazardville, Scitico and Shaker Station (1901).
- *Inventory of the church archives of Connecticut. Baptist*. The original edition of this title was produced by the Connecticut Historical Records Survey in 1940-1941. Recently retired librarian Carol Ganz created a new index to the contents, the volume was scanned and is now published as a new edition at <http://cdm15019.contentdm.oclc.org/cdm/ref/collection/p4005coll11/id/577>. The inventories for the Unitarian and Universalist churches also have new, online editions with indexes.
- *History, progress and work of the Emery Record Preserving Co., Taunton, Mass., in connection with the public records of our land* [Bulletin of the Connecticut State Library, Hartford no. 12] <http://cdm15019.contentdm.oclc.org/cdm/ref/collection/p128501coll2/id/227492>

The Newspapers of Connecticut digital collection was officially launched at the CLA Annual Conference. Gail Hurley from DLD and Jane Cullinane from Collection Management have led this project. An information flyer with a title list was distributed at the Conference. The collection now has 3,243 issues, mostly from the mid-1800s. <http://cdm15019.contentdm.oclc.org/cdm/landingpage/collection/p15019coll9> Recent additions include *Banner and banquet* (1870-1873), *State guard* (1855-1856), *Voter* (1909-1911), and the triweekly *New Haven daily palladium* (1862) which was sent to subscribers in the country on Monday, Wednesday and Friday and contained only the inner pages of the

newspaper. Subscribers received page 2-3 of the Saturday issue, printed on the back of page 2-3 of the Monday issue.

Simple book repair projects are always in the works. One big project was to create lightweight enclosures to protect 66 volumes of the Army Corps of Engineers' *Resources of the New England-New York region* (1955)

#### Outreach & Meetings

On March 4, Jane Cullinane participated in an all day conference call with FEMA Region 1 regarding the new All Hazards Plan for New England. The purpose of the meeting was to develop a Course of Action that FEMA would follow in the event of a disaster that affects Natural Cultural and Historic Resources. The group had already met to develop goals and objectives for N/C/H for the Region 1 All Hazards Plan.

Christine Pittsley spoke to an Anthropology Field Research Methods class at CCSU about using the State Library and digital resources in anthropological research. This marks the third year Christine has spoken to this class.

On May 6, Christine Pittsley participated in creating and facilitating the Digitization 101 workshop for Connecticut libraries and historical societies at the Middletown Library Service Center. This workshop was designed and facilitated by CSL, Connecticut History Online (CHO), CT League of History Organizations (CLHO), CT Humanities, Hartford History Center and Conservation Connection. Staff from CSL, CHO, CLHO and Hartford History Center will also be taking this workshop to the 2013 American Association of State and Local History Annual Conference in Birmingham, AL, in September of this year.

#### ARCHIVES

##### Accessions

##### **Probate records:**

RG 004:106, Old Saybrook Probate Court, Probate files, 1914-1975, 10 cubic feet.

RG 004:154, Westbrook Probate Court, Wills, 1930-1976, 1 cubic foot.

##### **Other:**

RG 012, Connecticut State Library, Public Records Administrator, Municipal disposal authorization requests, 2005-2008, 4 cubic feet.

RG 062:006, Town of Beacon Falls, Land records and indexes, 1952-1986, 43 volumes, Old age assistance tax rate books, 1936-1947, 12 volumes; Rate books, 1932-1948, 17 volumes; and justice court records, 1935-1939, .25 cubic feet.

RG 062:015, Town of Bridgeport, Welfare case files, circa 1917-1997; bulk 1938-1966, 306 cubic feet.

RG 062:101, Town of North Haven, Rate book, 1936, 1 volume; and Old age assistance tax rate books, 1937-1939, 2 volumes.

RG 161:001, Connecticut State Police, Investigation files, 1980-1982, 44 cubic feet.

##### Finding Aids Online

RG 002:013, Engrossed Bills, 1859-1994

RG 142, General Federation of Women's Clubs of Connecticut, 1896-2012

##### Processing Completed

Archives intern Lisa Lipshires from Simmons College Graduate School of Library and Information Science completed processing the General Federation of Women's Clubs of Connecticut records, 1896-2012, 34.25 cubic feet. The purpose of the federation was to bring women's clubs from around the state into greater communication with one another to increase their members' participation in social, intellectual, and civic activities. From its beginnings, the federation demonstrated a wide breadth of interests, including home economics, literacy, environmental conservation, and the rights and well-being of women and children. The records consist of minutes, correspondence, press books, scrapbooks, programs, directories, and sound recordings.

### Digitization

Central Connecticut State University intern Matthew Liggio digitized approximately 195 photographs from the Randall Photographic Survey of New Haven and Environs (PG 380). Most of the photographs are from the downtown area and feature well-known landmarks including the New Haven Green and Yale University. The photographs in this collection are derived from 1,210 of Randall's glass plate negatives which he donated to the State Library. The collection will be added to over time and will go live sometime in June.

### Outreach

In April, State Library staff issued the spring issue of The CONNector. It was the last issue with State Archivist Mark Jones as the Editor.

At the beginning of April, State Archivist Mark Jones installed an exhibit about the World War I relief experience and conservation career of Connecticut's U.S. Senator Frederic Collin Walcott (1929-1935). Jones also gave a talk about Walcott's environmentalism on April 18, a few days before Earth Day.

Government Records Archivist Allen Ramsey installed the exhibit "*Follow the Blue Blazes*": *Connecticut's Hiking Trail System* in Memorial Hall. The exhibit documents the Connecticut Forest and Park Association's role in creating, maintaining, and making hiking trails accessible to the general public through programs like Connecticut Trails Day. Included in the exhibit are maps, photographs, publications, pamphlets, trail signs, and volunteer patches.

### Training

On June 5, Government Records Archivist Allen Ramsey attended the Society of American Archivists workshop on Privacy and Confidentiality Issues in Digital Archives co-sponsored by the New York Archives Conference at Brookville, NY.

### Publications

In April the Connecticut State Library began distributing Volume 20 of *The Public Records of the State of Connecticut* edited by Douglas M. Arnold. This volume covers the session of the first General Assembly under the recently ratified Constitution of 1818, and sheds light on the establishment of the state's taxation system. Free copies went to all public libraries and academic libraries. Work is underway on volume 21. Volume twenty costs \$25.00 plus postage and handling. E-mail Damon Munz at [damon.munz@ct.gov](mailto:damon.munz@ct.gov). The bill will come with the volume. Funding came from the Historical Documents Preservation Program.

## **PUBLIC RECORDS ADMINISTRATION**

### Records Retention Schedules

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

- 13-2-1 Department of Criminal Justice

### Regulations

The State Library's Regulation concerning Real Property Electronic Recording was filed with the Secretary of the State's Office with an effective date of April 1; and published in the Connecticut Law Journal on April 16. Staff sent notices to municipal officials and other interested parties that town clerks now have the option to accept electronic documents for recording on the land records in accordance with the regulation.

With the adoption of this regulation, Connecticut has become the 43<sup>rd</sup> state to allow for electronic recording, also known as eRecording. The regulation ensures that eRecording is implemented in a manner that is consistent with national and statewide practices and that the records and recordkeeping systems are maintained properly and securely. Electronic recording can provide time and cost savings to town clerks' offices and it is the preferred document submission method for many submitters.

### Training, Outreach & Site Inspections

LeAnn Power, Lizette Pelletier, Kathy Makover and Sara Cheeseman attended the Town Clerks Association's Spring Conference in Norwalk on April 4 and 5. LeAnn, Lizette, Sara and Kathy staffed an information table; and LeAnn and Kathy met with eRecording and grant vendor representatives and assisted town clerks with questions on Thursday. On Friday, LeAnn gave a presentation on storage facilities during a bus trip to tour Iron Mountain facilities in Rosendale, NY.

LeAnn and Lizette conducted a basic records management training for the Connecticut Building Officials Association on April 18.

Lizette and Sara conducted a preliminary inspection of a potential records storage area for the Department of Correction on May 3, in a section of the former Webster Correctional facility in Cheshire.

LeAnn, Lizette and Sara conducted a records management training as part of the Connecticut Council of Municipalities Leadership Workshop series, on May 15, at the Glastonbury Town Hall. There were 95 participants from 52 towns representing 17 different municipal departments.

LeAnn, Lizette and Sara conducted a basic records management training on May 22 at the Thomaston Town Hall. There were 18 participants from Thomaston and 3 neighboring towns.

### Historic Documents Preservation Program

Kathy is processing Cycle 1 grant applications for FY 2014; and final reports and contract amendments for FY 2013. For FY 2014, towns are eligible to receive targeted grants of \$4,000, \$6,500 and \$9,500 for small, medium and large towns, respectively. The grants support projects for the preservation and management of local government records. The five project categories are inventory and planning; organization and indexing; program development; storage and facilities; and preservation/conservation.

### State Records Center

Records Center staff accessioned 1,940 cubic feet of agency records; deaccessioned 1,381 cubic feet of agency records; processed 997 reference requests; and processed 594 re-files and inter-files.

### Committees and Additional Staff Activities

On April 3, LeAnn and Lizette met with Ken Wiggin and with Angela Taetz and Craig Mollison from the Bureau of Enterprise Systems and Technology (BEST) regarding IBM's Enterprise Content Management solutions including the FileNet module and the Atlas module for global

retention policy and schedule management. The discussion focused on potential funding for the future purchase of the two modules for the State Library and the Atlas module for each agency Records Management Liaison Officer.

LeAnn, Lizette and Sara met with Ken Wiggin and with Department of Administrative Services, Office of Policy Management (OPM) and BEST staff on April 10 regarding the policies and procedures for the retention and disposition of Electronically Stored Information [ESI] on the State of Connecticut's Enterprise Email System that was placed on hold by Executive Order 2. OPM is now involved because it is the agency responsible for issuing statewide policies.

LeAnn, Lizette and Sara met with Erin Choquette of DAS, on April 11, regarding the records management issues related to the relocation of state offices from the Sigourney Street building to two buildings which the state is in the process of purchasing.

Lizette and Sara met with Susanne Hawkins of DAS, on April 17, and with Susanne and Cindy Milardo, on April 25, regarding reviewing and evaluating RFPs submitted for the state contract for records and magnetic media storage.

Lizette and Sara met, on April 22, with Lisa Fazzino and Department of Transportation IT staff regarding the retention legacy mainframe tapes and records.

LeAnn and Lizette met with Middletown Town Clerk Sandra Russo Driscoll and Bob Oliver, Town IT Director, on April 30, regarding the voice message function on the town's new phone system which emails a .wav file to the recipient.

Lizette, in her capacity as Deputy Coordinator of the State Historical Records Advisory Board, participated in a conference call, on May 8, along with the State Archivist, Assistant State Archivist and the State Archivist of Maine, Tanya Marshall, regarding the Council of State Archivists and the status of archives and records management in Connecticut.

LeAnn attended the Connecticut Chapter of ARMA meeting on May 22. The meeting topic was "Facing up to Armageddon: Preserving Cultural Records in the Digital Age" and was presented by Greg Colati, Senior Director of University Archives, Special Collections and Digital Curation at the Thomas J. Dodd Research Center at UConn.

LeAnn, Lizette and Sara attended a meeting with John Vittner and Jim Hadfield at OPM on May 23 regarding the transfer of data and records from servers located at OPM to servers located at BEST including electronic records management, retention of backup tapes and the possibility of assisting the State Library with web-based training opportunities.

## **LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED (LBPH)**

In early April the National Library Service (NLS) began distribution in CT of audio magazines on digital cartridges, and phasing out magazines on cassettes (all will be phased out by June 2013). By mid May, we have begun being notified of many delinquent patrons, as these magazines on cartridge must be returned whereas the previous cassettes did not, thus a major shift in the patron thought process. We have about 80 patrons at the moment (5/17) who must be telephoned and reminded to send back the magazine cartridges. Blind volunteers have offered their help to make those phone calls and the primary volunteer, Barbara Blejewski, began the calls on 5/22.

On April 10, Bill Faude of Greater Hartford Connecticut Volunteer Services for the Blind and Handicapped, Inc. (CVSBH) visited and spoke with Director of LBPH Gordon Reddick and staff member Kathy Hotchkiss about the recording studio issues in East Hartford. The local mayor

wants to remove them from the library after the construction of a new library wing. CVSBH is a non-profit corporation that works with the LBPH to record books, pamphlets, and magazines onto cassette tape for those who cannot hold or read printed material.

### Projects

The removal of obsolete cassette books continued unabated with 20,605 cassette books removed thus far in 2013.

The transfer of Braille service to another regional library has hit a snag for two reasons – the first being the database problems of the currently selected library – Philadelphia – to serve us, and second their price has more than doubled from that previously quoted. We haven't ruled out this library as we are not yet sure if there's a better alternative available.

### Initiatives

By-Laws for LBPH friends group have been drafted and submitted to them for review/modifications.

### Events – Programs – Outreach

May 6-9, Gordon Reddick and the Deputy Director Kris Aberly attended the LBPH Regional Conference, in Pittsburgh, to discuss the state of affairs with the National Library Service program. There were representatives from NLS there, including the NLS Director, to update the regional libraries on the progress of a variety of NLS initiatives. The two biggest advances this year is the distribution of magazines on cartridges and no longer on cassette, and the new program of an iPod / Android app is nearing completion so patrons can download NLS books directly to their mobile devices.

On May 22, Gordon Reddick participated in a Dept. of Consumer Affairs roundtable discussion on how various public and private groups can better serve the needs of the disabled and handicapped.

## **MUSEUM OF CONNECTICUT HISTORY**

### Education Programs

School outreach programs continue to visit schools across the state. Recent visits included schools in Madison, East Hampton, Waterford, Plainville, Wolcott and Greenwich.

Educational Curator Patrick Smith recently launched a Museum of Connecticut History Facebook page. We are posting photos of objects from our collections, stories about Connecticut historical events and information about what is going on presently at museums around the state. Please visit the page at <https://www.facebook.com/MuseumofCTHistory>.