

## STATE LIBRARIAN'S REPORT

September 23, 2013

### HIGHLIGHTS

**EDGE Soft Launch Initiative** - All 19 CT libraries participating in the Edge Soft Launch Initiative have completed the Online Assessment Tool and are currently developing action plans based on results and recommendations and selected library staff are participating in Edge training webinars such as *Library Leadership* and *Advocacy*. The DLD Edge Team will be hosting a wrap up session for the participating libraries on September 26<sup>th</sup> to gather feedback and discuss a statewide Edge Launch Initiative. The nationwide Edge launch will begin in January 2014.

**iCONN** –successfully implemented the changeover to the EBSCO databases from Gale databases on June 30. This was the first change in vendors for the core databases since iCONN was launched in 2000.

**Grant Awarded** - The Connecticut State Library has received an award of \$274,034 from the National Endowment for the Humanities for a two-year National Digital Newspaper Program (NDNP) grant to digitize historically significant Connecticut newspapers. The digital images will be included in the Library of Congress' newspaper site: *Chronicling America*.

**Staff** – five positions have been filled since the last report.

## **STATE LIBRARIAN'S REPORT**

### **September 23, 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 September 23, 2013 meeting of the Board, covers the period of June 11, 2013, through September 22, 2013

#### **FINANCIAL REPORT**

Attached to this report.

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

State Archivist, Library Specialist, 2 Librarian 1s and a Librarian 2.

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

##### **Shared Print Repository**

Diane Pizzo and I attended a meeting at the National Yiddish Book Center, Amherst, MA to learn about the Northeast Regional Library Print Management Planning Project. Over 90 colleges, university and special libraries in the Northeast attended the meeting. This is an 18-month planning effort, funded by the Andrew W. Mellon Foundation. The needs and possible solutions to the management of lesser used monograph print collections for higher education libraries in the Northeast are being explored. While it was an interesting discussion, a Connecticut solution may work best. The Connecticut State Library and the state's public college and university libraries are revisiting the idea of an offsite storage facility.

##### **State Archivist Appointed**

In June, in accordance with CGS §11-1c., I appointed Paul Baran as State Archivist, succeeding Mark Jones who retired at the end of May. Paul has been working at the State Library since 2005, most recently as Assistant State Archivist. He holds a Masters in Library and Information Studies from the University of Rhode Island and a Masters in History from the University of Connecticut. Paul is currently a PH.D candidate at the University of Connecticut. Prior to coming to the State Library, Paul was a Senior Software Developer for ING Financial Services. Utilizing his extensive computer technology background he has helped move the State Archives into the digital age.

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

**New Staff Member** – DLD is pleased to announce that Julie Styles was selected to fill the Librarian 2, Continuing Education Consultant position. Julie is currently the Technology and Technical Services Coordinator at the Avon Public Library. Julie brings a wealth of experience, education and enthusiasm to the Division and will be an excellent asset to our team. Julie will officially begin her position on September 20<sup>th</sup>.

**EDGE Soft Launch Initiative** - All 19 CT libraries participating in the Edge Soft Launch Initiative have completed the Online Assessment Tool and are currently developing action plans based on results and recommendations and selected library staff are participating in Edge training webinars such as **Library Leadership** and **Advocacy**. The DLD Edge Team will be hosting a wrap up session for the participating libraries on September 26<sup>th</sup> to gather feedback and discuss a statewide Edge Launch Initiative. The nationwide Edge launch will begin in January 2014.

**Emergency Preparedness Forum and Workshops** – DLD will be hosting a statewide Emergency Preparedness Forum for CT libraries and will offer emergency planning and preparedness workshops in the following months. The Forum will feature panelists from statewide public safety, the CT State Library, and other state and local agencies. The Forum will focus on developing community partnerships to address emergency planning needs. The Forum will take place on November 15<sup>th</sup> at the Wallingford Public Library.

**National Book Festival** – Dawn La Valle and Steve Cauffman will be representing the State Library at the 13<sup>th</sup> Annual Library of Congress National Book Festival on September 21<sup>st</sup> and 22<sup>nd</sup>. The National Book Festival features authors, poets and illustrators and of course representatives from state libraries and Humanities Councils.

**ACA Resources** – DLD has created resources pages for the Affordable Healthcare Act, partnering with National Network of Libraries of Medicine to provide resources to CT libraries and librarians as well as to the general public through the State Library website and iCONN.

**New Directors Brunch** – 13 new library directors along with representatives from CLA, CLC and for the first time ACLB and FOCL attended a mid-year New Directors Brunch. CT libraries are experiencing an unprecedented turnover in library directors. Information, support and networking along with some really good DLD food were provided.

**Library Space Planning Task Force**- Tom Newman is leading the Space Planning Task Force. Work is progressing well with excellent input and ideas from the task force staff. Ken Wiggin will be presented with a draft document in early November for his review. The document will then go before the State Library Board for adoption.

**The Friends of Connecticut Libraries (FOCL)** held their annual meeting on June 8<sup>th</sup> at Middlesex Community College. 69 people attended. Awards were given to Friends from 6 different towns and everyone enjoyed our featured speaker Dr. Tom Duffy, Director of Yale Bands speaking on “Uniquely Yale: Cole Porter, Glenn Miller and Benny Goodman”. If you’d like to see photos and more information check out our Facebook page <https://www.facebook.com/friendsctlibraries>.

FOCL is already hard at work on their fall conference to be held on November 9<sup>th</sup> at Central Connecticut State University. There will be discussion on planning, fundraising, online bookselling as well as plenty of opportunities for networking. FOCL hosted a very successful Handy Tech Tools webinar on June 19<sup>th</sup>. 26 people attended and we received good reviews.

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

The survey for the Annual Report and Application for State Aid, hosted by Baker and Taylor Bibliostat, is now available for public libraries. Public libraries have until November 15 to finish their report. As part of the state budget, the maintenance of effort requirement for State Aid has been waived for two more years because of the weak economy.

The Institute of Museum and Library Services (IMLS) just released the data from the 2011 national public library survey. Libraries may use IMLS's "[Compare Public Libraries](#)" tool to use this data, or use the State Library's much easier [National Public Library Chart-Maker](#) (an Excel file) which lets any public library create evaluative charts in just a couple of clicks. Alternatively, using the [Tableau Public](#) data visualization tool, the State Library's [Library Statistics on the Web](#) provides quick access to both national and Connecticut library statistics in customizable and evaluative charts and tables.

### **New Location for DLD Web Content**

The State Library ended its partnership with OCLC's WebJunction on June 30. All of the Division of Library Development web content is now available on the main State Library website. Anyone trying to visit one of our WebJunction Connecticut web pages will be re-directed to our new [DLD landing page](#). The Division's blog, BlogJunction Connecticut, disappeared on July 8. There is now a [DLD State Library Blog](#) for these announcements. Connecticut library staff have been encouraged to continue participating in the free WebJunction webinars and to visit the WebJunction website for articles of national interest.

### **Construction Grants**

Otis Library in Norwich and Meriden Public Library finally had their construction grants approved by the Bond Commission. East Hartford Public Library is still awaiting approval for their grant approved by the State Library Board last November.

### **iCONN**

The changeover to the EBSCO databases from Gale databases was successfully completed on June 30. EBSCO is working with the iCONN staff on a variety of promotional and informational tools.

On June 25, Bill Sullivan and Ken Wiggin participated in a conference call with the President of Auto-Graphics for the purpose of renegotiating a contract extension for the next two years. Although challenged by the absence of any competition, and with the June 30 contract expiration date looming, Ken stressed the budget constraints and Bill provided detailed information that he had acquired of the much lower fees that Auto-Graphics' other clients have been paying for the same services. The net result was that our annual fee was lowered by \$99,750 (with no reduction in current service levels) which in turn brought iCONN's FY14 budget back into the black.

Eric Hansen is representing the State Library in the Commissioner of Consumer Protection's eBook study that was mandated in Special Act No. 13-10 (*An Act Concerning a Study Regarding the Availability of Electronic Books to Users of Public Libraries*).

### **Summer Reading:**

The Willimantic Library Service Center has shipped out summer reading list books including books to Farmington, Avon, Clinton, Lyme, Windsor, Thomaston, Waterford, Brookfield, Canton, Coventry and more. People seem to consider this Service Center function as vital to their summer provision of school reading material. Staff continue to collect and archive pdf's of summer reading lists from Connecticut schools.

### **Governor's 1000 Book Challenge for Early Literacy**

Susan Cormier and Linda Williams have met twice with folks from the State Department of Education who want to develop a program similar to the Governor's Summer Reading Challenge, but with an early literacy focus. Susan suggested the "1000 Books Before Kindergarten" model, and the group has adopted this framework. The purpose of the program will be to support and enhance library/community relationships.

## **ACCESS SERVICES**

### **Collections**

An extensive shift of material on Level 7 is underway to provide growth space for paper copies of the *Federal Register*, *Code of Federal Regulations*, and the *U.S. Supreme Court Records & Briefs*. Shifting is also underway on Level 4 to accommodate growth on that level as well.

### **Staff**

Damon Munz has been hired as the new Librarian 1 in the History and Genealogy area. Damon is a recent library school graduate and had previously been a Library Aide in Archives.

The Library is monitoring the initiative of moving to an online version of the *Regulations of Connecticut State Agencies* to assess the implications for our patrons, and our librarians are participating in many of the planning discussions with other state agencies.

### **Public Service**

- *Connecticut School Age Certificates, 1904-1911* and the *Hale Collection of Cemetery Inscriptions* are now available on Ancestry.com.
- Lindsay Young assisted Ken Wiggin in describing our collection and offering tours to visitors from the Rivers State House of Assembly Commission of Nigeria.
- A group of students visited from the Connecticut Artists Initiative. They are learning about “performance ethnography”, also referred to as “living history performance”. They had the opportunity to learn about it firsthand through a shortened live William Webb performance, and then discussed materials useful in researching African American history in the Greater Hartford area.
- Worked with two groups of middle school students who act as interns and conduct tours of the Ancient Burying Ground in Hartford during the summer. They were provided a tour and offered ideas for resources used in researching individuals.

## **COLLECTION SERVICES**

### **Grant Awarded**

The Connecticut State Library has received an award of \$274,034 from the National Endowment for the Humanities for a two-year National Digital Newspaper Program (NDNP) grant to digitize historically significant Connecticut newspapers. The digital images will be included in the Library of Congress’ newspaper site: *Chronicling America* <http://chroniclingamerica.loc.gov/>.

Jane Cullinane and Gail Hurley submitted the grant application for digitizing 100,000 pages of Connecticut newspapers from microfilm. An Advisory Board will select newspapers using criteria set by the NEH. Project staff will inspect the microfilm to ensure it is suitable for scanning. A vendor will scan the duplicate negatives; staff will inspect the results and send the files to the Library of Congress to go online via *Chronicling America*. Our coalition of Supporting Institutions includes Conn. Historical Society, Mystic Seaport, Dodd Research Center of the Univ. of Conn., Yale University and the public libraries of Bridgeport, Greenwich, Guilford and Putnam.

Stephen Slovasky and Diane Pizzo attended a Connecticut Training and Development Network (CTDN), meeting on 8/20/13 at the Department of Higher Education with Shelby Brown, Deana Giordano of the Dept. of Labor and Robert McGarry of the Dept. of Motor Vehicles to discuss a

proposal to collaborate with the State Library to provide greater access to CTDN members to books on leadership and management.

## **ARCHIVES**

### **Probate Record Accessions:**

RG 004:045, East Lyme Probate Court, Record books, 1843-1976, 54 volumes.

RG 004:059, Groton Probate Court, Probate files, 1865-1875, 12 cubic feet.

RG 004:086, Montville Probate Court, Record books, 1852-1976, 17 volumes.

RG 004:105, Old Lyme Probate Court, Record books, 1821-1976, 47 volumes.

RG 004:121, Salem Probate Court, Record books, 1842-1976, 11 volumes.

### **Other Accessions:**

RG 062:072, Town of Ledyard general assistance files, 1934-1955, 1 cubic foot.

RG 062:163, Town of Windham and City of Willimantic tax abstracts, 1833-1944, 154 volumes.

RG 069:164, Benjamin Warren Levalley papers, 1862-1896, 0.25 cubic feet.

Benjamin Warren Levalley was a 2nd Lieutenant in Company H of the 22nd Regiment Connecticut Volunteer Infantry during the Civil War. The collection includes appointment letters, discharge from service paper, correspondence, and a printout of photographs.

RG 069:165, Billie (Helen) Hill Political Memorabilia collection, 1947-2013; bulk 1947-1988, 4 cubic feet.

Billie (Helen) Hill was secretary for the Commissioner of Aeronautics; personal secretary for Governor and Mrs. Chester Bowles, secretary for Secretary of the State Grasso, Hartford office, secretary for U.S. Senator Abe Ribicoff, and an employee with the Department on Aging. The collection includes correspondence; photographs; political campaign materials such as hats, buttons, and stickers; publications; and newspaper clippings.

PG 740, Frank A. Lajoie and Gary J. Horton World War I Poster Collection, circa 1917-1918, 0.25 cubic feet.

Frank A. Lajoie was business manager of the business office for the Meriden Record Co. in Meriden where he collected the 29 World War I posters found in this collection.

### **New Finding Aids Online:**

PG 740, Frank A. Lajoie and Gary J. Horton World War I Poster Collection, circa 1917-1918

RG 002:025, Government Administration and Policy Committee, 1962-1978

RG 069:005, Leila M. Church Collection, 1901-1932

RG 069:164, Benjamin Warren Levalley Papers, 1862-1896

RG 169:007, Connecticut Forest and Park Association, 1895-2012

### **Processing Completed:**

Summer worker Max Otte completed processing the textual records of the Connecticut Forest and Park Association, 1895-2012, 25 cubic feet. The Connecticut Forest and Park Association (CFPA) was founded on December 30, 1895, in Weatogue, Connecticut, at the home of Reverend Horace Winslow, as the Connecticut Forestry Association. In 1928, the Connecticut Forestry Association changed its name to the Connecticut Forest and Park Association. The name change reflected the association's interest in recreation and leisure. Records include administrative files, minutes, correspondence, financial records, subject files, committee files, reports and studies, publications, press files, legislative files, Shaker Pines Corporation files, photographs, slides, scrapbooks, maps, and artifacts.

Summer worker Max Otte completed processing the Aaron Gaylord papers of the Sarah Gaylord Wells collection, circa 1791-1819, 7 cubic feet. The papers include ship account papers such as bills of sale, inventories, and receipts; correspondence; account books; ledgers; waste books; and miscellaneous business and personal papers.

Archives intern Samantha Partney an undergraduate Theatre Studies student from the University of Connecticut completed processing the Leila M. Church collection, 1901-1932, 7.25 cubic feet. Leila M. Church (1879-1932) was a writer, composer and director of plays and historical pageants primarily in Connecticut. The collection includes scripts, stories, essays, personal papers, scores and correspondence in reference to her professional artistic work.

Archives intern Samantha Partney completed processing the Government Administration and Policy Committee records, 1962-1978, 2 cubic feet. The records document the committee's work to select a state song. Records include sheet music, lyrics, correspondence, newspaper clippings, and sound recordings.

### **Training:**

On July 8-12, Assistant State Archivist Allen Ramsey attended the Council of State Archivists (CoSA) State Electronic Records Initiative (SERI) Introductory Electronic Records Institute at the Indiana State Library in Indianapolis, IN. The institute focused on electronic records topics such as challenges, policies and strategies, standards, electronic records management, digital forensics, digital preservation, and acquisition of and access to electronic records.

## **PUBLIC RECORDS ADMINISTRATION**

### **Records Retention Schedules**

LeAnn Power and Lizette Pelletier met with representatives from the departments of Children and Families, Developmental Services and Public Health, to provide some guidance on best practices for establishing uniform retention schedules for the documents covered by a Memorandum of Understanding between them. The three agencies have been working with Terry Edelstein, the Non-Profit Liaison in the Governor's Office, to develop a uniform license application process for entities licensed by those agencies.

Staff have been meeting with the University of Connecticut to discuss retention issues related to the UConn Financial Record System.

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

- 13-3-1 Office of the Attorney General
- 13-4-1 Office of Protection and Advocacy for Persons with Disabilities
- 13-5-1 Connecticut Innovations
- 13-6-1 Department of Energy and Environmental Protection – Inland Water Resources Division
- 13-7-1 Connecticut Housing Finance Authority
- 13-8-1 Department of Emergency Services and Public Protection - Commission on Fire Prevention and Control
- 13-8-2 Department of Emergency Services and Public Protection - Police Officer Standards and Training Council

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

LeAnn and Lizette conducted training on the M11: Library, Museum, Special Collection and Archival Records retention schedule for public and association librarians at the MLSC on June 13. The schedule is being reviewed by the Attorney General's office prior to being released.

### **Historic Documents Preservation Program**

The Historic Documents Preservation Program awarded FY14 Cycle 1 grants totaling \$555,500 to 114 municipalities on June 28. Grants were awarded in the amounts of \$4,000, \$6,500 and \$9,500 for small, medium and large towns, respectively. These grants support projects for the preservation and management of local government records. Kathy Makover is currently processing grant contracts for FY14 and final reports for FY13.

LeAnn, Kathy and Lizette participated in a conference call with representatives of the CT Town Clerks Association and their lobbyist and Ken Wiggin regarding the legislation concerning the recording fees for Documents with a Nominee (MERS) and its impact on the Historic Documents Preservation Program.

### **State Records Center**

Doug Yaeger and Mike Soltesz accessioned 2,131 cubic feet of agency records; deaccessioned 3 cubic feet of agency records; processed 1,067 reference requests; and processed 401 re-files and inter-files.

### **Outreach**

Lizette attended the joint meeting of the Society of American Archivists [SAA] and the Council of State Archivists [CoSA] in New Orleans, LA. She was there in her capacity as Deputy Coordinator of the State Historical Records Advisory Board from August 13 - 17. Replevin of public documents stolen from State Archives was a major topic among CoSA.

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

### **Staff**

Rafal Warchol was hired as Storekeeper.

### **Outreach**

The State Department of Consumer Protection has asked LBPH to produce an audio book containing their brochures and pamphlets.

Prepared a revised Memorandum of Understanding between the LBPH and Connecticut Volunteer Services for the Blind and Handicapped (CVSBH) to better clarify our respective duties and obligations, and is presently being reviewed by the CVSBH

Paula McLean and Rafal Warchol operated an information table at the semi-annual Connecticut Society of Eye Physicians conference.

## **MUSEUM OF CONNECTICUT HISTORY**

### **Outreach**

Education outreach programs have concluded for the year:

107 Presentations in K-12 schools in 35 cities/towns. Programs included "A Connecticut Sampler" 61 times, "Connecticut Invents" 46 times. Total audience for outreach school programs: 2,707 students.

Adult outreach presentations visited 10 different sites, including retirement homes, long-term care facilities and senior centers. Presentations included 4 "Connecticut Invents", 4 "Pop History of Connecticut" and 2 "Connecticut Eats". Attendance was 150 people.

### **Visitation**

Scheduled school tours to the Museum:



13,600 students from 95 Connecticut towns visited the museum with an additional 10,000 “walk-in” visitors for a total of 23,600 attendance. (Down about 900 from last report.)

The Connecticut Invents blog had 13,199 visitors, an average of 1,099 a month. The museum Twitter feed gained an additional hundred followers; we now have 301 followers of the feed. A Museum of Connecticut History Facebook page was started in April of 2013. Short stories about Connecticut history, museum objects and upcoming museum events such as speakers or programs are featured on the regularly updated site.