

## **STATE LIBRARIAN'S REPORT**

**January 27, 2014**

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 January 27, 2014 meeting of the Board, covers the period of November 26, 2013, through January 26, 2014.

### **FINANCIAL REPORT**

Attached to this report.

### **PERSONNEL REPORT**

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

Recruitments are underway to refill 4 vacancies and permission to refill 1 position is pending.

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

Library Aide State Archives

Library Aide for Library for the Blind and Physically Handicapped

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

#### **Bonding**

On January 9, the State Bond Commission approved funding for the design phase of the roof replacements for the Records Center, Library for the Blind, and Middletown Library Service Center.

The Raymond Library's (East Hartford) grant for the HVAC phase of their renovation project was also approved.

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

#### **Emergency Planning Initiative:**

As a follow-up to the "What Would you Do If..." emergency planning forum, DLD hosted Vincent Riccio, a law enforcement professional with over 30 years of law enforcement experience, current owner of Security Academy of Connecticut and an advisor to the Town of Newtown, who presented a comprehensive 4-hour Active Shooter Training Program. Vincent understands the unique security needs of libraries and has customized his training and offered his services to Connecticut libraries. His program was well received and DLD plans on working with him in the future.

**America/Connecticut Saves Week:**

As part of DLD's financial literacy initiatives, we are partnering with Faye Griffiths-Smith, Family Economics and Resource Management Educator with UConn Extension; Kathleen Titsworth, CT Department of Banking; Christine Flammia, Department of Labor, JobCorps; Mary Jerry, Young Minds Manager, New Haven Public Library, representatives from HeadStart and other CT agencies and organizations. This is a year round social marketing campaign to motivate savings behavior, inform the public about the need and to make available successful saving strategies and appropriate action for positive financial action. CT Saves Week takes place February 24<sup>th</sup> through March 1<sup>st</sup>.

**Money Smart Week, April 5<sup>th</sup> through April 12<sup>th</sup>:**

DLD will be hosting a Money Smart Week Meet Up in preparation for Money Smart Week. Last year the number of Connecticut libraries participating in Money Smart Week went from 1 library to over 30. Many of these libraries host financial literacy programming throughout the year. DLD hosts programming, resources and training to support Connecticut libraries with financial literacy education for their patrons.

**CT EDGE Initiative:**

The State Librarian sent a letter in December to all public library directors to encourage their participation in the upcoming CT Edge Initiative as part of the national Edge launch. Connecticut libraries will be among the first libraries eligible to register to participate. So far 41 of 148 eligible libraries have indicated they will participate, which is well within our projected sample.

**Public Library Annual Report, State Aid, Statistics**

Tom Newman reports that 181 public libraries completed this year's Annual Report. For the third year running, Ridgefield is the only principal public library to fail to submit their report. Also, Ivoryton (a non-principal library) failed to submit their report for the first time in many years. A preliminary version of the [Statistical Profile](#), using data from the Annual Reports, was made available December 2. The official version is expected out in early January. Here are the highlights and lowlights:

The numbers from the 2013 fiscal year tell us that Connecticut public libraries are still feeling the effects of the recession. Libraries have fewer staff and materials budgets are being squeezed to help provide other important library services. Inevitably, this has an effect on library usage numbers such as circulation, programming, and visits. On the plus side, however, operating expenditures are increasing again and libraries are reestablishing some of the hours they lost in previous years.

- Per Capita Circulation, Visits, and Program Attendance all fell slightly from last year.
- Filled Interlibrary Loans, Internet Computers, and Hours Open all rose slightly.
- E-Content (e-books, downloadables, etc) Circulation increased 84% from last year, but this is still only 2.3% of total circulation.
- The number of Full-Time-Equivalent Library Employees is 2,152, down from 2,181 last year and down 183 full-time positions from the pre-recession days in 2007. Positions requiring an MLS fell only by 22 positions during this time, so most of the losses were in non-MLS positions.

Per capita (and adjusted for inflation):

- Operating Expenditures rose for the first time since FY2009.
- Staff Salaries Expenditures fell for the fourth year in a row and is now lower than it has been since 1999.

- Materials Expenditures fell for the 9th consecutive year and is now lower than it has been in at least 30 years.
- Electronic Materials (databases, e-books, etc) Expenditures now represents 18% of all Materials Expenditures. This is up from 8% in 2001.

### **iCONN**

Eric Hansen coordinated the soft launch of a starter ebook collection that consists of 85 classic and 47 current titles and is integrated with OneClickDigital on iCONN.org.

### **Connecticard**

By statute, public libraries receiving Ccard payments must report how they spent their payments by November of the year after receiving payment. A summary of these expenditure reports is now available on the [Connecticard](#) web page. As usual, about 40% of the money goes towards the purchase of library materials.

### **LSTA**

The 2012 State Program Report was submitted to the Institute of Museum and Library Services on time. Narratives on 26 projects were included in the report. These narratives include the purpose of the project, activities/methods, outputs, outcomes, other results, and anecdotal information.

### **CE Workshops and Programs**

December 2013 offerings:

- Tech Chat: And Introduction...to the Basics (2 sessions)
- Active Shooter training
- How to discuss e-Books with Patrons
- The Elusive Library Non-User
- Introduction to WordPress websites
- Tech Tools: Evernote
- e-Books 101

Many winter workshops will be on-site, group webinars, as they are typically much less expensive than hiring an instructor and much easier to cancel in the case of bad weather. CE Coordinator Julie Styles is currently working on new contracts for instructors for workshops during (and particularly after) the winter season.

DLD has established the following fee schedule:

- Payment to instructors: Half-day \$300, Full-day \$500
- Attendance Fees: \$20/half day, \$45/full-day
- Webinars will be no charge for attendees.

Julie has initiated a new ongoing program - **Tech Chat** which is a small-group format, question and answer, no formal lesson plan. The first session was well-attended and very successful. She plans to host one once a month, depending on demand.

Steve Cauffman is coordinating and hosting a webinar with Homa Naficy, Richard Frieder and Nancy Caddigan from Hartford Public Library. Titled " Building Networks of Trust: Hartford Public Library & Immigrant Civic Engagement," they will talk about how they created a Cultural Navigators program, formed an Immigrant Advisory Group, and initiated a series of Community Dialogues.

## **Nutmeg Book Awards**

Linda Williams, the Nutmeg Book Awards Facilitator and the Nutmeg Secretary, put together an orientation for new Nutmeg Selection Committee Chairs and presented it at the Huntington Library in Shelton on Tuesday, December 3. The chairs and co-chairs of the four selection committees attended, as well as the Nutmeg Secretary. Linda, who also is the Nutmeg Book Award Historian, spent an afternoon going over Nutmeg historical documents with a children's librarian whose daughter was doing a History Day project on the history of the Nutmeg Award.

## **Outreach**

On Veteran's Day weekend Linda staffed the presentation room at the annual Connecticut Children's Book Fair that benefits the Northeast Children's Literature Collection at the Dodd Center.

DLD now has a Pinterest Page.

## **ACCESS SERVICES**

A primary responsibility for Access Service staff is to be the face of the Library to the public, in person, on the phone, through email, texting, and Instant Messaging. In FY 2013 Access Services fielded 20,445 research questions. Here's a quick sampling of the reference questions they fielded in December:

- Provided biographical information about a Connecticut circuit court/Superior Court judge who served in the 1920's and 30's, including his photograph from Yale Yearbooks and Reunion books, some of his published poetry, legal and newspaper articles and a number of court opinions authored by him.
- Provided information on how to start a business in Connecticut and associated laws so a patron can begin a new online dating service.
- A patron was told that when she was a child, she was a plaintiff in a school desegregation case in New Haven in the 1960s. We located the reported Superior Court decision and found additional information about how the case proceeded in the *New Haven Register*.
- A state agency needed assistance with tracing the origin of certain language in a statute that limits the ability of a person who has been committed to a psychiatric facility to obtain a gun permit. We provided the Public Act that added that language to the statute and also provided the legislative history.
- A patron inquired if the State Archives has blueprints for an addition to a Connecticut high school that they believe was completed as a W.P.A. project.
- "I'm a French history university student and, for nearly 3 years, member of a French association called 'Flowers of Memory' (Les Fleurs de la Mémoire) whereby everybody can become the godmother or godfather to one or several graves of American soldiers buried in Colleville or Saint-James, in France. I'm the godmother to 10 graves, including Alfred W. Schmidt (Corporal), killed in action on March 11, 1945. He was born in Hartford on May 9, 1913, and lived in Hartford for many years with his parents and his brother and sister. My dream is to find some living relatives who would be able to talk about him and explain how he really was. After putting many flowers on his grave, I would like to know more about my hero and maybe a day see how he looked like."

- Looked for an image of the Ballantine Beer building on Jordan Lane for someone studying rail service in Hartford. Apparently a rail line used to go right past the building.
- Searched for the genealogical information in a family bible, reportedly held in the State Archives per the book "Upon the Shoulders of Giants" by Vernon A. Zeitler.
- Researched whether the border between the Czech Republic and Slovenia is a river or land.
- Verified the date of birth of an American soldier killed in action on 18 March, 1945 in Germany.

## **COLLECTION SERVICES**

### **Serials**

With help from the DAS Business Office, Collection Services successfully completed the Request for Quotation process for a state contracted print subscription vendor for the State Library. We compiled a list of 174 serial titles, approximately \$25,000 in value, which DAS forwarded to all subscription vendors on state contract. After reviewing the bids, we elected to renew with EBSCO Subscription Services.

### **Connecticut Digital Newspaper Project (CDNP)**

The Advisory Board for CDNP has selected two daily newspapers from different parts of the state for scanning under our grant from the National Endowment for the Humanities and inclusion in the national database called Chronicling America. Look for a formal announcement about these two titles very soon. The Board narrowed the choices to the time period of 1910-1922. Not only will these newspapers cover the time period of World War I, one of the newspapers has especially strong coverage of events involving industrialization, the interests of immigrants, and labor. The other has strong coverage of numerous surrounding towns including information about births, marriage license applications, engagements, marriages, divorces, illnesses, recovery from illnesses, the return of veterans, accidents, sudden deaths, and obituaries.

### **State Library Digital Collections**

Ninety-one new books, newspapers and pamphlets (approx. 11,800 pages) were added to the State Library's digital collections in November and December, including

- State Register and Manual (title varies): 1816-1817 and 1836  
<http://www.consuls.org:80/record=b1797264~S1> and  
<http://www.consuls.org:80/record=b1797262~S16>
- 57 additional issues of the newspapers: Charter Oak (1846-1848), North and South and New Britain Journal (1859), and Soldier's Record (1870) in our Newspapers of Connecticut collection <http://cslib.cdmhost.com/cdm/landingpage/collection/p15019coll9>
- General statutes of Connecticut. Revision of 1949, (4 vols. split into 8)  
<http://www.consuls.org:80/record=b1771671~S16>
- Cumulative supplement to the General Statutes of Connecticut revision of 1930. Supplements for 1931/33/35, 1936/37, 1941, 1942/43 and 1946/47 (8 vols.)  
<http://www.consuls.org:80/record=b1704641~S16>
- Connecticut bicentennial gazette, Fall 1971-June 1978  
<http://cdm15019.contentdm.oclc.org/cdm/ref/collection/p128501coll2/id/261366>

## **Outreach**

Preservation and Digital Projects Librarian Jane Cullinane spoke on Nov. 15, at the emergency forum offered by the Division of Library Development "What would you do if ..." giving a short overview of the importance of having a plan to deal with collection emergencies.

Jane also spoke at the state Records Management Liaison Officers training session on Nov. 14, giving a short overview of the basics of preservation of records, documents and books.

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

### **Staffing**

Laura DeFrancesco accepted the Library Aide position. Laura has a background in clerical duties at the New Britain public library and W.B. Mason. She also holds a Word Processing Certificate from Manchester Community College.

### **Connecticut Volunteer Services for the Blind and Handicapped, Inc (CVSBH)**

CVSBH is a non-profit corporation that works with the Library for the Blind and Physically Handicapped (LBPH) to record books, pamphlets, and magazines onto cassette tape for those who cannot hold or read printed material. This is an all-volunteer, statewide program with over 250 members using five studio locations for recording in East Hartford, Litchfield, Milford, Ridgefield, and Southbury. As a result of the renovations to the Raymond Library in East Hartford, a new home had to be found for the recording studio that had been located there for over 20 years. The recording studio has a new home at the Hartford Public Library. On Jan. 7, the large recording booth located at the LBPH was taken down and shipped to the new Hartford recording studio by Philip Allen and his contractors.

### **Building and Grounds**

Mark Smith has been working with DAS to address the roof and roadway issues at our Rocky Hill facilities. At the request of DAS, the state Department of Transportation has trimmed back the trees overhanging driveway. DOT patched the roadway as a temporary fix pending the resurfacing of the driveway. DAS has indicated that they would seek bonding but it would be 12-18 months before the project will be ready. Spring of 2015 is when the project is estimated to begin.

### **Friends of LBPH**

500 copies of the application to join the Friends Group and a pamphlet about the Friends group have been printed. The application will be inserted into new patron catalog packets and in all players going out to patrons. Pamphlets will be distributed to selected locations such as ophthalmologist offices, senior fairs, and other outreach events.

### **Outreach**

Staff represented LPBH at a Senior Fair hosted by Senator Williams in Mansfield and at one hosted by Senator Fonfara in Hartford.

Gordon Reddick and Friends Group president Barbara Blejewski were interviewed by Steve Thal of CRIS Radio for one of his bi-monthly half hour radio shows.

Mary Minow and Kathy Hotchkiss represented the LBPH at the semi-annual Conn. Society of Eye Physicians Vendor Expo held on January 10, in Plantsville, CT.

## **ARCHIVES**

### **Probate Record Accessions:**

RG 004:046, Deep River Probate Court wills, 1949-1976, 2 cubic feet.

RG 004:062, Haddam Probate Court files, 1900-1962, 9 cubic feet.

### **Other Accessions:**

RG 062:030, Town of Columbia tax abstracts and individual tax lists, 1936-1989, 130 volumes.

RG 069:168, John Davis Lodge Memorabilia Collection, circa 1870-1990, 3 cubic feet.

John Davis Lodge entered Connecticut politics in 1947 when he was elected to the U.S. Congress. In 1950 he defeated Governor Bowles in the first election of a Connecticut governor for a four year term. Lodge was the Special Presidential Ambassador to Panama, Costa Rica, and Puerto Rico from 1953-1955; the U.S. Ambassador to Spain from 1955-1961; Argentina from 1969-1974; and Switzerland from 1983-1985. The collection consists of correspondence, photographs, notebooks, and an audio recording of Governor Lodge's inaugural address of January 3, 1951.

RG 069:169, Nolan Lushington Papers, 1951-2011, 5 cubic feet.

Nolan Lushington was a librarian; Director of the Greenwich Library from 1966-1988; associate professor at the School of Library Science, Southern Connecticut State University; and a visiting lecturer at the Harvard University Graduate School of Design. In 1970, he founded the consulting firm Lushington Associates which provided library building planning to public libraries primarily in the northeastern United States. The papers include library building programs and planning reports; correspondence; publications; and writings.

### **Outreach:**

on January 7, State Librarian Kendall Wiggin and Assistant State Archivist Allen Ramsey met with Carole M. Ross from the town of Newtown and Andrea Zimmermann to discuss preservation of correspondence the town received after Sandy Hook.

## **OFFICE OF THE PUBLIC RECORDS ADMINISTRATOR**

### **Records Retention Schedules**

LeAnn Power, Lizette Pelletier, Sara Cheeseman and Kathy Makover attended meetings of the M3 Committee on December 10 and January 8 to revise records retention periods for municipal fiscal records.

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

- 13-10-1 Insurance Department – Fraud Unit

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

LeAnn, Lizette and Sara conducted Records Management Liaison Officer (RMLO) records management training at the Legislative Office Building on November 14. There were 133 participants from 51 agencies.

Lizette and Sara conducted a follow up inspection of a potential records storage area for the Department of Correction on November 19, in a section of the former Webster Correctional facility in Cheshire.

LeAnn, Lizette and Sara met with BEST and DEEP on November 21, to review the standards DEEP has implemented for their current ECM projects and to begin determining how these standards fit into the future vision for the enterprise document standards.

LeAnn and Sara conducted a records management presentation for the Department of Revenue Services on November 25.

LeAnn, Lizette and Sara participated in a meeting on December 10, with OPM to discuss agency records management responsibilities and updating records retention schedules.

LeAnn, Lizette and Sara conducted a records management training as part of the Connecticut Council of Municipalities Leadership Workshop series on December 18, at the Waterford Town Hall. There were 77 participants from 32 towns.

### **Historic Documents Preservation Program**

At the Historic Documents Preservation Advisory Committee meeting on November 20, the committee discussed funding levels for FY2015 grants and raised the grant amounts by \$1,000 for each size category. The FY2015 grants awards will be \$5,000, \$7,500 and \$10,500 for small, medium and large towns respectively.

The Historic Documents Preservation Program awarded FY2014 Cycle 2 grants totaling \$135,000 to 30 municipalities on December 12. Grants were awarded in the amounts of \$4,000, \$6,500 and \$9,500 for small, medium and large towns, respectively. In total, the program awarded \$690,500 in grants to 144 municipalities for FY 2014, supporting projects that improve the preservation and management of local government records.

### **State Records Center**

Doug Yaeger and Mike Soltesz accessioned 797 cubic feet of agency records; deaccessioned 976 cubic feet of agency records; processed 637 reference requests; and processed 607 re-files and inter-files.

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

LeAnn and Kathy met with Joseph Kingston from the Office of State Fire Marshal on December 4, to review the plans for the new Lyme records vault.

Lizette and Sara met with DDS on December 4, to discuss the agency's interest in purchasing FileBound software.

LeAnn and Lizette participated in a meeting with the State Librarian, members of the Governor's and Secretary of the State's staff and BEST on January 2, regarding the implementation of the Uniform Electronic Legal Materials Act and specifically the regulations of the state agencies.

LeAnn and Lizette attended a meeting with DEEP and BEST staff on January 7, regarding the development and implementation of FileNet taxonomies. The Information Technology Investment Committee approved the DAS/BEST Enterprise Content Management project on January 8. The State Library will be playing an active role with DAS/BEST on this project.

## **MUSEUM**

### **Outreach**

Education Curator Patrick Smith visited schools in Madison, East Granby, Enfield and Wolcott.

Adult education programs have been growing in popularity. Presentations recently have included visits to senior centers, libraries and retirement communities. Topics include Connecticut's food history, Connecticut Inventions and the most popular of late the "Pop History" of Connecticut.

Following numerous requests from area teachers, Patrick introduced a new program for 1<sup>st</sup> and 2<sup>nd</sup> grade students who are learning about local history, Connecticut Indian tribes and the Three River Towns of Connecticut. (Windsor/Wethersfield/Hartford). Offered primarily in autumn, it's a gateway program that introduces students to the basics of early Connecticut history and culture.