

## **STATE LIBRARIAN'S REPORT**

**March 24, 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 March 24, 2014 meeting of the Board, covers the period of January 28, 2014, through March 23, 2014.

### **FINANCIAL REPORT**

Attached to this report.

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

#### **Judge Cohn Reception**

On January 30, the State Library co-hosted a reception in honor of the publication of "Raymond E. Baldwin: Senator to Judge, 1949-1950 in the Quinnipiac Law Review. The article was written by the Honorable Henry S. Cohn and Adam Tarr, Esq. I gave brief remarks pointing out Baldwin's connection to the State Library and the significant documentation on Baldwin's years as governor that can be found in the Archives. Judge Cohn had done much of his research here. Additionally, we showed a film made on Baldwin's last day in office in which he talks about the accomplishments of his administration and we hear from the other constitutional officers. Governor Baldwin Served on the State Library Committee and its successor the State Library board from 1957-1982 and served as its chair for many years. In tribute to his service, the board renamed the State Library's museum the Raymond E. Baldwin Museum of Connecticut History in 1983. Following his death, the Legislature, in 1987 made the name change official.

#### **Opening Day of the General Assembly**

I was invited by Diane Smith to provide some commentary on CT-N's opening day coverage of the General Assembly. While there was a pro forma session on February 5 as Constitutionally required, inclement weather caused a postponement of the Governor's budget address until the following day. I provided a little historical perspective relating several past instances when there had been delays in starting a legislative session. Most notably, the actual business of the 1978 General Assembly was postponed 2 days because of a "fierce and stubborn snowstorm." Governor Grasso had invoked her emergency powers to suspend the law requiring her to submit her state budget on opening day.

### **Edith Nettleton**

I had the honor of attending the Memorial Service for Edith Nettleton on Saturday February 22. She died Sunday, January 26, 2014 at the age of 105. Edith began work in December of 1933 as the Guilford Free Library's first professional librarian. She went on to serve as Director for 44 years, retiring in 1978. Following her retirement she volunteered for another 36 years establishing the Library's history room. The Connecticut Library Association awarded its "Excellence in Public Library Service Award" to the Historical Room in 2002. The room was officially named the "Edith B. Nettleton Historical Room" in 2003. Her last project, which she worked on through the end of this past December, was the creation of the digital archive of Historical Room photographs.

### **Bond Commission**

At its regular meeting on February 28, the State Bond Commission allocated funding for three State Library Public Library construction grants that had previously been approved by the State Library Board. Tolland Public Library received \$1,000,000; New Fairfield Public Library \$751,253 and Portland Public Library \$20,000. All three libraries have their local funding in place and will be able to begin their projects soon. Only the Tolland project involves the creation of additional new space.

### **SCSU Library School Stakeholder's Meeting**

On Saturday March 1st, I facilitated a "stakeholders" meeting at Southern Connecticut State University on behalf of the Department of Information and Library Science. Librarian's representing school, public, academic and special libraries participated along with faculty from the library school. The library program lost its accreditation from the American Library Association last year and is working to get reaccredited. As part of that process I had encouraged the school to get input from the library community. Those attending provided some very honest feedback that I hope will help inform the development of the curriculum and the Department's reaccreditation efforts.

### **Outreach Services Librarian**

Earlier this year I used a vacancy to create the new position of Outreach Services Librarian. This position will be responsible for managing the Library's web presence; communications; outreach to state agencies, libraries, and the community; and developing and implementing a public relations plan. I am pleased to announce that Robert Kinney has been hired as Outreach Services Librarian. Robert holds a MLS from Southern Connecticut State University and a BA in History from Virginia State University. He has worked in Connecticut for many years and has experience in community outreach as well as a love of history. Robert will start work on Friday, April 4th.

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

### **Initiatives and Activities**

#### **New Librarian 2/LSTA Coordinator**

We are very pleased to welcome Laura Matthews as the new LSTA Coordinator. Laura holds an MLIS from Southern Connecticut State University and a BA in Communications from the University of Connecticut. Laura comes to us with considerable LSTA grant project management experience, as well as experience in technical services, information services and training and instruction. Laura started her position on Friday, March 21<sup>st</sup>.

### **ILEAD U (Innovative Librarians Explore, Apply and Discover)**

Dawn La Valle and Julie Styles are attending the first of three ILEAD U apprentice programs, March 23-March 27<sup>th</sup>. ILEAD U is a continuing education initiative hosted by the Illinois State Library. ILEAD U was designed to help library staff understand and respond to user needs through the application of participatory technology tools and the creation of an easy-to-replicate model program. Apprentices will work with cohorts to learn skills and training acquired throughout the sessions to **develop**, **implement**, **manage** and **evaluate** the projects. Participation in this program will make Connecticut eligible for a project grant funded by the Illinois State Library through a Laura Bush 21st Century Librarian Program grant from the Institute of Museum and Library Service.

### **Connecticut Saves Week**

Mary Engels, Gail Hurley and Dawn participated in several Connecticut Saves Week activities. Governor Malloy signed an Official Statement proclaiming the week of February 24 – March 1, 2014 as Connecticut Saves week in the State of Connecticut and encourages all citizens to assess and improve their personal finances by taking positive wealth-building action during Connecticut Saves Week. Mary, Gail and Dawn hosted a Money Smart Week table at the Legislative Office Building on February 27<sup>th</sup>. Dawn volunteered at a Real World Simulation for New Haven Job Corps. DLD is going to continue to partner with the Connecticut Saves Coalition to support financial literacy in CT libraries. As a result of networking at the exhibit they were invited to have a table at the Department of Education's teacher conference on April 9 called Teaching Financial Fitness. Dawn and Gail will staff the exhibit booth that day.

### **Access to Justice Commission, Workgroup on Libraries and Access to Justice**

Dawn was asked to serve as co-chair for this workgroup focused on “forging a sustainable, long term collaborative relationship with our public libraries so we can increase access to justice by coordinating resources and services and expanding the reach of the Judicial Branch into the libraries and our communities. Julie Styles and Anne Rajotte, a law librarian in Access Services, will be participating in the workgroup. DLD will focus on disseminating information to libraries; providing workshops and training for librarians; hosting a legal information fair with Access to Justice participants and developing other resources for libraries. The workgroup consists of judicial branch law librarians, the court service centers director, an attorney from legal services, a professor from UCONN Law, members of CSL's DLD, and a Judicial Branch IT professional.

### **eBook Symposium**

The ACLPD eBook Task Force Statewide eBook Symposium was held on February 28 at the University of Hartford. Eric Hansen organized the symposium with a great deal of help from Task Force Chair Ernie DiMattia and fellow members Kate Sheehan and Mary Anne Mendola Franco. The symposium featured speakers Alan Inouye, ALA Office for Information Technology Policy, Michelle Seagull, Connecticut Deputy Commissioner for Consumer Protection, and a panel discussion by Skip Dye, Vice President of Library and Academic Sales, Random House, and Adam Silverman, Director of Digital Business Development, Harper Collins. Mary Anne Mendola Franco presented her ACLPD eBook Task Force library survey results. Eric presented the results of his library surveys of eBook platform and content costs, and Friends of CT Libraries revenue from book sales. The symposium was attended by 104. Steve Cauffman assisted with setup arrangements and registration.

## Continuing Education

Julie Styles will be visiting three libraries in Litchfield County that have meeting rooms we can use as alternate locations. The plan is to create a core list of libraries throughout the state at which we can hold workshops, webinars, and other programs.

Planned Continuing Education (CE) Workshops and Programs (workshops and on-site webinars) for March

Title	Date	Primary Event Type
Using Infographics in Library Instruction (ALA TechSource Workshop)	3/5/2014	On-site Webinar
User Experience Research 101 (RUSA webinar)	3/5/2014	On-site Webinar
Keeping Up with Technology Trends	3/6/2014	MLSC Workshop
How to Handle Email Overload	3/11/2014	MLSC Workshop
Beyond Powerpoint	3/13/2014	MLSC Workshop
Sharing with Social Media	3/13/2014	MLSC Workshop
How to Develop an Emergency Preparedness Plan	3/14/2014	DLD program
Basic Book Repair: Tools & Techniques	3/17/2014	MLSC Workshop
Advanced Book Repair: Hardcover Techniques	3/17/2014	MLSC Workshop
Library Recruiting & Hiring: How to Get the Best People on Board	3/19/2014	On-site Webinar
Teach it Yourself: How to teach technology to your patrons	3/31/2014	MLSC Workshop

## Construction Grants

The Space Planning Subcommittee of ACLPD completed work on a revised version of the Space Planning Guide. The Guide and its companion Worksheet are under review by Ken and will be discussed at ACLPD's next meeting.

## Public Libraries Annual Report, State Aid, Statistics

The official versions of the Statistical Profile of CT Public Libraries, the Automatic Chart-Makers, and the Advocacy Flyer were released by Tom Newman at the end of February. Customized charts and flyers have been sent out to about 25 libraries so far. The customized charts can also be created by the libraries themselves by using the Chart-makers.

Tom is assisting the Public Library Association's survey vendor in pre-filling statistics so that libraries will find it easier to fill out the Public Library Data Service survey (PLDS) this year.

## Children and Teen Services

Linda Williams was interviewed by Publisher's Weekly and the article, entitled "Seven Trends in Children's and Teen Library Services" was published in the February 17 issue (copy included in SLB packet).

Linda attended a Nutmeg Steering Committee Meeting in Wallingford on February 10. There has been a bit of a controversy on the goodnightmoon listserv over the new award level (for grades 2-4). Linda did some research into other state awards to give our librarians some context for what they can or should expect from the award.

Dawn, Susan Cormier and Linda went for a field trip to the library in White Plains to see their new teen room, "The Edge" and their children's room, "The Trove." The design and concept of the teen room was very nice and Linda will be able to recommend some of the underlying concepts to anyone who asks her about teen space design.

Susan is working with Evanced to launch the next year of Summer Reader. They have completely revamped their training system. We will offer a series of 5 Connecticut specific webinars that will cover cleaning up previous year's data, brand new users, Admin functions, and a Q&A session. There is an extensive new library of training videos for libraries to refer to, as well as the ability to take general webinars on the Evanced site. Susan hopes to announce the Connecticut webinar dates in the next week. Once they gauge the response to the new training, Linda and Susan will plan any other face to face training needed.

### **iCONN**

Bill Sullivan, Gail Hurley and Steve Cauffman, completed the scoring of statewide library catalog RFP proposals received. DAS/BEST will be leading us through the remaining steps in the procurement process (confidentiality rules remain in effect until an official award is made).

Working with the iCONN Database Committee, we finalized a detailed list of requested enhancements for aligning EBSCO's K-12 content to Common Core State Standards and submitted the request to EBSCO. This is good timing because EBSCO plans to begin development of its new K-12 platform in April, so that gives us time to ensure that our requests are included in the development plan. Our account representative also acknowledged that most of the guidance that EBSCO is receiving on the alignment question is coming from iCONN. We are also exploring how we can align the statewide library catalog to Common Core State Standards by retaining Lexile scores contributed from library catalogs (especially Follett catalogs at schools).

EBSCO uploaded the iCONN OneSearch Video Tutorial (4:37) to its own YouTube channel at <http://youtu.be/1yHUUptyjJ4>, however, because we are concerned that the other unrelated videos appearing on the same YouTube page might not be acceptable in a K-12 environment, we have asked EBSCO to embed the YouTube video on an intermediate page hosted by EBSCO. We would then link from iCONN OneSearch to the intermediate page rather than to the YouTube page. Thanks to Steve Cauffman, the same tutorial is now available on iCONN's own YouTube channel at <http://www.youtube.com/channel/UCuBnLM6Lx1wv86ETecr5cXg>. Steve also figured out how to customize the banner screen with iCONN's logo (YouTube doesn't make that easy).

At our request EBSCO is developing a 45-minute webinar that will explain and demonstrate the benefits of iCONN.org over free web search engines.

5 staff members of the New Canaan Library have been trained on reQuest (interlibrary loan) ILL. New Canaan just began participation on reQuest ILL.

Steve Cauffman has compiled some charts on mobile device usage in iCONN's EBSCO databases/subscriptions. Briefly, for the first half of FY2014:

- 91% of users access iCONN via a desktop computer (70% Windows; 27% Macintosh)
- 9% access iCONN/EBSCO from a mobile device
  - 34% from devices using iOS:

- 24% from an iPhone,
- 5% from an iPod Touch,
- 5% from an iPad;
- 37% access iCONN/EBSCO from devices using Android:
  - 8% from a Kindle
  - 3% from a Nexus 7
  - 3% from a Nook;
- 6% access iCONN/EBSCO from a device using Windows Phone or Windows 8.
- 22% access iCONN/EBSCO from a mobile device that's listed as N/A in the usage stats that EBSCO provides.

### **Library Director Searches**

Dawn and Mary Engels met with the library director search committee from Newtown. They helped them figure out what their next steps should be and subsequently worked with them on writing a new job description.

Mary is consulting with the board of the Douglas Library in Hebron as they search for a new director. Mary will be sitting in on interviews with them on March 12th.

### **ACCESS SERVICES**

#### **Collections**

Through an agreement with the Government Printing Office, the University of Connecticut has served as our selective housing site for many federal maps. A stipulation in the agreement is that when the maps are no longer needed at UCONN, they can be returned to us. In January, we accepted a shipment of 9 map cabinets, filled with maps issued by the United States Geological Survey, which we will incorporate into our federal document collection.

Kristi Finnan and Mel Smith completed compiling an index for the Connecticut Archives, Revolutionary War, Series 2, by downloading the index from each volume. These are now being sent out for binding.

#### **Staff**

Access Service Staff attended introductory seminars offered to new Legislative Interns to learn about the responsibilities of the Office of Legislative Research, the Legislative Commissioner's Office, and the Office of Fiscal Analysis.

#### **New Librarian in History and Genealogy**

We are very pleased to welcome Maria Paxi as the new Librarian I in Access Services. Maria will spend the majority of her time in History and Genealogy. She holds a MLS from Simmons College and a B.A. in History from St. Joseph College. She has spent the last 12 years working as Archivist of the Archdiocese of Hartford. Maria started her position on Friday, February 7.

We also welcomed Rosanna Longenbaker as our Legislative Intern for this session.

## Public Service

Each year we look forward to students from Region 15 spending the day with us to work on their History Day Projects. It's a great chance for them to work in a research library and discover primary source material.

Topics included:

- Repercussions of Title IX
- Witch Trials in Connecticut
- History of Southbury Training School
- Legality and production of gun silencers
- Japanese Internment Camps
- Media and the Military
- Illegal immigration
- Eskimo whaling rights
- WWII plane spotters
- Women nurses in the military during WWII
- Loyalists of the Revolutionary War
- Mixed Martial Arts and the Right to Compete
- Hull House
- Memphis Sanitation Strike and Martin Luther King, Jr.

Students from Region 15



## Outreach

We hosted a meeting of the Connecticut Government Document Librarians Roundtable (CTGODORT) which included a tour of 231 Capitol Ave. and Van Block.

Anne Rajotte hosted 2 librarians from UCONN Law School, gave them a tour of the law collection and discussed how we could continue to foster a relationship between the two libraries.

The second annual ceremony to honor Prudence Crandall was held, on February 19, at the Capitol, sponsored by the Secretary of the State. The State Library provided a poster detailing the General Assembly's effort to provide Miss Crandall with reparations, and a list of national historical events from the time period that were included in a brochure.

## COLLECTION SERVICES

### Connecticut Digital Newspaper Project (CDNP)

Chris Gauvreau, Project Coordinator for the Connecticut Digital Newspaper Project, wrote an entry for the State Library blog about an article that caught her eye when preparing newspapers for digitization. The article talks about the efforts of African American World War I veterans to bring a bill before the Connecticut legislature to remove barriers to access to places of accommodation, amusement, refreshment and education.

<http://www.ctstatelibrary.org/blogs/library-news/newspaper-digitization-african-american-wwi-vet-petitions-equal-rights> .

Our goal is to have the first 100,000 pages of the *Norwich Bulletin* and *Bridgeport Evening Farmer* (1910-1922) online in *Chronicling America* <http://chroniclingamerica.loc.gov/> by late this

year. Meanwhile, some Connecticut content can already be found in Chronicling America. A search for "Connecticut State Library" reveals that a photograph of the 231 Capitol Ave. building was included in an exhibition at the Societe des Artistes Francaise in Paris in 1921. Richmond daily register. (Richmond, Madison County, Ky.), 24 June 1921. Chronicling America: Historic American Newspapers. Lib. of Congress.

<<http://chroniclingamerica.loc.gov/lccn/sn86069168/1921-06-24/ed-1/seq-6/>> (Article called "Show U.S. Buildings," 4th paragraph)

### **Electronic Resources**

The State Library changed over Internet service for all of its public access computers to the Connecticut Education Network. This required Carol Trinchitella to notify all of our subscription database vendors to add the new IP address for our public workstations. The transition was seamless, with uninterrupted 24/7 access to our subscription databases.

Volunteer, Selma Dautevendic, has been assisting Carol with adding links to our catalog to increase access to the many online treatises in our Westlaw subscription

In the past few months, state employees have requested an number of titles as eBooks. Carol acquired the eBooks and enabled remote access by CT State Library borrowing card. Patrons were provided same day service without needing to leave their State office.

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

#### **Records Retention Schedules**

Sara Cheeseman met with the Office of the Victim Advocate to create an agency specific retention schedule.

Sara and Lizette Pelletier met with DEEP to update the Office of Adjudications agency specific retention schedule.

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

In January, LeAnn Power, Lizette Pelletier and Sara Cheeseman participated in the New Town Clerk's Orientation at the State Capitol Building, providing an overview on records management topics to about 25 clerks who were recently elected or appointed.

Lizette and Sara met with DRS staff regarding individual staff responsibilities in preparation for the agency's move from its offices on Sigourney Street to Farmington Avenue.

Lizette and Sara met with DOT staff regarding transfer of airport administration records from DOT to the Connecticut Airport Authority, a quasi-public agency.

LeAnn provided records retention training at 231 Capitol Avenue, to two police officers who have records responsibilities in the Town of Bloomfield.

#### **Historic Documents Preservation Program**

Kathy Makover announced the targeted grants program for FY15 to municipal CEOs and town clerks by email on February 3. The guidelines and forms have been updated and posted on the State Library website. For FY15, grants will be awarded in the amounts of \$5,000, \$7,500 and \$10,500 for small, medium and large towns respectively, for projects supporting the preservation and management of local government records.

## **Disaster Preparedness**

Lizette Pelletier issued a public records disaster preparedness and mitigation awareness alert on February 19, to all state agency RMLOs, Municipal CEOs, and Town Clerks, in anticipation of heavy rains. Given the high amount of snow accumulation on roofs and around building foundations, there was potential for roof leaks and flooding. No agencies or municipalities reported any records damage following the storm. The State Library did have to close the Middletown Library Service Center after an inspection by local officials. The snow on the roof then had to be removed. There was no damage to the building.

## **State Records Center**

Doug Yaeger and Mike Soltesz accessioned 1,031 cubic feet of agency records; deaccessioned 2,256 cubic feet of agency records; processed 957 reference requests; and processed 329 re-files and inter-files.

## **Committees and Additional Staff Activities**

The State Library is partnering with DAS/BEST to enhance the existing IBM Enterprise Content Management (ECM) environment, including the implementation of IBM Atlas, a records management component which will allow State agencies to more effectively and efficiently store and manage electronic records. The IT Capital Investment Fund Committee has approved the funding for Phase 1 of the ECM Enhancement Project. On January 24, LeAnn Power, Lizette Pelletier and Sara Cheeseman met with Craig Mollison and Angela Taz of BEST regarding implementation of Phase 1 of the FileNet / Atlas project. They have been having bi-monthly conference calls on the status of the project. On February 3, 11 and 18, Sara participated in the FileNet partner contract scoring committee.

On February 21 and 27, Lizette, in her capacity as Acting Coordinator of the State Historical Records Advisory Board, participated in webinars hosted by the National Historical Publications and Records Commission (NHPRC) of the National Archives related to the proposed changes to its grant programs. NHPRC is looking to refocus its funding to reflect that "more people than ever are connecting with historical documents, searching for and finding them online, using them in new ways, and adding new content."

On February 25, Lizette represented Connecticut at a meeting of the Massachusetts Town Clerk Training Advisory Board at Simmons College in Boston. Massachusetts is developing a federally funded, two part archival records course with Simmons College for town clerks. The course, which Massachusetts hopes will be a national model, will combine face-to-face and online instruction.

On February 26, the Public Records staff met with the Digital Imaging Committee at the Van Block facility. The committee is assisting staff in revising the digital imaging policy for state agencies and municipalities. This policy governs the digitization of public records, ensuring the authenticity, reliability, integrity, and usability of the digital images.

## **STATE ARCHIVES**

### **Accessions**

RG 016, Dept. of Public Health, Connecticut Stem Cell Research Advisory Committee minutes, 2005-2012, .5 cubic feet.

RG 062:097, Town of Newtown, Newtown 12/14 Condolence Letters, 2012-2013, 64 cubic feet.

RG 069:170, Letters and Other Submissions to *The Newtown Bee* in Response to the Sandy Hook Shootings, 2012-2013, 4 cubic feet.

On the morning of December 14, 2012, a lone gunman shot his way into the Sandy Hook Elementary School in Newtown, Connecticut, and then shot and killed 26 people, 20 of whom were children. The newspaper covered the story – in both print and web format – from the moment the first responders were called to the school. People from around the world responded to this coverage by writing to the paper. The collection contains letters, poetry, and artwork.

RG 161:001, Connecticut State Police, Investigation files, 1983-1984, 43 cubic feet.

### **New Finding Aids Online**

RG 069:046, Aaron Gaylord Papers, 1792-1819.

### **Outreach**

Assistant State Archivist Allen Ramsey and Government Records Archivist Damon Munz met with Vickie M. Bomba-Lewandoski from the Connecticut Agricultural Experiment Station on February 19, to view and discuss transfer of records to the State Archives.

### **Training**

On January 15, Assistant State Archivist Allen Ramsey successfully completed all the requirements for the Society of American Archivists (SAA) Digital Archives Specialist Certificate including passing the comprehensive examination in November.

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

### **Friends of the LBPH**

A Friends of the LBPH has been started. At the end of January they made the first deposit of Friends of the LBPH membership dues in the amount of \$60.

### **Projects**

Gordon Reddick is collaborating with an MLS student at SCSU on her project concerning the use of public libraries by the blind. Of relevance, we will do a joint survey of LBPH patrons which will also satisfy the National Library Service's requirement for a biennial patron survey.

### **Initiatives**

In an effort to provide selected information on our website in support of the blind community, information was posted concerning emergency tips from the Connecticut chapter of the National Federation of the Blind and a water ski camp this coming June sponsored by the Leaps Of Faith charitable group.

### **Outreach**

Gordon Reddick and Barbara Blejewski participated in a radio interview with Bill Pearce of WTIC-AM radio for future airing on his Sunday morning radio program.

LBPH will have a display at the St. Ann Parish Health and Wellness Fair in Milford on March 29, and a representative of the Connecticut Volunteer Services for the Blind and Handicapped, Inc. (CVSBH) will also participate. CVSBH desires to increase public awareness by making public appearances and getting the word out.