

## STATE LIBRARIAN'S REPORT

September 22, 2014

### HIGHLIGHTS

#### History and Genealogy Renovations (H&G)

The History and Genealogy room was closed from August 15th through September 5th, while renovations took place. During this period H&G staff worked from the Law reference desk; the collections remained available; access to secured Archives collections was provided on limited hours in the Conference Room. Everything was moved out of the area with much of the furniture stored in the former church building next door. The area has reopened, but it will be a while before all of the furnishings are here. The Judicial Branch provided new carpeting, new painting, and electrical improvements; reconfigured access to H&G and more. The State Library funded the move and many new furnishings. Our thanks to the Judicial Branch and Greg Ennis and his staff.



#### National Book Festival

Julie Styles and Steve Cauffman along with Amanda Roy and Brett Thompson, from the Connecticut Humanities Council, staffed the Connecticut Booth at the National Book Festival on Saturday, August 30th. This year the festival took place the Saturday of Labor Day weekend at the Walter E. Washington Convention Center in Washington, DC. In past years it was a 2-day affair held outside on the mall in Washington and it had taken place later in September. Traffic was heavy and as in the past there was an overwhelming demand for the booklists Linda Williams creates as well as for the "I Visited Connecticut at the National Book Festival" pencils.

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

## **STATE LIBRARIAN'S REPORT**

### **September 22, 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 September 22, 2014, meeting of the Board, covers the period of July 29, 2014, through September 19, 2014

#### **FINANCIAL REPORT**

Attached to this report.

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

Summer Worker in Collection Management  
Librarian 2 (LSTA) in Division of Library Development  
Library Tech. Asst. (Durational) Newspaper Project

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

##### **Connecticut Heritage Summit**

On August 27, I attended a meeting of Connecticut's heritage leaders. The arrival of several "new" people in key history/heritage related positions around the state offered a unique opportunity to explore new ideas and points of convergence. It afforded us an opportunity to find out about emerging visions from these new and future leaders and a chance to think together about new ways to advance CT's history heritage enterprise, forge strategic alliances and capitalize on new opportunities for advocacy.

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

##### **New Library Services and Technology Act (LSTA) Coordinator**

We are very pleased and happy to welcome Maria Bernier on board as our new LSTA Coordinator. Maria comes to us from the Redwood Library & Athenaeum in Newport, RI, where she served as the Assistant Director. She holds an MBA from Salve Regina University, MLS from Simmons College and a BA from Amherst College.

##### **National Book Festival**

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##### **Advisory Council for Library Planning and Development (ACLPD) – Public Library Standards Task Force**

The first Public Library Standards Task Force was held on August 12th, and was chaired by Susan Cormier, State Library; Marian Sheehan, Canterbury Public Library and Dawn La Valle. The task force includes representatives from all key library organizations in Connecticut as well as every region and every size library, making for a well rounded group to discuss public library standards. Task force members were briefed on the purpose and goals of the task force and lively, constructive discussion followed. Susan created a LibGuides page listing the members; other state public library standards, as well as providing a space to share comments and information. We were pleased by the initial meeting and the thoughts and ideas that were shared. The Task Force will meet once a month until December 2014, and once every two months after that for at least 18 months.

### **New Technology at the Service Centers**

In an effort to expand access to our professional development offerings, with the infusion of capital funds, we were able to procure SmartBoards and Discovery Arcus web streaming technology for the two service centers. This technology will enable us to live stream training; record signature speakers; archive training for on demand service and to webcast meetings. Librarians who were unable to attend programs and meetings due to scheduling or budgetary restraints will now have the opportunity to have on demand access to critical professional development training.

### **Leadership Training**

DLD has kicked off its new Leadership Workshop Series designed to help librarians build and develop leadership skills. Topics include Managing Library Partnerships; Budgeting and Financial Management; Human Resources; Capital Planning; Customer Service; Children's Services; Public Library Management and more. As part of the Leadership Series we are also offering "Affirming Our Mission: a Grant and Program Management Workshop" designed to encourage librarians to use design thinking techniques to better understand the needs of their communities in order to develop meaningful and productive grant projects that are replicable and sustainable.

**CONSULS** – The Service Centers went live with CONSULS on July 7th. The transition has not been as smooth as we had hoped. We are still experiencing problems with holds and we believe a consequence of this is fewer holds. Publicity about the transition was sent out and we are starting to see our customers use it.

### **Construction Grants**

The application deadline for construction grants was August 29. 17 libraries have notified the State Library that they intend to apply for construction grants. Only 5 intend to apply for grants to expand an existing facility or build a new one. If all 17 libraries actually apply for grants, there will be some competition for grants to non-distressed municipalities.

### **Public Library Data**

After meeting with the director of the Connecticut Data Collaborative, the State Library has agreed to start contributing public library data to the Collaborative. The Collaborative is a non-profit organization "developing CTData.org as a central portal where all Connecticut organizations and residents can access a wide range of data from federal, state, local and private sources relating to the health, well-being and economy of the residents of the State of Connecticut."

### **iCONN**

The need to promote greater awareness of the statewide library catalog was communicated to us by librarians in the recent statewide survey. We rely primarily on libraries to promote awareness of our services but libraries rely on us to provide them with the tools they need to

accomplish that. A flyer was created using the comments that librarians provided in the survey. The flyer is available at <http://www.cslib.org/iconnsitemap/documents/reQuestFlyerForPatrons-2014.pdf> and will be added to the library visit packet.

We finalized and presented to the Connecticut Digital Library Advisory Board (CDLAB), and the CDLAB approved, the Database Committee's recommendations for adding high-priority resources to iCONN. The recommendations are:

- Educational streaming video – we recommended *Films On Demand* for academic libraries and deferred for further study a recommendation for K-12.
- Pro & con issues – we recommended an RFP selection process.
- Business Directory – we recommended *ReferenceUSA* as a sole source.
- Hartford Courant, 1923-1988 – sole source with ProQuest.
- Children's Encyclopedia - we recommended an RFP selection process.

We completed the draft script for the 2nd streaming video from EBSCO that will highlight the advantages of iCONN.org versus free web search engines and are awaiting a more finalized version of the script.

At the Commissioner of Education's "Back To School" conference for superintendents on August 19, one of the handouts – "[Back to School Online Resource List for Connecticut Teachers](#)" – listed the [iCONN Dashboard](#) as the 2<sup>nd</sup> resource.

Eric Hansen and Bill Sullivan exhibited/demonstrated iCONN at the CT Homeschoolers Conference at Manchester Community College on Saturday, September 6. We also succeeded in having prominent links to iCONN from their home page: <http://cthomeschoolnetwork.org/home-schooling/curriculum/>.

## **Committees and Additional Staff Activities**

### Dawn La Valle

- Developed focus group format for Access to Justice Work Group to further determine the needs of public libraries with relation to legal information. Focus groups to be conducted in September.
- Conducted first Advisory Council for Library Planning and Development (ACLPD) Public Library Standards Task Force meeting.
- Attended the Connecticut Library Association Leadership Institute.
- Presided over the July New Director's Brunch, with 6 new directors in attendance.
- Working with new LSTA Coordinator on developing new grant procedures, guidelines, training and developing LSTA budget and reporting system.
- Met with the Friends of Connecticut Libraries (FOCL) and the Association of Connecticut Library Board presidents to ensure continuation of support when Mary Engels retires.

### Maria Bernier

- Read through project documentation for FY14 grants – checked for completeness.
- Updated LSTA grants spreadsheet with full information about all FY14 grants, including payment dates, reports received, and total expenditures.
- Contacted FY14 grantees with comments about each project.
- Contacted FY15 grantees with information about Outcome Based Evaluations (OBE) and reminder about OBE plan deadline in September.
- Started writing internal procedures for financial side of grants – issuing payments, reviewing expenditure reports.
- Compiled two pages of "Lessons Learned" by recent grant recipients to share with future grant seekers.
- Started compiling advice from grant reviewers to share with future grant seekers.

### Linda Williams

- Attended a meeting with Leah Farrell, Susan Cormier and Gail Zeiba on how to jumpstart the declining children's librarians' roundtables. Leah has a survey that she will be sending out to members of regions 3 and 6.
- Attended the Connecticut Children's Book Fair meeting which involved firming up plans for the November Book Fair.
- Designed a new poster, and updated handouts for the 2014 National Book Festival.
- Creating a list of the best nonfiction titles this year to recommend for use with the Common Core.

### Mary Engels

(With Mary's retirement approaching, she is primarily working on transitioning many of her duties to others.)

- Met with representatives from Friends of CT Libraries (FOCL) and the Association of Connecticut Library Boards (ACLB) to outline the transition and to ensure the continuation of services.
- Working on a lengthy document about the building and contractors to ensure that current staff knows who to call in the event of needs for service.

### Tom Newman

- Formulating possible amendments to Connecticut regulations which have not been updated since 1994. Any amendments approved by the Board will have to go through the regulations process.
- Provided all public library directors with information on the Annual Report for FY2014 and Application for State Aid. The survey is now available and libraries have until November 14, to complete it.
- Published annual summary report of Academic libraries interlibrary loan statistics for FY2014. Completed the 2014 triennial report on the State Aid Grant end submitted it to the Education Committee of the legislature, per requirements in the State Aid Grant statute.

### Steve Cauffman

Created and published, with help from Julie Styles and Mary Engels, some web pages for the Welcome group using LibGuides. The guide can be found at:

<http://libguides.ctstatelibrary.org/welcomemultilingual>

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### Gail Hurley

- Planning a half-day genealogy program with one of our Library of Congress representatives on November 5, to show how Chronicling America may be used as a resource. Nathan Yarasavage will be presenting the program and also conducting a grant site visit on November 4, in Hartford.
- Working with the New England Library Association (NELA) staff on co-presenting a digitization program with UVM and Boston PL staff. Program will be held Monday morning of October 20. Also planning on having an exhibit table to showcase the newspaper projects for CT and VT.

### Eric Hansen

- Created an iCONN Free Web Resources LibGuide with input from iCONN staff - public release pending resolution of ADA question.
- Managed a Request for Information regarding consultants for the Statewide Ebook Platform.
- Created Free Video Streaming Collections web page and button with input from iCONN Database Committee and staff; uploaded to iCONN classic menus, except for elementary schools, see <http://www.iconn.org/classicpublic>.
- Worked with EBSCO and Bill Sullivan to create a Connecticut Digital Collections search widget, see <http://www.cslib.org/iconnsitemap/SearchBoxTests/iCONNDigitalCollectionsSearchBoxB.htm>.

## **ACCESS SERVICES**

### **History and Genealogy**

The History and Genealogy (H&G) room was closed from August 15th through September 5th, while renovations took place. During this period H&G staff worked from the Law reference desk; the collections remained available; access to secured Archives collections was provided on limited hours, in the Conference Room. Everything was moved out of the area with much of the furniture stored in the former church building. The area has reopened, but it will be awhile before all of the furnishings are here. The Judicial Branch provided new carpeting, new painting, and electrical improvements; reconfigured access to HG and more. The State Library funded the move and many new furnishings. Our thanks go to the Judicial Branch and Greg Ennis and his staff.

### **Computer Access**

The demand for computer/internet access in the Library has outgrown our current policy for patron computer use. That policy allowed a patron to use the computers up to 4 hours a day. In the last couple of years there have been more complaints from patrons and staff about getting access to our computers/resources. Our subscription databases were often unavailable if a patron did not bring in their laptop.

Since H&G was undergoing renovations and more patrons would be sharing fewer resources we decided to experiment with a couple of changes. First, we set aside some computers reserved for "WestLaw, Ancestry and other research databases". These computers were near the Reference desk so librarians/staff could assist or instruct patrons on their use. Next, we changed the limit to 2 hours a day. (Staff could override the limit if there was a need.)

The Results:

Many compliments on the improved access to databases through the reserved computers. These came from patrons and staff. Staff could assist patrons and still be able to answer the desk phones. Surprisingly there were few complaints about the time reduction. It seemed that people were appreciative of a greater likelihood of having computer access when they arrived.

The experiment was deemed a success and the changes are being implemented. As more of our law collection and government resources move to an electronic only format, these adjustments will allow us greater flexibility in introducing new databases and services to patrons.

### **Outreach**

Debra Pond and Nancy Liefkort gave a tour to the Appellate and Supreme Court Law Clerks.

## **COLLECTION SERVICES**

### **Federal Documents**

As of June 1, 2014, Collection Services is responsible for approving Federal Depository Library Program discard requests for selective federal depository libraries in Connecticut and Rhode Island. Influxes of discard lists were processed from July-September due to the de-accessioning of an entire collection from a former federal depository library in Rhode Island. Carol Trinchitella has been leading the effort to check our collection for any gaps that may be filled before granting other libraries permission to dispose of items. Items have been identified as needed in our collection. Staff has rallied to pitch in on this project including Elizabeth Esquilin, Eric Paiva, Claire Murphy and Meriline Sarkar.

### **Connecticut Digital Newspaper Project**

Our third batch of scanned newspapers has been shipped to the Library of Congress for inspection and inclusion into Chronicling America. This brings our total shipped to about 30,000 pages and exceeds our deadline to ship 25,000 pages to the Library of Congress by Oct. 1<sup>st</sup>. The three batches have issues of the *Norwich Bulletin* from 1914-1922. We hope to be able to announce that our first batch is online very soon.

### **CONSULS**

The State Library shares its Integrated Library System (ILS) with the four CSU libraries. This is an Innovative Interfaces system. The community colleges use Ex Libris' ILS but each have separate systems. The libraries are exploring having one system. As part of that process Carol Trinchitella, Diane Pizzo and Ken Wiggin attended a demo of Innovative Interfaces new integrated library system (ILS) platform, Sierra in July. In August Carol Trinchitella, Stephen Slovasky and Ken Wiggin attended a demo of Ex Libris newest library management system, Alma.

### **Staff Activities**

Christine Gauvreau produced two Blog entries inspired by 1910-1922 *Norwich Bulletin* and *Bridgeport Evening Times*

- **Notes for the August 26th Anniversary of Woman Suffrage Victory- 8/25/2014**  
<http://www.ctstatelibrary.org/blogs/library-news/newspaper-digitization-notes-august-26th-anniversary-woman-suffrage-victory>
- **September 8, 1918, the War Pilgrimage to Lebanon- 9/5/2014**  
<http://www.ctstatelibrary.org/blogs/library-news/newspaper-digitization-september-8-1918-war-pilgrimage-lebanon>

### **New staff:**

Meriline Sarkar started as a summer worker on August 22<sup>nd</sup>. She will be working with us for six weeks assisting with Federal Documents offers lists, withdrawals and other projects.

Frank Jonientz started on Sept. 8<sup>th</sup> as the durational Library Technical Assistant for Connecticut Digital Newspaper Project.

## **ARCHIVES**

### **Probate Record Accessions:**

RG 004:134, Stafford Probate Court bonds, 1934-1951, 1 volume

**Other Accessions:**

RG 003, Hartford County Superior Court transcript, 1945, 1 volume

RG 062:040, Town of East Granby, 1858-2005, 18 volumes  
GR/GE index books, 1858-1961, 2 volumes  
Land records/lien/deed books, 1858-1960, 13 volumes  
Map indexes street/name, 1858-2005, 2 volumes  
Trade name index, circa 2005, 1 volume

PG 210, John McGill Collection of Mansfield Training School Photographs, 1969-1972, circa 2,000 negatives and digital images

RG 073, Dept. of Veterans Affairs, Office of Advocacy and Assistance, circa 1940-2014, 73 cubic feet  
Wartime Service Medal Applications and Certificates of Discharge, circa 1940-2014  
DD-214 and DD-215 discharge certificates, circa 1940-2014, bulk 1960-2014

RG 177, Dept. of Administrative Services, State Insurance and Risk Management Board Minutes, 1963-1999, 4 cubic feet

**Outreach**

Assistant State Archivist Allen Ramsey attended the Council of State Archivists, Program for Electronic Records, Training, Tools and Standards (PERTTS) Portal workshop on August 12-13, prior to the joint meeting of the Society of American Archivists (SAA), Council of State Archivists (CoSA), and National Association of Government Archives and Records Administrators (NAGARA), in Washington, D.C. Allen presented at the workshop on the Connecticut Digital Archive collaboration between the State Library and University of Connecticut Libraries.

Assistant State Archivist Allen Ramsey attended the joint meeting of SAA, CoSA, and NAGARA in Washington, D.C. August 14-16.

Assistant State Archivist Allen Ramsey joined the CoSA State Electronic Records Initiative (SERI) Best Practices and Tools Subcommittee on September 2.

**PUBLIC RECORDS ADMINISTRATION**

**Records Retention Schedules**

LeAnn Power, Lizette Pelletier, Sara Cheeseman and Kathy Makover attended a meeting of the:

- M3 Committee to revise records retention periods for municipal fiscal records.
- M10 Committee to revise records retention periods for building official records.

LeAnn and Sara met with representatives from Department of Developmental Services (DDS), Department of Children and Families (DCF), and Department of Public Health (DPH), to discuss uniform licensing requirements and revising agency specific retention schedules on August 15.

Sara met with representatives from the Dept. of Energy and Environmental Protection (DEEP) Remediation Division on September 4, to discuss updating the division's agency specific retention schedule.



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

- 14-6-1 Connecticut Insurance Department – Consumer Affairs Division
- 14-7-1 Department of Labor – Benefit Accuracy Measurement Unit
- 14-8-1 Department of Revenue Services – Administrative Division/Records
- 14-9-1 Connecticut Board of Pardons and Paroles – Pardons Unit
- 14-10-1 Department of Correction – Entire agency
- 14-11-1 Office of the State Treasurer – Second Injury Fund

### **Historic Documents Preservation Program**

The Historic Documents Preservation Program supports municipal records preservation and management projects throughout the state. Currently grant contracts are being processed for 129 municipalities awarded a total of \$744,000 in grants in FY15 Cycle 1. In addition, final reports have been received and processed from 144 towns awarded a total of \$690,500 in FY14. Applications for FY15 Cycle 2 grants are being accepted through the closing date of September 30. For FY15, the program is awarding grants in the amounts of \$5,000, \$7,500 and \$10,500 for small, medium and large towns respectively.

### **Disaster Preparedness**

Lizette, Kathy, Allen Ramsey and Government Records Archivist Damon Munz attended a State Insurance and Risk Management Board and FM Global Property Loss Control Seminar on July 28th at DOT Headquarters. The seminar covered wind damage to roofs, hot work (e.g. welding) permit system, valve inspections and locking valves, impairment reporting and Red Tag permit system, basics of an emergency response plan and general housekeeping and storage.

### **Enterprise Content Management (ECM) Implementation Project**

DAS/BEST and the State Library are continuing to collaborate on a project to enhance the Enterprise Content Management (ECM) environment through review and improvements to the existing ECM components and the addition of new components, which will allow State agencies to more effectively and efficiently store and manage electronic records.

### **State Records Center**

Doug Yaeger and Mike Soltesz accessioned 754 cubic feet of agency records; processed 794 reference requests; and processed 285 re-files and inter-files.

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

Lizette provided records management guidance to the Council of State Archivists for the 2014 edition of *Managing Gubernatorial Records: A Guide for Governors*, published in conjunction with the National Governor's Association.

Public Records staff attended three DEEP Records Management Working Group meetings.

Lizette attended the joint meeting of the Society of American Archivists, National Association of Government Archivists and Records Administrators, and the Council of State Archivists, in Washington, DC from August 13 through 16.

LeAnn and Sara attended the Information Governance Conference in Hartford, on September 8 and 9.

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

The LBPH was inspected by the National Library Service (NLS) network consultant MaryBeth Wise, on July 21-22, as part of their bi-annual regional library evaluation program. The LBPH program is evaluated using criteria established jointly by the NLS and the American Library Association (ALA). The network consultant's report hasn't been received yet.

The disposal of Braille books continues. We have distributed approximately 1,000 volumes to other NLS libraries. Overseas donations are still on hold by NLS which is where we expect the bulk of braille to go.

### **Outreach**

Kris Abery began a program to attach large-print stickers to the inside covers of books circulated by the Middletown Library Service Center (MLSC). These stickers inform readers of the availability of the LBPH services. We're presently seeking a quote for printing the stickers.

The LBPH Friends group submitted a request to Friends of Connecticut Libraries (FOCL) for a \$200 grant to initiate an outreach effort to attract new members. The LBPH Friends group met on July 25 and August 26. Robert Kinney and Barbara Blejewski will develop and disseminate PSA's and media notices of our services. Gordon Reddick and the By-Laws Committee will develop a revision to the by-laws incorporating lessons learned from this first year of activity

In cooperation with MLSC, State Library sponsored listservs have been used to pass the word about LBPH demonstration equipment being available for public libraries to display to their patrons. In just a couple of weeks, have received about 20 applications from public libraries. Information on the demonstration equipment program has also been placed on the LBPH website.

Telephone canvassing by volunteer Tom Grassi continues. He's beginning to call all new patrons registered in the last three months to see how they're doing.

Scheduling of the State Senate's fall senior fairs has begun with the first fair sponsored by Sen. Crisco in October.

### **MUSEUM OF CONNECTICUT HISTORY**

The Museum participated in the annual "Day Trips with Kids" program along with several other institutions in Hartford including the Supreme Court, Old State House and State Capitol. This year we offered the Connecticut Invents program with a focus on Connecticut aviation history. 75 people attended the programs and had great fun learning about our state's rich aviation history and the inventors who made it famous, including Igor Sikorsky and Gustave Whitehead. The program ended with participants making and flying a simple craft in the museum.

Patrick Smith, Education Curator, will begin his School programs in October. Dates are already filling up quickly for both the Connecticut Sampler and Connecticut Invents programs which are offered to elementary through high school age learners. The programs are modified depending on age and or curriculum of the school.

Robert Kinney gave his first tour of the Museum and Library with students from The Art Connection/Vinfen. The Art Connection Studio is a center and gallery for students to learn and have creative development. They specialize in vocational programming, art therapy services, teambuilding workshops and community based art classes. The students took pictures of different angles of the building and museum. They will be having an art exhibit of their photographs on September 26<sup>th</sup> 2014 at their studio.