

## **STATE LIBRARIAN'S REPORT**

### **March 23, 2015**

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 23, 2015, meeting of the Board, covers the period of November 25, 2014, through March 20, 2015.

### **FINANCIAL REPORT**

Attached to this report.

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

#### **Legislative Activities**

I testified as follows:

- February 13 - Committee on Planning and Development concerning House Bill 6575  
“An Act Revising the Retention Schedule for Land Use and Development Records”
- March 3 - Appropriations Committee concerning the proposed budget
- March 3 - Veteran's Affairs Committee concerning Senate Bill 1016  
“An Act Concerning the Digitization of Military Records”

I submitted testimony to the Appropriations Committee concerning Senate Bill 942  
“An Act Implementing The Budget Recommendations Of The Governor Concerning Education”

I met with Representative Jonathan Steinberg (D-136th), Chair of the MORE (Municipal Opportunities & Regional Efficiencies) Commission to discuss the regional nature of many of our statewide library programs and to discuss potential opportunities to support regional library initiatives.

#### **Connecticut Dialogue on Public Libraries**

I have been working with Amy Garmer, Director, Aspen Institute Dialogue on Public Libraries, Maureen Sullivan, Consultant to the project, and a local steering committee, planning for the Connecticut Dialogue on Public Libraries, a partnership between the Aspen Institute Dialogue on Public Libraries and Connecticut State Library. This by invitation event will take place on Monday, April 13, 2015, in the Old Judiciary Room of the State Capitol Building in Hartford. Governor Dannel Malloy will deliver a keynote address at noon. The Connecticut Dialogue is intended to explore new thinking, strategic opportunities and challenges in aligning the programs and services of public libraries with public and private sector priorities. Civic leaders, policy makers and library leaders will address how to leverage the assets of these highly trusted institutions to build more knowledgeable, healthy and sustainable communities, looking toward recommendations to strengthen existing initiatives and consider what new proposals or partnerships might be considered to drive development, efficiencies and innovation across the state. We are pleased to invite you to join a panel of distinguished thought leaders to discuss

the role of public libraries in responding to the educational, economic, social and technological transformations affecting individuals and communities across Connecticut.

#### Statewide eBook Platform

The full \$2.2 million was allocated at a special meeting of the Bond Commission on January 12, 2015. We are currently exploring collaborating with the Connecticut Center for Advanced Technology, Inc. to develop the platform. Eric Hansen has also had conversations with the folks involved in the New York Public Library's NYPL's Library Simplified eBook platform project.

#### Coltsville

Dean Nelson and I attended a meeting of the institutional partner, on January 14, at the Colt Factory. James Woolsey, Superintendent, Springfield Armory National Historic Site, led the meeting which was designed to explain the next steps in the establishment of the Coltsville National Park.

#### National Meetings

In January, I attended the American Library Association's Midwinter Meeting. I serve on the Policy Revolution Initiative Committee and was part of a panel that presented the preliminary work of the Committee. While in Chicago, I also chaired the Winter Meeting of the Chief Officers of State Library Agencies.

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

#### Connecticut Saves/Money Smart Week Initiatives

Dawn La Valle and Gail Hurley kicked off DLD's Connecticut Saves/Money Smart Week Initiatives with the 3<sup>rd</sup> annual Money Smart Week Meet Up, held January 15th, at the Middletown Library Service Center. 37 librarians attended to listen to presentations from the Consumer Financial Protection Bureau; UConn Extension; CT Department of Banking; Connecticut Association for Human Services and the Division of Library Development, providing information on programs and resources available free to CT libraries to provide financial literacy training for their patrons and communities. This is an ongoing partnership initiative to support the financial literacy designated as one of the six Literacies (Civic, Digital, Financial, Health, Traditional, and Legal). DLD provides programming and support.

Additionally, Dawn and Gail hosted an information table at the Connecticut Saves Financial Education Expo at the Hartford Job Corps Academy focused on educating students on the aspects of Financial Literacy Education. Over 150 students from the Hartford Job Corps Academy attended the financial expo getting information on everything from how to open a bank account, social security, identification fraud and so much more. Job Corps is a no-cost education and career technical training program administered by the U.S. Department of Labor that helps young people ages 16 through 24 improve the quality of their lives through career technical and academic training. The Job Corps program is authorized by Title I-C of the Workforce Investment Act of 1998. We informed the students as to the importance of having a library card which instantly provides savings without having to buy anything in addition to the financial literacy information and programming available at their public libraries.

#### CT Leadership Challenge Based on the Aspen Institute Report on Rising to the Challenge: Re-envisioning Public Libraries

The Middlebury Public Library hosted this first of several CT conversations based on the Aspen Report. It was a very dynamic and informative two-hour session discussing the strategies for success as outlined in the report. Over 60 people attended including librarians, library trustees, Friends, community organizers and local lawmakers. We are deeply appreciative to Middlebury

Library Director, Jo-Ann LoRusso, her staff and library board for being such gracious hosts. The next conversation will be held at the Harry Bennett Branch of the Ferguson Public Library on March 19<sup>th</sup>.

### Library Service Centers

Julie Styles has been reviewing our collection development standing orders and analyzing our circulation statistics. The goal is to determine whether we should change our standing orders to create a collection of more highly regarded titles and fewer bestsellers. She has reduced the number of vendors we are using to two: Recorded Books and Thorndike Press. She has begun working with Thorndike to have our books processed (stickered) before they are shipped. This will be at no cost to us, and will greatly reduce staff time and materials spent doing this step in-house.

### LSTA

LSTA Coordinator Maria Bernier

- Reviewed the LSTA grant contract and Certifications and Assurances to ensure compliance with new federal requirements, and forwarded them to Dawn for review by the Office of the Attorney General. Received notice on Feb 24, that revised contract template and certifications have been approved by the Office of the Attorney General.
- Received notification from the Institute of Museum and Library Services (IMLS) that Connecticut's FY2013 State Program Report and Financial Status Report were approved with no requests for revisions.
- Gave 14 Library Services and Technology Act (LSTA) grant info sessions between December and February at libraries around the state, and communicated with several attendees afterward about their questions.
- Communicated with current grantees about their mid-point reports and expenditures. Authorized release of second grant payment to four libraries.
- Began scheduling visits to grantee libraries to see grant activities in progress.

### Construction Grants

The Farmington Library, Douglas Library of North Canaan, Willimantic Public Library, and Mystic & Noank Library, are on the Bond Commission agenda for their special meeting on March 17th.

The Burlington Public Library and the Saxton B. Little Library of Columbia have successfully amended their grant application approved in November 2013. The original applications have been scaled down slightly to make the passing of their funding referendums more likely.

The Hotchkiss Library of Sharon has forfeited their \$500,000 grant award which they received in 2008. They were unable to move forward with their project before the March 2015 deadline. The Brookfield, Canterbury, and Cromwell public libraries have all successfully amended their projects that were approved in 2008 and 2009 and will now have three years to find their local funding.

### Connecticard

The Connecticard "year" ends with the month of February. Libraries are required to have all their monthly reports completed by mid-March. Reimbursement payments should be made in April, though the Governor has rescinded \$50,000 from the \$1,000,000 Connecticard funding.

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

After a preliminary release in early December, the [Connecticut Public Libraries: A Statistical Profile \(July 2013 – June 2014\)](#) was released officially by State Data Coordinator Tom Newman in January and has since been downloaded over 700 times. The following tools and publications using the new statistics are also now available:

- [Automatic chart-makers](#)
- [Statistical Trends of CT Public Libraries](#) (PDF)
- [10 Myths about CT Public Libraries](#) (PDF)
- [Connecticut and Individual Advocacy Flyers](#)
- [Data Visualization using CT library data on Tableau Public](#)

State Aid payments went out in January to 163 of the principal public libraries. Due to the recent 5% rescission in this line item in the budget, each library received just \$1,158.

35 libraries received statistics advocacy flyers as of 3/1/2015. 27 libraries received 64 customized statistical chart suites for use in evaluation and advocacy. In addition, the chart-maker file (which creates the chart suites) has been downloaded 120 times.

### iCONN

The new EBSCO Explora interface was successfully implemented for public and school libraries on March 2. Each of the 4 interfaces (for public libraries, elementary, middle and high schools) searches EBSCO content appropriate for that interface. iCONN staff worked with EBSCO to modify the high school version so that its content would be suitable for middle schools. To enable a smooth transition, the new interface will co-exist with the current interfaces until the latter are discontinued on July 1. This is the ideal way to introduce a new product and the staff is glad that EBSCO was able to do it this way.

The new HeritageQuest Online interface (powered by Ancestry.com) went live on March 4.

iCONN consolidated and expanded its links to open access materials in two sections within Other Useful Sites: [Open Access Scholarly Materials](#) and [Open Education Resources](#) (open courses and textbooks). Open access content is growing across the Internet and could play an important role in iCONN.org to the extent that iCONN cannot afford to provide access to *licensed* content.

Steve Cauffman and Eric Hansen provided an iCONN and reQuest information session for about 20 staff members at Otis Library in Norwich, on January 13. The library closed for the day for staff development. Steve and Eric spoke in the afternoon. Eric gave an introduction to the iCONN resources, and Steve presented some tips and tricks the library could use when searching reQuest.

Gail Hurley met with the Humanities Council on February 6, about a partnership with them and the Department of Education, on the new social studies framework and how our resources naturally fit together.

### Summer Reading

This year libraries will have a choice of two Evanced products, the older *Summer Reader* which has been used for the last two years, and a new game-based product *Wandoo Reader*. Susan Cormier and Linda Williams have created a new LibGuides page with details on the two product choices and all of the training options available:

<http://libguides.ctstatelibrary.org/c.php?g=163918&p=1510854>

Linda Williams has been working on the heroes/superheroes themed Summer Reading Lists for the State Department of Education. She created several Pinterest boards for these, and it has been a more effective way to keep librarians up to date on what will appear on the lists when they are released.

Grades K-2: <https://www.pinterest.com/cchildrens/gk-2-doe-summer-reading-2015/>

Grades 3-4: <https://www.pinterest.com/cchildrens/g3-4-doe-summer-reading-2015/>

Grades 5-6: <https://www.pinterest.com/cchildrens/g5-6-doe-summer-reading-2015/>

Grades 7-8: <https://www.pinterest.com/cchildrens/g7-8-doe-summer-reading-2015/>

Grades 9-12: <https://www.pinterest.com/cchildrens/g9-12-doe-summer-reading-2015/>

### Reach Out and Read Library Partnership Project (ROAR)

The first steps have been taken in the ROAR partnership project. Libraries in towns with ROAR programs have been contacted by ROAR, with information about providing services to participating doctor's offices. Susan will follow up by phone to see if libraries need more support to make the partnership happen. Susan and Linda hope to identify what pieces need to be in place to create successful partnerships (communication, materials, direct involvement - like setting up a meeting between the librarian and the office manager, or convincing the library director to approve the program).

### Collaborative Summer Library Program (CSLP)

The Marketing & PR committee has just rolled out the new website and logo for CSLP. Susan and Linda have also recruited author Kate DiCamillo as our Summer Reading Champion, who will be featured in four PSA announcements this year. This will give libraries many more choices for promoting their summer programs.

### **ACCESS SERVICES**

Nancy Liefert and Debra Pond gave a tour to 4 staff from the Office of Legislative Research (OLR). This was arranged through the OLR Library staff.

Nancy and Debra gave an overview of legislative histories for environmental issues and state agency publications to a group of students who are interning with DEEP, Northeast Utilities and a non-profit environmental group. This was arranged by a UCONN Law professor.

Kevin Johnson did several performances of William Webb and Jordan Freeman. He performed for Department of Children and Families staff in Bridgeport, The Department of Correction's Hartford Correctional Center, and the Watermark retirement community in Southbury.

Mel Smith gave a presentation to the Naugatuck Valley Genealogy Club. And he assisted a representative of the Sons of the American Revolution.

Outreach Services Librarian Robert Kinney and Nancy Liefert participated in the Prudence Crandall celebration held at the State Capitol building (2/18). This event is arranged by the Office of the Secretary of the State. We exhibit a poster that Nancy Peluso had put together for the first celebration. Robert will be the point person for the event.

H&G and Archives Staff arranged for 6 Wesleyan students to use World War 1 archival materials.

Region 15 (which includes Middlebury and Southbury) middle school and high school students have come to the State Library to use our resources for History Day projects. This kind of coordination and presentation takes a concentrated effort by our staff and the Region 15 coordinator. This year 2 days were needed to accommodate the number of students. On 2/20 we had 39 students and 3 staff. On 3/6 we had 16 students and 3 staff. All three reference units worked with the students.

## **COLLECTION SERVICES**

### Library Materials Budget

The Library materials budget received a 5% rescission. The FY2015 appropriation of \$786,592 was cut by \$39,329 reducing our budget to \$747,263. The FY15 budget rescission will extend into the FY2016 Library Materials Budget.

### Electronic Resources

The State Library now offers remote access to LoisLawConnect, an online legal database that provides access to primary law (statutes, cases and regulations) for all 50 states and the federal government. It also includes a large treatise library with topics such as estate planning, employment law, family law and real estate law. LoisLawConnect is available 24/7 to individuals who hold a library card issued by the Connecticut State Library.

### Services to State Employees and Connecticut Libraries July 2014-Feb 2015

- Interlibrary Loans(ILLs)
  - Borrowed for State Employees
    - Books: 44    Copies: 12    Total: 56
  - Loaned to Connecticut Libraries
    - Books: 107    Copies: 43    Total:150
- Items from the Library loaned to State Employees
  - Books: 374

### Document Delivery July 2014-Feb 2015

We obtained online journal articles and eBooks on demand for State Employees and State Library cardholders.

- Articles: 5
- eBooks: 6

### Integrated Library System Request for Proposal (RFP)

Carol Trinchitella and Stephen Slovasky, Unit Head for Cataloging, is serving on the Serials/Electronic Resource Management (ERM) Working Group to create requirements for an RFP for a new integrated library system. The new system will integrate library catalogs of the four Connecticut State University Libraries, State Community College Libraries and the Connecticut State Library. The Working Group has been holding weekly WebEx meetings since Feb. 18, 2015.

### State Library Digital Collections

From Nov. 6, 2014-Mar. 3, 2015, we added 12,046 pages from 90 volumes from the library collections to the State Library's digital collections for free online public access, including:

- Resolves and private laws of the state of Connecticut. CSL call no.: KFC3625 .A21 1789-1836 pages 1-808 [v.1-2 1789-1836 pages 809-1590]. Part of a continuing project with the Law and Legislation Unit to scan all the volumes in this set. Vols. 1-5, 7 are also online, while more volumes are in the works.

<http://cdm15019.contentdm.oclc.org/cdm/ref/collection/p128501coll3/id/37313>

- The Jewish ledger [Hartford ed.] CSL call no.: AN104 .H3 J49 1935, 1938. [1935:May 31, 1935:July26, 1935:Aug. 2, 1938:Apr. 1, 1938:Dec. 2]  
<http://cslib.cdmhost.com/cdm/search/collection/p15019coll9/searchterm/Jewish%20ledger/field/title/mode/exact/conn/and/order/title>
- 26th's fighting record: brilliant achievements of Yankee Division at Chateau Thierry, Meuse-Argonne and St. Mihiel-- full story of Connecticut's part in Great War. CSL call no.: D570.3 26th .B53 1919 oversize  
<http://cdm15019.contentdm.oclc.org/cdm/ref/collection/p4005coll11/id/730>
- The cry of Armenia CSL call no.: DS195.5 .C7  
<http://cdm15019.contentdm.oclc.org/cdm/ref/collection/p4005coll11/id/743>
- Along the Housatonic lines : an illustrated review of the natural scenery, manufacturing industries and mercantile life of business centers along the Housatonic Railroad ... CSL call no.: HC107 .C8 A45 189  
<http://cdm15019.contentdm.oclc.org/cdm/ref/collection/p4005coll11/id/702>

### Preservation Activities

We continue to send books to the bindery to work on simple book repairs and to add CoLibri (plastic) covers to help stabilize our fragile books.

On Dec. 9, 2014, during a heavy rain storm, water began to flow into Room L112 which holds the newspaper collection, newly acquired museum objects waiting to go to storage, and the offices of Museum and IT staff. Some newspapers and microfilm were moved to higher shelves but the Facilities staff worked to make sure they were never in any danger. We moved the museum objects temporarily into the Preservation Office to keep them out of harm's way. Although the Facilities staff tried various ways to seal the leak, more water entered the room on Jan. 20, 2015. Facilities staff responded to mop up the puddles but it is unclear if their efforts have finally solved the problem. We will continue to watch and be ready while Facilities keep working to put an end to the leak.

After a hiatus, the Coordinated Statewide Emergency Preparedness (COSTEP-CT) group is back with a new website <http://costep-ct.org/> and a renewed commitment to its mission to help cultural heritage organizations be prepared for collections emergencies. Jane Cullinane, Preservation and Digital Projects Librarian and Lizette Pelletier, State Archivist, are part of the Steering Committee which met Mar. 6, 2015.

### Connecticut Digital Newspaper Project

We now have 61,000 out of our allocation of 100,000 pages in Chronicling America <http://chroniclingamerica.loc.gov/newspapers/?state=Connecticut&ethnicity=&language=> . Issues of the Norwich Bulletin from 1910-1922 and the Bridgeport Evening Farmer 1910-1914 are currently online. We are working to add to the Evening Farmer run through 1922 and to add 1909 for both titles.

Our new project website features stories inspired by articles found in our newspapers on topics ranging from African Americans, Food Supply, Industry, and Working Women.  
<http://ctdigitalnewspaperproject.org/blogs/>

Chris Gauvreau, the Project Coordinator, spoke at the Jan. 15, 2015 State Library Brown Bag Lunch Program on the topic of the World War I Home Front based on articles which appeared in Norwich and Bridgeport newspapers during the war years. She also participated in a discussion with the CT Humanities Council staff, who are piloting the council's new "Teach It!" project, and

has been invited to join the next Social Studies Framework partnership meeting to explore collaboration in linking historical documents and objects to lesson plans.

Library Technical Assistant Frank Jonientz worked here for six months, helping prepare the microfilm and metadata for scanning. His position ended on Feb. 27th.

#### Remembering World War One project

The Remembering World War One project would like to welcome our new intern Charlotte Juergens. Charlotte is a junior at Yale University majoring in history. The focus of her studies is the history of memory and commemoration, specifically WWI & WWII. Charlotte will be working on the social media for the project, focusing on Facebook, Twitter, Tumblr and Instagram as well as writing weekly blog posts.

Christine Pittsley met with Dr. Heather Prescott's graduate level Digital History class to discuss the WWI project. Dr. Prescott's class will be supporting the project by focusing their research and skill building on Connecticut related WWI topics.

Christine continues to work with the United States World War One Centennial Commission on the project and the establishment of a Connecticut World War One Centennial Commission. Connecticut has been assigned Colonel Thomas Moe (USAF-Ret.) as our Commissioner. Commissioner Moe was appointed by Speaker of the House, Congressman John Boehner.

#### Meetings, Presentations, Workshops, etc

Christine Pittsley will meet with Deborah Shapiro, President of Middlesex Historical Society and Author Anne Farrow on March 11, to discuss their upcoming digital exhibit on Capt. John Easton's slave log book.

### **ARCHIVES**

#### Accessions:

RG 008, Comptroller records, 1863-1872, bulk 1871-1872, 1 folder.

*Eight letters to the State Comptroller from attorneys and the Adjutant General's Office in New Haven seeking to verify claims of service of local veterans in the War of 1812 in order to obtain pensions for them or benefits for family members. These items were purchased at auction.*

RG 015, Office of Policy and Management. Ombudsman for Property Rights records, 2005-2009, 4 cubic feet.

*Studies and reports, property rights issues, town project files, mediation regulations, memorandums, correspondence, and research materials. The Ombudsman for Property Rights assisted private property owners and public agencies regarding eminent domain and relocation assistance.*

RG 161:001, Connecticut State Police investigation files, 1987, 53 cubic feet.

*Investigation files for the L'Ambiance Plaza Building collapse in Bridgeport on April 23, 1987, which was one of the worst construction disasters in the state's history. The partially constructed 16 story building completely collapsed killing 28 construction*



*workers. The event led to a major federal investigation of lift slab construction which was temporarily banned from use in Connecticut.*

RG 185:001, Board of Firearms Permit Examiners, 1967-2014, bulk 1970-2014, 9.5 cubic feet.

*Hearings records of denied or revoked pistol permits that were appealed to the Superior Court and meeting minutes for the board.*

RG 186:001, Central Connecticut Regional Planning Agency, 1966-2014, 3 cubic feet.

*Agency board meeting minutes, lists of board members, annual reports, planning reports, staff reports, newspaper clippings, and photographs. The agency was a regional and metropolitan planning organization for Bristol, New Britain, Berlin, Burlington, Plainville, Plymouth, and Southington. It closed its operations in December 2014.*

### Digitization

The following collections were added to the Connecticut Digital Archive (CTDA):

- Lewis Sprague Mills Photograph collection (478 images).
  - o *Primarily views of old Connecticut school houses, but also 18th century houses, historic sites, public buildings, bridges, farm scenes, mills and points of interest.*
- 1938 Aerial Photographs (133 images).
  - o *Views of the September 1938 flood and hurricane in Connecticut and Rhode Island, photographed by the 118th Photographic Section of the US Air Corps. Noteworthy are the numerous shoreline views.*
- Various collections from the Classified Archives
  - o *Includes the Voluntown Map and Map of Farmington Canal (7 collections).*

### Outreach

On February 19, Assistant State Archivist Allen Ramsey and Government Records Archivist Damon Munz visited Professor Ronald Schatz's class on *War Comes to Middletown, 1917-1918* at Wesleyan University to inform students about State Archives collections that they might make use of for their research papers. Professor Schatz's class visited the State Library on February 26, where State Archivist Lizette Pelletier, Damon Munz, Christine Pittsley, and History and Genealogy reference staff assisted students with collections that they might use for their papers.

Lizette served as a judge in the Junior Exhibit category at the regional *History Day in CT* contest at Torrington High School on March 7th.

Lizette met with the Town Engineer of Fairfield, CT to conduct an appraisal of Engineering Department records. She recommended the Public Records Administrator's records management training to be held in Newtown in May, as a first step in organizing and identifying the department's historical records.

### Training

Lizette participated in the final session of the 3-part archive workshop series, *Getting Your Archives in Order* for museum, historical society and public library staff, on March 9, at the Fairfield Museum. The workshops are funded by a grant to the State Library on behalf of the State Historical Records Advisory Board.

### Other

Lizette issued *Essential Records Alerts* to town officials regarding potential threats to public records due to the potential for roof leaks or collapse, pipe bursts, and flooding resulting from the recent severe weather conditions on January 26, February 13 and February 19. These alerts include recommendations for mitigating the threat as well as links to disaster recovery resources.

Lizette participated in a LEAN As-is Process Mapping Session on March 4 and March 13 with Public Records and Bureau of Enterprise Services and Technology (BEST) staff to analyze the disposition request process. Allen also participated in the March 13 meeting. This is part of the business process analysis for the implementation of an enterprise-wide content management system.

Lizette, Damon, Allen Ramsey, Kathy Makover, Mark Smith, Mathew Longanecker, Property Agent from the Department of Administrative Services, and a representative of the landlord met with an engineer consultant from FM Global, the state's property insurer, on March 5. The consultant reviewed the State Library's Van Block facility risk report prepared after last year's on-site visit by FM Global; facility staff reported on progress made on last year's report recommendations; and discussed future recommended steps to mitigate risks at the facility.

Lizette chaired a meeting of the State Historical Records Advisory Board (CT SHRAB) at the State Library's Van Block facility on March 16. Allen also attended.

## **PUBLIC RECORDS ADMINISTRATION**

### Records Retention Schedules

LeAnn Power, Lizette Pelletier, Sara Cheeseman and Kathy Makover met twice with the Records Schedule M10 Committee to revise the retention schedule governing municipal land use and development records. The committee is made up of building, planning and zoning officials representing towns of varying sizes throughout the state.

LeAnn, Lizette, Sara and Kathy met with the Records Schedule M3 Committee to revise the retention schedule governing municipal fiscal records. The committee is made up of fiscal officers representing towns of varying sizes throughout the state.

Sara met with representatives from the Department of Energy and Environmental Protection (DEEP) Bureau of Air Management – Compliance and Field Operations to discuss revising the unit's agency-specific retention schedule on March 10.

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

- 15-2-1 Department of Social Services (DSS) – Administrative Hearings
- 15-3-1 Office of Protection and Advocacy for Persons with Disabilities (OPA) – All Agency Programs

#### Training, Outreach & Site Inspections

Sara conducted email training for the Department of Energy and Environmental Protection (DEEP) Inland Water Resources Division staff on January 14.

LeAnn and Kathy made a site visit to the City of New London on January 14, to meet with the town clerk regarding records management practices and to inspect the town clerk and probate vaults.

LeAnn and Sara conducted records management training for municipal and state police as part of the “Records Retention, Freedom of Information, and Dissemination of Criminal Records” presentation at the State Police Academy on February 11.

#### Historic Documents Preservation Program

For the FY 2016 grant year, the program has set grant awards in the amounts of \$3,000, \$4,000 and \$6,500 for small, medium and large towns respectively, for projects supporting the preservation and management of local government records. The grant guidelines and forms have been updated and are available on the State Library website. An announcement was distributed to all Municipal CEOs and Town Clerks by email on February 3. The final batch of FY 2015 contracts was processed in early March, for projects to be completed by June 30; and the program is accepting Cycle 1 applications for FY 2016 through April 30.

#### Disaster Preparedness

With State Library input, the Town of Sterling was able to mitigate a potentially serious flooding issue related to over 6 feet of snow accumulation in the interior courtyard of the Town Hall. The Town Clerk contacted Public Records staff with her concerns on February 26, and was then directed to Lizette Pelletier for more detailed mitigation recommendations. Town officials acted on these recommendations, greatly reducing the risks of costly damage to both the building and the town’s records.

#### Enterprise Content Management Implementation Project

The Department of Administrative Services, Bureau of Enterprise Systems & Technology (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.

LeAnn, Lizette, Sara and Bob Williams participated in recurring weekly meetings and conference calls with DAS/BEST to discuss progress for Phase 1 of the ECM project.

LeAnn, Lizette, Sara and Bob participated in recurring biweekly meetings with representatives from DAS/BEST, Office of Policy and Management (OPM), Office of the Attorney General (OAG), and Auditors of Public Accounts (APA) to discuss enterprise ECM standards.

Sara and Bob attended a meeting with DAS/BEST to discuss ECM enterprise data elements and they met with DAS/BEST and the Office of the State Comptroller (OSC) Retirement Services Division to discuss the Division's interest in using IBM FileNet to manage municipal employee retirement forms.

LeAnn and Sara met with representatives from DAS/BEST and DAS Collections Services to discuss the Divisions' interest in using IBM FileNet to manage the division's case files.

LeAnn, Lizette, Sara and Bob met with DAS/BEST and the Department of Labor (DOL) LEAN team to map current records disposition authorization process for state agencies on March 4. The LEAN process will identify areas to improve efficiency in the disposition authorization process. Additionally there will be future process mapping sessions to determine how the disposition process will change with the implementation of IBM Atlas and FileNet.

#### State Records Center

Doug Yaeger and Mike Soltesz accessioned 973 cubic feet of agency records; deaccessioned 1,125 cubic feet of agency records; processed 649 reference requests; and processed 348 re-files and inter-files.

#### Committees and Additional Staff Activities

LeAnn and Kathy met with representatives from King Information Systems, to discuss requirements for consultant reports funded through the Historic Documents Preservation Program.

Lizette and Sara met with the Department of Transportation (DOT) at the Pascone facility to review the agency's process for storing and scanning engineering drawings.

Kathy met with a representative from InfoQuick Services, to review current services provided by the company to municipal offices.

Lizette, Sara and Kathy participated in the Preservica webinar "Digital Preservation in the Cloud – Benefits and Considerations for State Archives".

LeAnn and Sara met with representatives from Newington to discuss the town's interest in using social media.

Sara met with the new Records Management Liaison Officer (RMLO) of the Public Utilities Regulatory Authority (PURA) to discuss RMLO responsibilities for the agency.

Sara participated in the "Jatheon Email Management, Compliance and Archiving" webinar.

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

Efforts to influence the National Library Services for the Blind and Physically Handicapped (NLS) to change digital magazine loan period was successful. Over the course of last year, Gordon Reddick made comments at the NLS monthly national teleconference and the Friends group wrote a letter to the Director of the NLS, Karen Keninger, about the too short loan period of digital magazines resulting in delinquency rates of 50% or so (failure to return the cartridge within the set time frame, which was one week). On Feb 2, NLS extended the loan period to three weeks for weeklies and to 7 weeks for monthlies. Of course we were but one voice of many, but good to see change can be made.

### Projects

Braille books to Kenya: The American Friends of Kenya are presently reviewing the list of titles and coordinating with the parent Kenyan organization to determine how many braille books are wanted. Their focus is on YA/children's books. They are looking at filling a 20ft seaborne shipping container.

Volunteer Tom Grossi continues to telephone every senior center and relevant institution in the state regarding our service. In addition, Tom has begun calling community low vision groups about our service. So far we've been asked to host a visit of the New Milford group and to speak to the Glastonbury group.

Phillip Carbo, of NLS visited the Connecticut Volunteer Services for the Blind and Physically Handicapped (CVSBH) studios from Mar 2 - Mar 6 in order to review policies and procedures of audio book production per NLS standards. This trip was rescheduled from the February trip which was cancelled due to snow storms. The instruction on digital book production was a major step forward towards Connecticut offering up a locally produced book for inclusion in the Braille and Audio Reading Download (BARD).

### Initiatives

A volunteer recognition event is scheduled for Friday, April 10, 2015, from noon to 3:00pm. Director of the Library for the Blind and Physically Handicapped Gordon Reddick intends to present certificates to our direct LBPH volunteers, the Telephone Pioneers, the Advisory Committee, Friends group board members, and to selected CVSBH members (selected by their Board of Directors). At present, there are 47 volunteers.

The final cassette book removal process has begun. This will result in the majority of cassette books being removed from the collection by the end of 2015. The policy, as concurred with by the Advisory Committee, is to keep only those cassette books which are not otherwise available in cartridge format or by BARD download. This policy will preserve access to about 20,000 cassette books for as long as they are usable and cassette playback machines are available. The number of books retained will be further culled based on circulation history, or lack thereof.

### Events – Programs – Outreach

Gordon met with David Yadick of the Lions Club convention committee and Barbara Blejewski of the LBPH Advisory Committee to discuss LBPH participation in the semi-annual Lions Club convention, to be held in early May in Rocky Hill. At the Lions Club request, the LBPH will be open on Saturday, May 2, from 11am - 4pm to receive Lions Club attendees who wish to take a tour. More details to be developed.

Gordon Reddick attended the retirement reception for the long time CVSBH member/co-founder, Sally Szoke, on Sat, March 7, at the Milford Public Library and presented Sally with a Certificate of Appreciation from the State Library and one from the NLS. The event was also attended by the Mayor of Milford.

### **MUSEUM OF CONNECTICUT HISTORY**

#### **Education Program Report**

- Outreach school programs were presented to schools in Litchfield, Waterford, Bridgeport and Manchester.

- Several Schools took part in “Drop In” programs here at the Museum. As schools arrived for their scheduled visit they were offered short mini versions of either Connecticut Invents or the Connecticut Sampler program normally offered on outreach visits. This is a test run to see how these types of programs work here without a dedicated classroom space. These will continue during the Spring busy season as time permits.

Planning for the Mobile Museum continues. Once the cold/snowy weather finally ends, then a massive clean out and reorganizing of the interior of the vehicle is planned. Objects/graphics etc., are now being identified for future use. Several schools that annually take part in outreach programs have agreed to try out new program ideas using the vehicle, then give feedback from both a student/educator viewpoint.