

## **STATE LIBRARIAN'S REPORT** **September 26, 2016**

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 26, 2016 meeting of the Board, covers the period of May 17, 2016, through September 23, 2016.

### **FINANCIAL REPORT**

Attached to this report.

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

#### Digest of Administrative Reports

The State Library's report for inclusion in the annual *Digest of Administrative Reports to the Governor* was submitted by the required deadline. A copy of the State Library's Annual Report is included in the State Library Board's packet.

#### Online Donation Feature

Earlier this year we secured approval through the state's IT Steering Committee, to develop an online donation application for the Connecticut Heritage Foundation. Mark Smith and Jackie Bagwell (IT Support), working with Connecticut Interactive, LLC, the company that manages the state's website, have implemented the donation feature. Individuals can now make a donation to the Heritage Foundation and the Friends of the Library for the Blind and Physically Handicapped online using a credit card.

#### Harold and the Purple Crayon

Last year, the State Library was awarded a grant of up to \$100,352 to acquire and distribute 11,200 copies of *Harold and the Purple Crayon* to children in Connecticut through public libraries statewide. The donor specified editions in library binding. As it turned out there were not enough copies in print so a special printing was required. We were able to negotiate a great price, so we are now able to get 17,800 copies. It has taken many months to work all of this out, including approval by the author's estate of a special dedication page, but finally we have placed an order. The books will be printed in Hong Kong and should be shipped to us in November. Working with the Division of Library Development, we will work out a distribution plan that reaches children who are not apt to have books at home, and that encourages libraries to plan a literacy event around the distribution of the books.

#### Professional Activity

In my capacity as President of the Chief Officers of State Library Agencies (COSLA), I met with Kit Matthew, the new director of the Institute of Museum and Library Services (IMLS), to discuss the direction she wants to move with the agency; the role state library agencies can play in

supporting her, and the upcoming reauthorization of the Library Services and Technology Act (LSTA). Although I had met Kit on several occasions, this was my first face-to-face in-depth meeting.

I meet with Toni Marx, President and CEO of the New York Public Library to discuss our partnership in developing the eBook App and a shared eBook Platform. I also had a chance to meet their new chief information officer. It was a very worthwhile meeting.

I attended the New England Library Association's Advocacy Summit held in Boylston, MA.

I met with the leadership team of the Darien Public Library to talk about trends in library service and to hear and see the many innovative services they provide.

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

On June 30<sup>th</sup>, DLD bid farewell to Susan Cormier, Willimantic Library Service Center (WLSC) Director and Children's Consultant. Susan is retiring after 29 years with the State Library. She said in her farewell post to the listserv that she started over 20 years ago, "to paraphrase Bilbo Baggins, 'Thirty years is too short a time to work among such excellent and admirable colleagues.' Like Bilbo, I am off on a journey, the journey of retirement." Susan left an indelible imprint on children's programming and early literacy in Connecticut libraries. Her legacy will continue to influence children's librarians for some time.

Julie Styles, Professional Development Coordinator, has taken a position at Trinity College as Head of Access Services. Julie made a significant contribution to upgrading continuing education offerings and programs. She oversaw the move from the Willimantic Library Service Center, and the reconfiguring of the new collaborative workspace at the Middletown Library Service Center. We wish her the best of luck in her new position.

### **Service Center Consolidation**

Division of Library Development staff, with Julie Styles, Professional Development Coordinator and Susan Cormier, WLSC Director, leading the way, have over a very short period of time, orchestrated a very complicated move bringing the two Service Centers together. The entire DLD staff worked together moving furniture and collections, cleaning the garage, weeding, and listing items on surplus, to make for a very smooth transition during a very difficult time. In record time – 45 days, the new workspace was remodeled. Willimantic was packed up, with staff moving into Middletown mid-June. Willimantic was officially turned over to the landlord in pristine condition on June 30<sup>th</sup>. As their supervisor, Dawn La Valle feels she could not ask for a more cooperative, collaborative and genuinely kind staff. Stephen Cauffman attended the pre-construction meeting for the MLSC roofing project. Based on preliminary information, roofing will be taking place the weeks of Sept. 12 and 19. Julie Styles updated LibGuides and various handouts to reflect consolidation of service centers and collections that were discarded, etc. She also wrote a Meeting Room Policy for outside users of our rooms, and created an online form for people to fill out if they want to request use of any of our rooms. Linda Williams continued to weed and assess the combined book collections at the Middletown Library Service Center - weeded professional titles which were out of date and no longer useful, and editions for which there was a more current edition already in the collection.

### **Institute for Museum and Library Services (IMLS) 5 year Site Visit**

With LSTA Coordinator Maria Bernier, the State Library hosted our IMLS Program Officer, Teri DeVoe, for a three day visit. The site visit included an overview of our LSTA activities, programs, paperwork and financials, as well as a tour of LSTA funded programs including the

Library for the Blind and Physically Handicapped, the deliverIT CT sorting facility, and the Middletown Library Service Center. Arrangements were also made for Teri to visit libraries that have benefited from LSTA programs including sub-grants. We visited the Ferguson Library in Stamford, the Hartford Public Library, the Stetson Branch of the New Haven Free Public Library and the Otis Library in Norwich. The site visit provides feedback on our programs for administration of the LSTA grant funds. Based on her findings, Teri will make recommendations for improvements if we are deficient in any areas. Maria did a phenomenal job of coordinating the visit.

deliverIT CT. See attached report.

#### Construction Grants.

Fifteen Notice of Intents to apply for construction grants were received, though two libraries have since changed their minds. Only two libraries intend to apply for Category 1 (new or expanded buildings) grants. A tally of the possible grant fund requests exceeds the funds available this year (approx. \$3 million) by about \$500,000.

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

Library directors have been informed of the suspension of State Aid as well as the change in how the Annual Report will be administered. By statute the Annual Report by public libraries is still required in order to receive any state funds, but there may be a number of smaller libraries who will not fill out the Annual Report if they know that there will be no remuneration this year. With this in mind, the new Annual Report itself has been made as easy as possible to complete and was made available at the end of July. It won't be due until November. Last year, those libraries using the new spreadsheet format, rather than the online Bibliostat product, found completion much easier.

Tom Newman has created "[Connecticut Public Libraries: A Quick Guide to Governance, Laws, and Eligibility](#)" which is now available to assist libraries on issues regarding how public libraries are organized and governed, as well as brief information on program eligibility. This guide can be found in the "[Help Center](#)" LibGuide on our website.

#### Summer Reading

Linda Williams compiled statistics on statewide use of the Evanced online summer reading programs, Wandoo and Summer Reader, by checking each library's website and assessing library use of those programs. In the process of checking library sites, she collected other useful stats about Connecticut public library summer reading programs, including use of Collaborative Summer Library Program materials, and duration of summer programs.

#### EDGE Assessment.

The State Library has procured a statewide subscription for the EDGE Assessment Toolkit to be made available and free to all CT public libraries in August of 2016. CSL was one of the EDGE Soft Launch Pilot Libraries in 2013. This has proven to be a valuable technology evaluation resource that many libraries in CT are currently subscribed to and interested in using, now that it will be provided free by the State Library.

#### eBook Project

New York Public Library staff have begun developing the Connecticut instance of the SimplyE eBook App that they have developed. Eric Hansen is coordinating the project. Library Connection and the Ferguson Library have agreed to be pilots for the project. The State Library

is also actively participating in a larger cooperative effort to develop a shared eBook exchange platform.

#### findIT CT

Gail Hurley has worked almost exclusively on Phase 2 of findIT CT, working with Bibliomation staff and libraries to upload holdings from close to 100 Innovative Interfaces, Sirsi, Koha, Ex Libris, Polaris, TLC and Auto-Graphics' systems. She also requested, and received CT Union List of Serials files from the Online Computer Library Center (OCLC), current as of July 8. She coordinated conference calls on the second and fourth Thursdays of the month, with staff from Bibliomation, to discuss the development of the findIT CT catalog.

eRate and Fiber to the Library Project. Maria Bernier communicated with individual directors and IT staff about their specific situations in order to ensure maximum participation in eRate by the July 21 deadline, with the result that 47 libraries filed Form 471s for fiber connections and 16 libraries filed for internet service. She hosted 7 drop-in sessions for Form 471 filing assistance at MLSC and Thompson Public Library. On behalf of CSL, Maria filed Form 471s for wifi equipment at 231 Capitol Avenue, and internet service to 231 Capitol Avenue and MLSC, and new fiber connections to LBPH and Van Block.

#### Professional Activities and Outreach

##### Dawn La Valle

##### Library Consultations:

- Douglas Library in Hebron for strategic planning using the Aspen Action Guide for Re-Envisioning Public Libraries.
- Met with the new director and assistant director in Danbury.
- Met with Branford's James Blackstone Library Board and director regarding the Aspen CT Path Forward Action Guide pilot.
- Met with New Canaan Library director, trustees, and staff to discuss their participation in the Aspen CT Path Forward Action Guide pilot.
- Represented the State Librarian at the Connecticut Education Network (CEN) meeting.
- Met with Bridget Quinn-Carey, Executive Director, Hartford Public Library to discuss issues impacting urban libraries and ongoing and future DLD initiatives.
- Attended Access to Justice (ATJ) Commission meeting to discuss status and activities of working groups. Established Working Group on Public Libraries as "permanent", and met with the ATJ Working Group on Public Libraries co-chairs to outline plans for the upcoming year.
- Organized and hosted 6 regional deliverIT CT Sustainability Task Force Focus groups with outside facilitators for each group. Accompanied 4 deliverIT drivers on routes for assessment (please refer to DLD deliverIT CT report which is included in the State Library Board packet).

##### Stephen Cauffman

Transitioned the Conntech email list from a paid service to a state-hosted service, which is provided for free to the Connecticut State Library. Steve coordinated a deliverIT CT Volume Study. Data collection took place the first week of August.

### Gail Hurley

Participated in a planning meeting, on July 13, regarding a U.S. Holocaust Museum project called "History Unfolded" that highlights how newspapers in the State covered the Holocaust.

### Linda Williams

Attended Darien's Kid Lit Camp Unconference

## **ACCESS SERVICES**

In anticipation of changes to the State Library's computer servers, staff in Access Services are cleaning up various drives. Lizette Pelletier organized a meeting to discuss Network Clean-up. This allowed staff to hear from Public Records and Archives, and also for them to hear Access Services staff concerns, particularly around maintaining files that Access Services has created over time. There are some terminology difficulties that staff will be working on and more education will be necessary. Lindsay Young looked at Access Services drives, files, and folders and came up with a structural overview and staff will be developing rules and guidelines. Staff want to make sure that all of the locally created indices and databases will not be deleted by the Department of Administrative Services - Bureau of Enterprise Systems & Technology (BEST).

### Federal Documents

Kris Abery, Government Documents Coordinator, and Carol Trinchitella, Collections Management, have been having status discussions with Central Connecticut State University (CCSU) over their status as a selective federal depository library. Many selective depositories are significantly reducing their collections. All discards have to be approved by the State Library in its capacity as a Regional Federal Depository Library.

Rumors of a Connecticut Pickle Law have haunted the Library for many years. A 2013 *CONNector* article highlighted where this myth came from. Bonnie Gallagher put the article up on our website using a research guide. This will allow Google searches to point to the correct information. No librarian should ever have to research this again.

<http://libguides.ctstatelibrary.org/law/pickle>

### CT Supreme & Appellate Courts Records and Briefs

Steve Mirsky received notification that the records and briefs for both the CT Supreme & Appellate Courts will no longer be available in microfilm. Those items, along with other Judicial publications will be put on their website. This raises many issues about the long-term availability and access to these items which staff is beginning to explore.

History and Genealogy staff and Bill Anderson (Discovery Services) worked on the Charles E. Arnold collections of Amateur Journals. One of these Amateur Journals was produced by William Gillette. Since the journals are now listed in our online catalog, researchers have the opportunity to study them.

The History and Genealogy unit received the Donna Holt Siemiatkoski Acquisition Fund Award from the Connecticut Professional Genealogists Council, Inc. The award provided the State Library with \$1,000 worth of books.

### State Publications

Access Services continues to be contacted by state agencies about what to do with publications, files and records. With this year's budget reductions many state commissions, agencies or divisions were eliminated, moved or reduced. This created many questions about what to do with the historical documents and publications. Archives, Public Records and Access

Services visited with a couple of the commissions to discuss the transfer of files and documents. The State Library has and will be receiving more materials and items as these changes continue. At times these visits were difficult, but CSL staff reassured the staff in these agencies that their work would be preserved.

#### Outreach: Presentations/ Groups/Tours

Kevin Johnson has been doing his portrayals of William Webb and Jordan Freeman for 18 years. In the last fiscal year he completed 26 performances. There are 17 performances already scheduled to start in September 2016.

Staff from Archives, History and Genealogy (H&G) and IT assisted with intakes for the World War 1 project in Middletown, Groton and Bridgeport

Lizette Pelletier and Allen Ramsey from Archives, along with Nancy Liefkort from Government Information Reference Services (GIRS), presented collections and materials to the Supreme Court Historical Society.

Five members from the Weston Senior Center's genealogy class visited H&G and were toured by Carolyn Picciano.

Debra Pond (LAW) and Nancy Liefkort (GIRS) gave a tour to 5 interns and 1 staff member from the Office of the Attorney General.

Bonnie Gallagher (LAW) and Nancy Liefkort (GIRS) gave a tour to 2 interns from the Dept. of Energy & Environmental Protection.

Debra Pond (Law) gave a tour and legislative history workshop to an intern from the Dept. of Transportation.

Debra Pond (LAW) and Nancy Liefkort (GIRS) met with Claims Commissioner Christy Scott and an intern.

Carolyn Picciano (H&G), Maria Paxi (H&G) and Nancy Liefkort (GIRS) gave a tour to 8 SCSU students and their geography professor.

### **COLLECTION SERVICES**

#### **FY2015-2016 Collection Highlights**

In Fiscal Year 2016, print serials expenditures accounted for 49% and Serial Electronic Resources accounted for about 43% of the library materials allocation. Microfilm and other microforms accounted for 7%. Only 1% was spent on purchasing new books for the library collection.

Items added to the collection included: 8,585 serials, 811 loose-leafs and 9,617 current newspaper issues. Of the 7,482 federal documents received 5,108 or 68% were print, 2,307 or 31% were microfiche, and 67 or 1% were CDs/DVDs. Total items (monographs and serials, including Federal and Connecticut Documents) processed by the Collection Services staff totaled 31,851 items. Serials maintained were an estimated 8,228 active titles. In FY16, of the 506 monograph items received, 38.4% were gifts, 36.4% were Connecticut Documents, and 25.3% were purchased items added to the collection.

### Connecticut Documents

Print Connecticut documents added to the collection totaled 3,315 and an estimated 2,795 print items were distributed to depository libraries. Town documents added to the collection totaled 436 items. In FY16, 3,227 Connecticut born-digital documents were harvested or scanned in-house and archived. 1,283 Connecticut Network (CT-N) DVDs were added. Efforts to acquire missing issues of printed state and town documents resulted with claims of 413 items.

### Federal Documents

Serving as the Regional Federal Depository Library for Connecticut and Rhode Island, the State Library approved 177 discard lists from 18 of the 26 selective federal depository libraries in FY16. Collection Services staff searched 43,827 documents which represents a 64% increase over FY15. We claimed 659 documents to add to the State Library's collection. This process enabled us to replace items missing from the shelf or in deteriorating condition.

In June 2016, the State Library entered into partnership with ProQuest to digitize federal Executive Branch Documents from 1933 to June 1976. Our library will temporarily loan federal documents from our collection to ProQuest's scanning facilities in Ypsilanti, MI. In return for our participation, the State Library will gain perpetual online access and metadata for the digitized documents.

### Electronic Resources

Maintained a total of 104 e-resources, 165,262 links to e-journals and e-books, of which 128,926 were unique links. Usage statistics indicate 37,275 sessions (virtual visits), 307,486 searches, and 474,035 online documents viewed. Total e-resources maintained increased 5% and links to e-journals and e-books maintained increased 12% over FY15.

In FY16, there were 36,733 virtual visits to our EZproxy server, providing Connecticut State Library cardholders with 24/7 remote access to licensed subscription databases. The average number of virtual visitors served per day was 100. The number of unique users totaled 7,204, which represents 19% more than in FY15. In FY16, our most frequently used remote access resources were ProQuest Historical Hartford Courant (1923-1988), Sanborn Maps for Connecticut, HeinOnline, and ProQuest Fold3.

### Digital Collections

In FY16, 8,715 objects were added to the State Library's Digital Collections bringing our total to 80,431, including the 1,201 newspaper issues added to Chronicling America. This includes born-digital and scanned Library, Archives and Museum collections on CONTENTdm, Connecticut History Online (CHO), Flickr, HistoryPin and the Internet Archive. Some objects on our own site are duplicated in CHO, Flickr or HistoryPin but some objects are unique to those sites. The State Publications collections, with both harvested born-digital and historical scanned objects, grew by 3,227 for a total of 35,665 objects. The largest growth was in the Newspapers of Connecticut collection with the contribution of 4,010 newspapers from the Enfield and Norwalk public libraries, plus a few from the State Library.

Digital objects received 277,168 views. Our Internet Archive collection was heavily used with 97,048 views, Law and Legislation had 29,523 views and State Publications collection had 24,492 views.

### Connecticut Digital Archive (CTDA)

In FY16, the Preservation Office scanned 413 volumes comprising 98,320 master digital files. In May, we began moving the master files of our Library collections to the Connecticut Digital Archive (CTDA), which is a joint effort by the State Library and the University of Connecticut to provide for the preservation of master digital files. By the end of June, 44 books or 602 master digital files had been archived in the Connecticut Digital Archive. The procedure for this is time consuming, requiring that the Machine Readable Cataloging (MARC) descriptive cataloging be transformed and the TIF (Tagged Image File) format files compressed in a zip folder before the 40 steps needed to move all the files into CTDA.

Connecticut Digital Newspaper Project (CDNP) won a second grant from the National Endowment for the Humanities and began its second grant cycle on September 1, 2015. The advisory board chose three new newspaper titles for the 2015-2016 cycle: the New Haven Journal Courier (1880-1908), the Waterbury Evening Democrat (1887-1908), and the Newtown Bee (1877-1909). A sample reel has been approved by the Library of Congress and 3 batches, totaling around 30,000 pages have been collated, digitized, reviewed for quality, and delivered. The Project website can be viewed at <http://ctdigitalnewspaperproject.org/>

### Circulation and Resource Sharing

In FY16, 1,341 items were circulated, scanned or copied. Direct loans or items circulated to patrons totaled 670. Interlibrary loans supplied totaled 671 or 50%. Loans to state employees accounted for 30% of total items loaned. Resource sharing between the CSU libraries and the State Library accounted for 4.6%, or 54 of total items loaned. Of the items circulated in FY16, Civil Service Test Guides accounted for 28%; Newspaper microfilm accounted for 21%; history monographs accounted for 14%; Connecticut Documents and Federal Documents each accounted for 4%. The State Library patrons borrowed or acquired copies for 130 items via inter-campus resource sharing. In FY16, 156 books or copies were received via Interlibrary Loan for our patrons.

### Emergency Preparedness and Response

There were a few leaks at State Library facilities (some big and some small). Even though there was no serious damage to library, archives or museum collections, it costs us in time and supplies to deal with and recover after the damage, even when it's a small leak. At 231 Capitol Avenue, there were frequent major leaks in the office area in Room L112 and one from the window well in L108D & E. There are long standing recurring leaks in the roof at the Library for the Blind and Physically Handicapped, the Records Center, and at the Van Block facility.

### Preservation Activities

560 volumes were sent for binding this year at an average cost of \$10.47. 144 volumes were repaired in house: 22 were recased, the most time-consuming repair. Simpler repairs: tip-in loose page (63), repair torn page (12), encapsulate (18), light weight enclosure or envelope (18), Pam. Binders, stapling or sewing (3).

### Connecticut State Colleges & Universities (CSCU)/Ex Libris Project

CSL Project Lead, Stephen Slovasky, prepared files of our bibliographic and item records for migration. Carol Trinchitella and Diane Pizzo prepared files of electronic resources records, serials holdings records, patron records, order records and vendor records. All these files will be loaded by Ex Libris to create our Alma test environment where we will be able to test and work in the new system with our own catalog records.

## **PUBLIC RECORDS ADMINISTRATION**

### **Records Retention Schedules**

LeAnn Power, Kristen Gurciullo and Lizette Pelletier, met with Judi Luther and Carl Schuh at the Department of Labor on May 25th, to finalize a revised retention schedule for the Claims Examination Unit.

LeAnn and Kristen met with Brian Dillon, Director of the State Properties Review Board on June 7th to discuss the development of an agency-specific retention schedule for the Board's records. A retention schedule was needed since the State Properties Review Board had been scanning records for an Enterprise Content Management (ECM) project.

Kristen attended a LeanCT event held on June 22nd, by the Department of Energy and Environmental Protection (DEEP), Bureau of Materials Management and Compliance Assurance, to provide guidance on the development of retention schedules. DEEP is in the process of revising their ECM taxonomy to be compatible with the standards being set under the ECM Implementation Project, and many of their retention schedules are out of date.

LeAnn, Kristen, and Bob Williams attended a meeting with Craig Mollison from DAS/BEST, and Abigail Rivera and Dave Madsen from the Department of Energy and Environmental Protection on August 8th, to further discuss the status of DEEP's ECM project and taxonomy and provide guidance on retention schedules.

Kristen Gurciullo, Kathy Makover and Allen Ramsey, attended a meeting organized by Lizette Pelletier on August 24th, to review the retention requirements for administrative hearing records that are held by multiple agencies throughout the state. The meeting included Records Management Liaison Officers (RMLOs) and attorneys from several state agencies.

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

- 16-2-4, Department of Labor (DOL), Claims Examination Unit
- 16-3-5, State Elections Enforcement Commission (SEEC)
- 16-1-4, Department of Administrative Services (DAS), State Properties Review Board

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

The State Library and the Department of Administrative Services, Bureau of Enterprise Systems & Technology (DAS/BEST) 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. The ECM system will allow State agencies to more effectively and efficiently store and manage electronic records.

The project is now in Phase 2. DAS/BEST is in the process of selecting a vendor for implementation. Implementation should begin in September.

LeAnn Power, Kristen Gurciullo, Lizette Pelletier, Allen Ramsey and consultant Bob Williams participated in recurring weekly meetings and conference calls with DAS/BEST to discuss progress for the ECM Service Development project.

### **Historic Documents Preservation Program**

The Historic Documents Preservation Program supports municipal records preservation and management projects throughout the state. For FY 2017, the program is awarding grants in the amounts of \$4,000, \$5,000 and \$7,500 for small, medium and large towns respectively.

Kathy Makover processed applications from 123 municipalities for FY 2017 Cycle 1. Following final review and approval by Public Records Administrator LeAnn Power, award letters and contracts were mailed to the municipalities on June 29th, for grant awards totaling \$536,500.

Cycle 1 grant contracts are now being processed for signature by Kendall Wiggin. Applications for FY 2017 Cycle 2 grants are being accepted through the closing date of September 30th. For FY 2016, final reports are being processed from 154 towns for grants totaling \$516,500.

Effective July 1, 2016, any municipality that does not adopt a Plan of Conservation and Development (POCD) at least once every ten years is ineligible for discretionary state funding unless the prohibition is expressly waived by the OPM Secretary, pursuant to Section 8-23 of the Connecticut General Statutes as amended by Public Act 15-95. Kathy has been working with Town Clerks in the municipalities that have been impacted by these new requirements to ensure that waivers are obtained in a timely manner prior to execution of the grant contracts.

The Historic Documents Preservation Advisory Committee met on July 20th. Consisting of town clerk representatives and State Library staff, this committee provides input regarding the program and other issues related to municipal records preservation and management.

#### Training, Outreach & Site Inspections

Public Records and State Archives staff are working closely with agencies going through reorganization, consolidation, relocation, closure of facilities, or staff changes, including layoffs. Staff is working with the Department of Administrative Services (DAS) and other state agencies preparing for a major relocation of state employees from leased to state owned facilities, including developing guidelines to make the transition more efficient and expediting retention schedules and disposal request authorizations.

LeAnn Power conducted a records management training session for Area Cooperative Educational Services (ACES) Technology Council in Hamden on May 19th. ACES is the RESC (Regional Educational Service Center) for the south-central portion of the state. They are both a public school district operating special education, arts, and magnet schools and a non-profit serving neighboring school systems.

Lizette Pelletier, Kristen Gurciullo, and Allen Ramsey met with Krithika Deepa from DAS/BEST and Kristin Karr from the Office of the Secretary of the State on May 26th, to discuss record copy and archiving practices surrounding the Connecticut eRegulations System.

LeAnn Power assisted with the administration of the Town Clerk's Certification Exam on June 7th in the Newington Town Hall.

LeAnn Power met with the Tax Assessor in East Haven on June 15th, to discuss a public records review request that was filed in the Public Records office.

On August 2nd, via conference call, Kathy Makover provided guidance on a vault relocation project to staff in the Suffield Town Clerk and Facilities offices.

Kathy and LeAnn met with two representatives from Xerox State and Local Solutions on August 3rd, to discuss the Xerox land recording and search services used by municipalities.

#### Disaster Preparedness

On July 25th, Public Records was notified of water damage to State Police records due to a pipe valve failure in their Middletown facility. Over 1,400 boxes of records sustained significant water damage. Kristen Gurciullo provided the agency with guidance concerning records recovery and retention/disposition requirements. Approximately 1,024 cubic feet of records were determined to be past retention requirements and were therefore approved for disposal. The agency is working with a records disaster recovery vendor to assist in the recovery process for the remaining records, many of which require long-term or permanent retention.

#### State Records Center

The State Records Center provides off-site inactive records storage for state agencies free of charge. During this reporting period, Doug Yaeger and Mike Soltesz accessioned 3,338 cubic feet of agency records; deaccessioned 1,389 cubic feet of agency records; processed 1,272 reference requests; and processed 1,094 re-files and inter-files.

#### Professional Development

In preparation for developing online training sessions, LeAnn, Kathy, and Kristen attended a webinar on "How to Run Great Webinars" on June 8th, and Kristen and Kathy attended a webinar on "Creating Effective Webinars", on August 17th.

### **ARCHIVES**

#### Probate Record Accessions:

RG 004:007, Berlin Probate Court wills, 1937-1975, 3 cubic feet.

RG 004:060, Guilford Probate Court wills, 1899-1976, 13 cubic feet.

RG 004:076, Madison Probate Court wills, 1949-1976, 2 cubic feet.

#### Other Accessions:

RG 005:013, Office of the Lt. Governor: Nancy Wyman records, 2011-2015, 20 cubic feet  
The records consist of invitations and meetings, correspondence, town event sheets, CSEC-CSEA files, HITE files, SIM files, Access Health CT files, and issue files.

RG 005:014, Office of the Governor extradition files and waivers of extradition, 2010-2012, 3.5 cubic feet.

RG 005:040, Office of the Governor: John G. Rowland and Jodi M. Rell board and commissions records, 2002-2010, 6 cubic feet.

RG 005:041, Office of the Governor: Dannel P. Malloy boards and commissions records, circa 2011-2014, 2 cubic feet.

RG 006, Secretary of the State. Elections Division, State Constitution, Amendment, and Registrar of Voters Conference records, 1965-1999, 5 cubic feet.

The records consist of voting returns for the special election of constitutional convention members and the December ratification, copies of pamphlets and publications related to the ratification vote, blank certificate of election and identification card forms for the convention members, a printing proof of the 1965 Constitution, and amendment in 1964 and four proposed

amendments in 1970 including the one to lower the voting age to 18. The records also consist of educational materials from conferences held by the Secretary of the State for Town Clerks and for Registrars of Voters from 1970 to 1999.

RG 062:067, Town of Hebron military DD-214 and applications for tax exemption, 2003-2015, 1 cubic foot.

RG 074:075, Thomas Franklin Howard Collection, circa 1635-2016, 30 cubic feet.

*The Thomas Franklin Howard Collection consists of client files of the business he started with his wife Virginia Howard called Search Skeletons and Heirs. The files include documents such as genealogical research, genealogical charts, and correspondence to and from clients. The collection also contains his personal family genealogy and history research materials such as genealogical charts, correspondence, research notes, and photocopies of documents, articles, and books.*

RG 176, Permanent Commission on the Status of Women, circa 1984-2010, 36 cubic feet.

*The Permanent Commission on the Status of Women along with the Commission on Children and Commission on Aging was consolidated into the Commission on Women, Children and Seniors on July 1, 2016. The records consist of executive director files, communications director files, policy and legislative director files, resource manager files, meeting minutes, briefings, correspondence, photographs, plaques, awards, proclamations and citations, and display posters and panels.*

#### Outreach:

Allen and Damon participated in the Connecticut Digital Archive (CTDA) Participants Day on June 10.

Lizette and Allen attended the joint annual meeting of the Council of State Archivists (CoSA) and Society of American Archivists (SAA) in Atlanta, Georgia, August 3-6. Allen attended a SAA pre-joint annual meeting workshop on Digital Forensics for Archivists: Advanced in Atlanta, August 1-2.

#### Other:

Lizette and Allen continued to participate in the Electronic Content Management [ECM] system development project with Public Records and DAS BEST staff.

Lizette, Allen, and Christine Pittsley continued their work on the Connecticut Radio Information System's [CRIS] NHPRC grant to make historic records more accessible to individuals with visual impairments and learning disabilities.

Archives and Public Records staff reached out to the staff of Permanent Commission on the Status of Women, Commission on Children and the Commission on Aging, as well as the African American Affairs Commission, Latin American and Puerto Rican Affairs Commission and Asian Pacific Affairs Commission, regarding preservation of their historical records prior to their consolidation into two new Commissions, as part of the budget reduction plan passed by the General Assembly in May.

Lizette participated in a records retention meeting with the Public Records staff and the staff of the Claims Exam Unit for the Department of Labor.

Lizette participated in a session at the Connecticut League of History Organizations (CLHO) Annual Conference on June 6, entitled "Archives 1, 2, 3 with the Connecticut State Historical Records Advisory Board - Two New Programs!" to promote the Traveling Archivist program for small to mid-size cultural heritage organizations and provide an overview of the program.

Lizette, History & Genealogy staff and photocopy staff, assisted the producers of *Finding Your Roots* on PBS, with research on Oliver Smith's role in the battle at Stonington in August 1775, and his military service in general.

Lizette attended a Connecticut Valley Hospital Museum Advisory Committee meeting on June 10, concerning the development of an exhibit to commemorate the 150th anniversary of the Connecticut Valley Hospital and document a century and a half of mental health care in the state.

Lizette and LeAnn finalized an agreement on June 16, between the State Library, the Hartford Public Library and the Town and City Clerk of Hartford, for the temporary storage of the Hartford City Archives at the Library's Van Block storage facility. Ken signed the agreement on June 17.

Allen met with the DAS Division of Construction Services on July 18, to get an update on remaining architectural plans that were not scanned and to discuss and review remaining records in the architectural archive plan room.

Lizette facilitated a meeting with unit heads from the 231 Capitol Ave. building and IT, Public Records, and Archives staff, about electronic records storage and management issues regarding the pending move to DAS BEST hosted servers and the implementation of an enterprise wide content management system, on August 23.

State Archives and Public Records staff met with RMLOs and legal staff from DMV, DSS, AG, DAS and DCP to discuss retention of administrative hearing records and litigation case files.

State Archives and Public Records staff met with the staff from the Secretary of the State's Election Division and the agency RMLO to appraise potentially historical records and revisions to the records retention schedule for the Elections Division.

Lizette and Museum Curator David Corrigan met with a potential donor on September 7, in Torrington. This collection includes memorabilia and other records related to Colt Industry workers from the 1930s through the 1980s, including badges, awards, food stamps and other items.

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

### **Large Print Books from the Library Service Centers**

The large print books from the library service centers are all at the LBPH and procedures for circulation have been developed. The impact on the LBPH is minimal. The Library Aide has primary responsibility for processing LP books. Plans are being developed to offer the large print books to the LBPH patrons through the MLSC millennium circulation system.

### **National Library Service (NLS) Consultant Visit**

The National Library Service (NLS) bi-annual visit was conducted on August 22nd and 23rd, by Steve Prine, the Assistant Chief, Network Division. The NLS consultant assessed the LBPH's compliance with the multitude of administrative and service standards of the ALA/ASCLA

Revised Standards 2011 and will make recommendations for correcting discrepancies and improving the LBPH's operations.

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

The president of CVSBH, Gretchen Bishop, moved out of state in July and the acting president is Sandy Corday, until an election is held at the October board meeting. On July 15th, at the quarterly board meeting, Gordon Reddick presented Gretchen with a certificate of appreciation from NLS and a commemorative plaque from the State Library, LBPH. Gretchen served for 3 years as President and guided the CVSBH through the highly complex transition from cassette books to digital books.

The LBPH Advisory Committee met on July 8th.

#### Cassette Book Removal

Received approval from the NLS to withdraw the remaining cassette books - about 72,000 of them. The disposal process began in 2010 with the introduction of digital books and we have withdrawn 194,758 cassette books so far. This final withdrawal has received concurrence from the LBPH Advisory Committee.

As part of the withdrawal process, we are notifying the remaining 375 patrons who have used a cassette book within the past 18 months. The LBPH sent emails to 51 patrons that we had an email address for, and the Friends group has volunteered to call the remainder on the telephone.

#### Outreach

Paula McLean and volunteer Tom Grossi staffed our display at the semi-annual Conn. Society of Eye Physicians convention on June 10th.

Paula McLean and volunteer Tom Grossi made a presentation at the Glastonbury Low Vision Group on August 15th.

The LBPH Friends Group met on August 16.

NLS machine reconciliation was completed in June. NLS compared our machine records to their master database and discrepancies were resolved. There were only 240 records that didn't match out of 12,712, or a 1.8% discrepancy rate. Most of those were obsolete machines that needed to be purged from our records, which was completed in July.

NLS patron records reconciliation is in progress. NLS compared our patron records with their patron database and found 241 records that didn't match out of 8,047 records, or a 3% discrepancy rate. Most of these are patrons that have long been out of the program and we need to purge their records from our system. As a comparison, the New York City LBPH has 21,000 records that didn't match (per the LBPH listserv comments).

#### PIMMS database conversion

The machine and patron reconciliations are done in preparation for the migration of the two current NLS master databases to their new consolidated database called PIMMS. The implementation of PIMMS for the LBPH was originally scheduled for August 2016, but has been delayed until mid-September. PIMMS will replace the current batch processing system for machine and patron transactions with a real-time online system. Success of this method

depends in part on having adequate internet bandwidth, allowing multiple workstations to transmit data simultaneously. At present with the LBPH T-1 line, that cannot be done. Thus the approval of the fiber optic line is great news and we can use the PIMMS system once it is installed. Until then, we'll be submitting transactions on a daily batch method.

### **MUSEUM OF CONNECTICUT HISTORY**

Summer outreach programs have visited sites including the Somers Public Library and three summer camps in Windham, Enfield and South Windsor. Total attendance was about 100 kids, mostly third and fourth graders.

Curator Patrick Smith and the Museum are partnering with the Lutz Museum in Manchester and a Connecticut Home School group, to teach a course on Connecticut history to Home School students of fourth and fifth grade age. The 8 week course will meet on Mondays at the Lutz and is titled "Connecticut History in 8 Objects". The course will use objects, photos and documents from the Museum and Library, and teach kids about historic Connecticut inventions, legends, politics, sports, food, military, authors and transportation.

Curator Patrick Smith appeared on two local TV stations recently to talk about the Museum. They were for Channel 61 news and Crossroads Magazine for the Archdiocese of Hartford/Channel 20.

On July 27, 2016, Stone Carver Frank Maurer presented a hand carved Tartan Stone to the State of Connecticut as a gift, at a ceremony in Memorial Hall. Connecticut is the 34th state to receive a hand carved tartan stone from Mr. Maurer, whose goal is to make tartan stones for all 50 states and spread the word about Scottish history and how it relates to many Americans. Deputy Secretary of the State James F. Spallone, Connecticut State Librarian Kendall F. Wiggin, and Chairman of the Connecticut State Library Board, John N. Barry, attended the ceremony and thanked Mr. Maurer for creating the stone that was carved from the same granite used to build the State Capitol. Pictographs representing various state symbols including the American Robin, Sperm Whales, Shad, and the Nautilus, were hand carved into the stone by Mr. Maurer. The Tartan Stone is currently on display in Memorial Hall,