

## **STATE LIBRARIAN'S REPORT**

### **May 16, 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 May 16, 2016 meeting of the Board, covers the period of March 29, 2016, through May 13, 2016.

### **FINANCIAL REPORT**

Attached to this report.

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

#### Integrated Library System Migration

The State Library currently shares its catalog and circulation system with the 4 State Universities. Following the creation of the Board of Regents (BOR) 4 State Universities, 12 Community Colleges, Charter Oak State College and the State Library, began meeting together and recommended that a shared system for 18 institutions be implemented. The BOR agreed to fund the project and as the result of an RFP process, Ex Libris' Alma and Primo system was selected. The migration to the new system is now underway. The new system is expected to be operational in January of 2017. Stephen Slovasky, head of the cataloging unit is heading the project for the State Library, but staff from all units are heavily involved in the migration project. I, along with the President of the BOR addressed staff from across all 18 institutions at the kickoff event.

#### National Library Legislative Day

I joined Beth Crowley, CLA President; Carl Antonucci and Mary Etter, co-chairs of the CLA Legislative Committee, and Lee Hisle, Library Director at Connecticut College, on this year's visits to our Congressional offices as part of National Library Legislative Day. We were able to meet with Legislative staff from all 7 Congressional offices. Our main emphasis was on maintaining federal funding for libraries. We also spoke about the role libraries play in areas such as workforce development; assistance to veterans, digital and financial literacy. We encouraged including libraries in future legislation in these areas. We also urged both Senators to support the nomination of Dr. Carla Hayden as the next Librarian of Congress. Jane Beaudoin did a masterful job of coordinating the visits with each office.

#### Remembering World War One

Project Manager Christine Pittsley was a guest on "Veterans' Corner", where she discussed the WWI Centennial in Connecticut and upcoming Middletown Digitization Day event with host Ron Organek. This segment aired every Tuesday evening throughout April, on cable access in the Middletown and Guilford areas. Christine was also a guest on iCRV Radio's "Library Chat"

program to promote the project and event in Killingworth, and joined the show again to update listeners about results of the event and talk about upcoming events.

Christine spoke at the Society of Professional Journalists Regional Conference at SCSU on a panel called "Localizing Stories of WWI". She was joined by Retired Hartford Courant Editor David Drury. She also conducted a workshop on "Teaching WWI with Primary Sources" for museum educators, with the Connecticut League of History Organizations.

The project held their second Digitization Day event of 2016, at Killingworth Library in April. Event participants brought in over 100 objects, about 60 of which we were able to scan or photograph. Five CSL staff members and two additional volunteers were on hand to help greet and interview participants and digitize the objects they brought in. The third Digitization Day event will be held on May 7, at Russell Library in Middletown. This event will include several CSL staff members as well as 8 volunteers from Russell Library, Greater Middletown Military Museum and various other organizations. Christine also visited sites across Connecticut that have scheduled or are interested in holding Digitization Day events. This included Russell Library, New Britain Industrial Museum, The Barnum Museum in Bridgeport, Deep River Historical Society, Groton Public Library and Butler-McCook House in Hartford.

Project staff member Lara Day has been adding content from the events to the WWI collection in the Connecticut Digital Archive and has been instrumental in testing and creating much of the event documents. We have also had two interns this semester, Christina Nhean from CCSU History and Heidi Lebeaux from University of Hartford History. Christina has written several posts for our Facebook page, blog and [ConnecticutHistory.org](http://ConnecticutHistory.org). Heidi has been working to uncover the depths of our WWI holdings and has helped start a timeline of Connecticut activities during the war.

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

#### **125<sup>th</sup> Annual CLA Conference**

The Division of Library Development (DLD) hosted the Connecticut State Library table at the conference, highlighting ongoing partnerships, programs, and resources. DLD sponsored two very successful and well attended sessions: "Building the Village: Sustained Programming to Meet Diverse Community Needs" featuring Diane Brown, Branch Manager of the New Haven Free Public Library, Stetson Library Branch. Diane was one of 10 National 2015 "I Love My Librarian!" honorees. The other session was an Aspen Institute: Re-Envisioning CT's Public Libraries panel session facilitated by Maureen Sullivan, featuring Alice Knapp, President, The Ferguson Library; Jo-Ann LoRusso, Director, Middlebury Public Library; Jane Fisher, Director, Wallingford Public Library and Dawn La Valle, Director, Division of Library Development, CSL. The panel session covered how the three public libraries implemented the Aspen "Action Guide for Re-Envisioning Your Public Library" in their libraries as part of a national pilot. Dawn discussed how DLD has been using the Aspen Action Guide for consulting and strategic planning as well as the rollout of the action guide in CT. CSL/DLD received the Publicity Award for the DLD libguides with the new logo.

#### **Excite Transform Boot Camp**

DLD presented the first in a series of workshops, "Excite, Transform Your Library", for 25 public library directors. The boot camp teaches library leaders, and future library leaders, how to be *Collaborative Innovators* and apply the 21<sup>st</sup> Century Skills of Collaboration, Design Thinking and Internal Entrepreneurship to gain a deep understanding of their communities and re-think, re-design and transform libraries to engage. Based on evaluation surveys, 98% of the attendees felt this boot camp was valuable as a practical program to develop leadership skills. The second

boot camp is scheduled for August, with 50 librarians on the waiting list. The one day boot camp will be developed into a more comprehensive and immersive 3 day boot camp, to work with library cohorts and their communities. This initiative is part of the Path Forward: Re-Envisioning CT Libraries eight action steps to facilitate the path forward.

#### researchIT CT eResource Survey

The researchIT CT eResource Task Force developed and launched an assessment survey with one version for librarians and one version for patrons, to assess the current resources available through researchIT; how the resources are or are not used and how users access the resources. The survey is open until May 15<sup>th</sup>. The task force will analyze responses and issue a report.

#### **Professional Activities and Outreach**

##### Dawn La Valle

- Oversaw EXCITE INNOVATE Boot Camp for 25 library directors.
- Library consult visit with Susan Cormier to Fletcher Library Board in Hampton.
- Attended first ACLPD deliverIT CT Sustainability Task Force meeting.
- Attended first Access to Justice (ATJ) Commission Meeting as Public Library Representative and continuing as co-chair on ATJ Working Group on Public Libraries.
- Attended WWI Committee meeting to represent interests of Public Library Programming
- Served as panelist on the Aspen Panel at the Public Library Association Conference in Denver, to discuss DLD's activities following the CT Rising to the Challenge Aspen Report and release of the Action Guide.
- Presented "Building the Village with Diane Brown" Session at the CLA Conference.
- Panelist for the "Aspen: Re-Envisioning CT Libraries" Session at the CLA Conference.
- Overseeing Service Center Consolidation including managing MLSC renovation project to accommodate additional staff members and collections.
- Library director consult visit at the Babcock Library in Ashford.

##### Tom Newman

- Construction Grants: An announcement on the availability of Library Construction Grants went out in April. Funding is available for both distressed and non-distressed municipalities, though the exact amount won't be known until after the current legislative session. Notice of Intent forms will be due at the end of June, with application forms due on September 1.
- At their March meeting, the Bond Commission approved funding of a \$27,500 construction grant for the Cyrenius H. Booth Library of Newtown. The grant will be used to help the library make significant improvements to an existing MakerSpace.
- borrowIT CT (Connecticard): Funding for borrowIT CT saw several cuts from last year's level. Payments to libraries went out in April, with total funding for the program at \$837,540. That is a drop from the FY2015 funded level of \$950,000.
- Public Libraries Annual Report, State Aid, and Statistics: Connecticut public library statistics for FY2015 have been reported to the federal government (IMLS).
- One-page advocacy flyers were created for approximately 160 public libraries with their own individual library statistics used in the contents of the flyers. These flyers were provided to libraries, on request, to help during the budget season. They were also made accessible to CLA.

### Maria Bernier

- Compiled E-Rate information for all public libraries and branches in CT Libraries Fiber Consortium and submitted it to Universal Service Administrative Company (USAC) so they could update their records and bulk-add the libraries to the consortium's application.
- Collected bids in response to RFP, and reviewed them with evaluation team according to USAC requirements.
- Announced bid review results to both fiber and DSL libraries.
- Developed step-by-step instructions for completion of Form 471 (14 pages of instructions containing 74 steps).
- Attended LSTA Coordinators meeting convening in Louisville, KY, April 18-20, for training on how to enter evaluation/outcomes into new State Program Report and how to prepare for five-year plan evaluation.
- Prepared brochures for National Library Legislative Day.

### Eric Hansen

- Added announcement with invitation to participate, shortened URL, and R code to eResource Assessment Survey to all relevant researchIT CT web pages for release April 15. Worked with Dawn and Robert Kinney on press release to promote the survey.
- Presented "Onward with eGO" at CLA Annual Conference Friday, April 22, with Micah May, Director of Business Development, New York Public Library.
- Participated in LEAP (Library E-Content Access Project) conference call April 28 to discuss status of project RFP and communication about the project (a national library eBook marketplace). Volunteered to serve on the LEAP Communication & Advocacy eBook Working Group.
- Hosted "Gadgets in the Library" webinar at MLSC April 7.

### Susan Cormier

- Summer Reading: Five *Summer Reader/Wandoo Reader* training sessions have been held, with a sixth planned for May 6th at MLSC. We continue to receive summer 2015 surveys as people realize they don't have a summer manual or they get a phone call from one of the children's services consultants. Approximately 40 libraries have requested *Wandoo Reader* demo accounts so far this year. Libraries had until March 31 to decide if they were going to use *Summer Reader* or switch to *Wandoo Reader*. A demo *Wandoo Reader* site has been created where librarians can sign up and use the site as if they were patrons.
- Service Center Consolidation: April has been occupied almost entirely with move preparations. All furniture and equipment has been either assigned to MLSC, CLC or surplus; all closets and files have been emptied, 2,500 Large Print books were weeded and sent to Better World Books, a weeklong book giveaway is in progress.

### Julie Styles

- Coordinating the service center consolidation move consisting of 3 distinct moves; moving collections from WLSC and MLSC to the Library for the Blind and Physically Handicapped as well as the main move.

- Created a space planning schematic for the newly renovated consultant workroom at MLSC.
- Coordinating with Steve Cauffman, the weeding and approved materials giveaway days at MLSC.
- Met with Jeanine Esposito, Dawn La Valle, and Maria Bernier to discuss future Excite, Transform Your Library boot camp workshops.
- Attended CLA Annual Conference.
  - Accepted CLA Publicity Award on behalf of the CT State Library.

#### Steve Cauffman

- Assisted with the process of withdrawing material from MLSC to make room for WLSC's collection.
- Coordinating and processing, with Ursula's assistance, MLSC furniture, file cabinets, shelving and such for surplus.
- Created a handout for library staff members with instructions on how to acquire items that we are sending to surplus.
- Posted meeting notes and other background documents to a guide for the deliverIT CT Sustainability Task Force.
- Assisted with MLSC's Permanent Loan Giveaway Days by placing yellow streamers on stacks and bays that contained material we are keeping.
- Created and posted deliverIT CT routing slips for printing on legal size paper.
- Attended ILL Roundtable - East meeting to update attendees on findIT CT, deliverIT CT, and the consolidation of the Service Centers.

#### Gail Hurley

- Worked with MLSC and WLSC staff throughout April on cleaning, weeding, and other tasks in preparation for consolidation of service centers. Participated in Giveaway Days in both locations.
- Money Smart Week @ Your Library was April 23-30.
- Worked with Jenifer Smolnik, Library Media Specialist at Ellington High School, on how to integrate our digital newspaper resources with the high school history curriculum. Submitted a proposal with Jenifer to present a program at the Fall Connecticut Educators' Computer Association/CT Association of CT Librarians conference.
- Created a new libguide page on copyright with specific information on newspapers: [http://libguides.ctstatelibrary.org/newspaper\\_copyright](http://libguides.ctstatelibrary.org/newspaper_copyright). Finished working with Jane Cullinane on a new Word Press web site on how to digitize newspapers: [http://ctstatelibrary.org/newspaper\\_digitizing](http://ctstatelibrary.org/newspaper_digitizing).
- Attended CLA Annual Conference in Hartford on April 21. Reported on the Technical Services Section program on the Connecticut Digital Archive. Staffed New England Library Association and CT Digital Newspaper Project exhibit tables.

#### Linda Williams

- The deadline for the Collaborative Summer Library Program (CSLP) Teen Video Challenge was April 1. Susan Cormier and Linda Williams judged the 5 submitted videos and selected a winner. The winning video can be found at the CSLP's page of winning videos: <http://www.csplpreads.org/2016-teen-video-challenge/>.

- Linda Williams completed and submitted the required paperwork so that video winners and the winning library can receive their prizes - \$150 goes to the teen who submitted the video, and additional prizes go to the submitter's library.
- Linda Williams attended the Collaborative Summer Library Program Annual Meeting in Salt Lake City, UT. Collaborative business such as selecting a theme for 2019, slogans for 2018, an artist for 2018, prizes, bylaws, etc. are all discussed and voted on at this meeting which is attended by nearly every U.S. state and many of the territories.
- Linda Williams completed the four themed summer reading lists, and Susan Cormier modified the "Favorites and Classics" lists for the Department of Education's Governor's Summer Reading Challenge. The lists will be available on the DOE's site for their May 20, kickoff. A list of included titles was provided on the listservs so that schools and libraries could make sure to have the books.
- Linda Williams weeded at least a thousand items from the juvenile nonfiction collection at the Willimantic Library Service Center in preparation for the move.

## **ACCESS SERVICES**

The Connecticut Valley Hospital lost its librarian due to layoffs. We had conversations with CVH explaining the services CSL offers state agency employees. Nancy Lieffort made a site visit on 4/29. Their situation is still in flux. The medical research knowledge and experience that staff at CVH may need is outside the scope of CSL staff. Ken has approached the Vice Provost for University Libraries at UCONN to facilitate a meeting with the UCONN health sciences library and CVH.

This April, all three reference sections have used recently developed statistics sheets and are compiling and digesting the numbers. By refining some of the statistics we hope to improve service to patrons and spot trends.

Debra Pond put together a staff information sheet for Mail-In voter registration procedures. Because we no longer have just one circulation desk, Debra provided us with a refresher on the procedures, and every reference area received forms.

We have been looking at Access Services web pages and Lib guides for ADA usability. Jackie Bagwell (IT) took on the task of reviewing the pages. Staff will continue to review and update pages if necessary.

Mel Smith brought an "amateur journal collection" (2 archive boxes) to everyone's attention. One of these journals was published by William Gillette. Bill Anderson is in the process of cataloging this collection.

Steve Mirsky and Jackie Bagwell are exploring the possibility of digitizing the bill files.

Lara Day and several other staff members have been volunteering on the World War 1 projects at public libraries.

Eric Pavia, Elizabeth Esquelin-Santana and Kevin Johnson, shifted materials on 5B to make expansion room for CT-N dvds. We may have enough growth space for 2 more years for this collection.

### Outreach: Presentations/ Groups/ Tours

During April and May, staff give many impromptu tours to bus loads of Connecticut school students that visited the State Capitol and 231 Capitol Avenue.

Debra Pond (LAW) gave a tour and legislative history workshop to two UCONN students interning at DEEP.

Kevin Johnson (H&G) gave a William Webb presentation at:

- The Maple Hill School in Naugatuck for 2nd - 4th grade students
- Wapping Elementary school in South Windsor for 5th grade students
- Great Oak Middle School in Oxford for 8th graders
- Amity Middle school in Orange for 8th graders

Kevin gave a Jordan Freeman presentation at the Middle school in Vernon for 5th grade students.

Mel Smith gave an unscheduled tour to 20 members of a Genealogy group from Beacon Falls. He was interviewed by a Trinity history student about our archival resources and early manuscripts in our collection. A student group may put together a "guide to research facilities".

Kris Abery (GIRS) and Dave Corrigan (Museum) talked with Barbara Hampton, patent librarian from Sacred Heart University. They discussed the Museum's patent database.

### Conferences/ Meetings

Nancy Lieffort (GIRS), Steve Rice (GIRS), Kris Abery (GIRS) and Lindsay Young (LAW) attended Ex Libris- ALMA and Primo Implementation kick off at CCSU.

Bonnie Gallagher (LAW) finished US Legal System and Federal legislative history training. She compiled materials and made them available to Law & GIRS staff.

Kris Abery (GIRS) participated in the Federal Depository Library Program Regional Libraries Webinar Conference

### **COLLECTION SERVICES**

#### Electronic Resources

The following eBooks have been purchased. These are remotely available with a CT State Library card:

- The collapse of American Criminal Justice / William J. Stuntz  
Cambridge, Mass. : Belknap Press of Harvard University Press, c2011  
<http://74.217.196.211/record=b3749111>
- Internet legal research on a budget : free and low-cost resources for lawyers / Carole A. Levitt and Judy K. Davis  
Chicago, Illinois : ABA, Law Practice Division, [2014]  
<http://74.217.196.211/record=b4428922>
- Speaking ill of the dead : jerks in Connecticut history / Ray Bendici  
Guilford, Connecticut : Globe Pequot Press, 2012  
<http://74.217.196.211/record=b4427030>

Tribal Law databases have been added to our Westlaw Patron Access. This includes content such as: All Tribal Codes; Native American Law Reviews, Texts, and Bar Journals; West's American Tribal Law Reporter; West's Mashantucket Pequot Reports; Mohegan Tribal Law Cases; and more.

#### Federal Depository Program

In March 2016, we assisted Connecticut and Rhode Island libraries with weeding 3,522 items from their Federal Depository Library Collections.

#### State Library Digital Collections

In March and April, 102 volumes (27,898 pages) were added to the State Library Digital Collections. Volumes are requested by patrons or selected by library staff. Newly scanned titles include:

- More volumes of the Public and Special Acts for 1972-1975  
<http://www.consuls.org/record=b1127603~S1>
- The Connecticut business directory for ... 1871, 1873 and 1898  
<https://www.consuls.org:443/record=b2604131~S1> and  
<http://www.consuls.org:80/record=b2604176~S1> lists the “mercantile, manufacturing and professional interests of the state...”
- List of personnel in the overseas service of the American Red Cross, April, 1917 to November, 1919 : revised to April 22, 1920 [v.2]  
<https://www.consuls.org:443/record=b1732377~S1> Vol. 2 lists the men who served the Red Cross in Europe and gives name, address, years of service, type of duties and country where served. Vol. 1 lists the women who served and will be online soon.
- Connecticut motor vehicle register 1926 v.1  
<http://www.consuls.org:80/record=b2412389~S16> which lists cars by registration number, maker, model, year, owner's name and address.

#### Connecticut Digital Newspaper Project (CDNP)

Our first reel of scanned microfilm was accepted by the Library of Congress in mid-March and we submitted our semiannual report to the National Endowment for the Humanities on March 31.

Our grant includes a program to work with history students to create topic guides to Connecticut history that will enhance researcher “entry” into our Chronicling America newspapers. Three guides are completed: Women and World War I, How Connecticut Experienced the Sinking of the Lusitania, Polish Immigrant Lives in the Progressive Era. In addition the CDNP project coordinator has created two additional topic guides. We expect these to go online soon.

CDNP exhibited at the CT Education Association New Teachers Conference (March 19) and the CT Library Association Conference (April 21-22) to promote our existing and forthcoming newspapers in Chronicling America

<http://chroniclingamerica.loc.gov/newspapers/?state=Connecticut&ethnicity=&language=>. The revised project brochure was ready for distribution at the conferences.

#### Newspapers of Connecticut (A Statewide Newspaper Project)

We have published a Statewide newspapers website

[http://ctstatelibrary.org/newspaper\\_digitizing](http://ctstatelibrary.org/newspaper_digitizing) with links to content that parallels our Newspaper Digitization 101 workshop. It includes the recommended specifications for digitization, advice on working with microfilm and copyright.

We added the *Griswold atom* (1947) to the collection. This newspaper has a few issues that include columns in Polish, French and Finnish. The digital files were donated by one of the brothers who published it.

<http://cslib.cdmhost.com/cdm/search/collection/p15019coll9/searchterm/griswold%20atom/field/title/mode/all/conn/and/order/title>

Interlibrary Loans supplied to State Employees FY16 to date:

- Books, borrowed: 70
- Articles, copies/digital: 64

Meetings, Presentations, Workshops, etc

- Discussion with State Library of Ohio and Boston Public Library on ProQuest's digitization of Executive Branch Documents (conference call, Carol Trinchitella and Kris Abery)
- CT Education Association New Teachers Conference on March 19, CDNP exhibit table staffed by Chris Gauvreau
- Teach It meeting at CT Humanities on April 5 -Chris Gauvreau
- CT Library Association Conference on April 21-22, CDNP exhibit table staffed by Chris Gauvreau
- Connecting with the New Social Studies Frameworks workshops: Getting Up Close and Personal with the New Social Studies Frameworks & Inquiry Learning, workshop by the CT League of History Organizations on April 27 –Chris Gauvreau
- Depository Library Council (DLC) Virtual Meeting (WebEx),– Carol Trinchitella
- ER&L (Electronic Resources & Libraries) Conference 2016 (webinar), 4/28/2016 – Carol Trinchitella

**PUBLIC RECORDS ADMINISTRATION**

Records Retention Schedules

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

- 16-1-3, Department of Administrative Services (DAS) – Construction Services

Training, Outreach & Site Inspections

LeAnn Power gave a tour of the State Records Center to representatives from the Department of Administrative Services.

LeAnn, Kathy Makover and Kristen Gurciullo attended the Spring Conference of the Town Clerks Association in Danbury staffing an information table and speaking with town clerks and records vendors to address questions related to the grant program and agency policies and procedures.

LeAnn, Kathy and Kristen presented records management training at Southern Connecticut State University. The training was attended by the agency's RMLO and Assistant RMLOs as well as about 40 individuals from departments across the campus.

Historic Documents Preservation Program

The Historic Documents Preservation Program is now entering its sixteenth year and has awarded over \$14,500,000 in grants to municipalities. With this funding, towns have completed

more than 2,200 projects to improve local government records preservation, access and management.

Kathy is processing FY2017 Cycle 1 grant applications and FY2016 grant amendments and final reports. For FY2017, the program has received Cycle 1 applications from over 120 municipalities, with a closing date of April 30. The remaining municipalities are eligible to submit Cycle 2 applications, with a closing date of September 30. For FY2017, grants will be awarded in the amounts of \$4,000, \$5,000 and \$7,500 for small, medium and large towns respectively.

#### 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. The ECM system will allow State agencies to more effectively and efficiently store and manage electronic records.

LeAnn, 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. The BEST/CSL team is now focusing on the next phase of this digital transformation by addressing the configuration, integration and implementation of an Information Lifecycle Governance solution.

#### State Records Center

Doug Yaeger and Mike Soltesz accessioned 1,226 cubic feet of agency records; deaccessioned 1,707 cubic feet of agency records; processed 1,019 reference requests; and processed 707 re-files and inter-files.

#### Committees and Additional Staff Activities

LeAnn attended a Town Clerk's Certification Committee meeting at the Deep River Town Hall.

LeAnn attended Agency Active Shooter in the Workplace Response training for State Managers, at the Police Academy in Meriden. The session was offered by the Department of Emergency Services and Public Protection, Connecticut State Police, and the Department of Administrative Services.

LeAnn, Kathy and Kristen attended the annual Freedom of Information Conference in Haddam. Conference sessions included "Hot Topics in FOI... Digging Deeper," and "Answers to Cutting Edge FOIA Questions," where the staff also responded to records management questions that were raised during discussion of FOI topics.

### **ARCHIVES**

#### **Probate Record Accessions:**

RG 004:014, Branford Probate Court record books, 1850-1924, 27 volumes; bonds, 1881-1927, 3 volumes

#### **Other Accessions:**

RG 062:095, Town of New London records, 1856-1998, 132 volumes  
Corporations, 1856-1961, 1969, 10 volumes  
Tax Liens, 1875-1998, 32 volumes  
Attachments, 1872-1965, 11 volumes  
Sewer Liens, 1887-1928, 3 volumes

Tax Abstracts, 1946-1988, 37 volumes  
Real Estate [City] Directories, 1930-1985, 39 volumes

RG 074:045, Lowrey Family Reunion Association records, circa 1875-2006, 4 cubic feet  
*The Lowrey Family Reunion Association was comprised of descendants of Thomas and Mary Lowrey, who settled on Red Stone Hill in Plainville, Connecticut. Reunions of the Lowrey family started being held in 1875 until the recent dissolution of the association. The collection consists of index cards, publications, notebooks, artifacts, and financial records.*

RG 079:004, Dept. of Environmental Protection aerial photographs and indexes, 1951-2000, 70 cubic feet

*Governor Wilbur L. Cross recommended an aerial survey of the entire state of Connecticut to the State Planning Board in 1933. The governor and the board saw such a survey as an essential tool in planning for the state's future. The survey would be the first government sponsored aerial survey of an entire state. Aerial surveys were conducted in 1938, 1951, 1965, 1970, 1975, 1980, 1985, 1990, 1995, and 2000.*

RG 177, Dept. of Administrative Services Supplier Diversity records, circa 1990-2016, 23 cubic feet

*The records consist of state agency reports to DAS of their agencies' goals and implementation of the set aside program for state contracting as required under section 4a-60g (l) and (m), CGS.*

RG 177, Dept. of Administrative Services Procurement Division, Acceptable Brands Lists, 1955-2000, 2 cubic feet

*The records document the manufacturers' specifications submitted to the Advisory Committee in order to be on the state's acceptable brands list.*

**New Finding Aids Online:**

Robert Satter Collection, 1926-1993, bulk 1952-1980 (RG 069:160)

**Outreach:**

Assistant State Archivist Allen Ramsey served as a judge in the Senior Research Paper category for the *CT History Day* State level contest at Central Connecticut State University.

State Archivist Lizette Pelletier, Allen and H&G staff members Carolyn Picciano and Mel Smith, met with a potential donor in East Granby, CT. The collection consists of more than 30 linear feet of genealogical research files and an extensive collection of reference materials on Irish, Canadian and Native American culture and history.

**Processing Completed:**

Archives intern Sarah Morin from Simmons College Graduate School of Library and Information Science, completed processing the Robert Satter Collection, 1926-1993, bulk 1952-1980, 2 cubic feet. Robert Satter was a prominent Hartford lawyer, a member of the state House of Representatives, a general counsel to Democratic Party legislators, and a Superior Court Judge. Included in this collection are clippings, correspondence, photographs, scrapbooks, and published writings, reflecting his long and distinguished legal, political, legislative, and judicial career in Connecticut.

**Other:**

Lizette continued to assist Public Records staff on updating DAS record retention schedules in preparation for relocation of DAS staff from the State Office Building to new offices as part of the building renovation project.

Lizette continued with her responsibilities as the Project Director on the National Historic Publications and Records Commission [NHPRC] funded board programming grant for the State Historical Records Advisory Board [SHRAB]. This is the 5th in an on-going series of grants to provide assistance and education to historical societies, public libraries and museum on best practices for their archival collections and institutional archives.

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.

Allen co-chaired the Council of State Archivists [CoSA] State Electronic Records Initiative [SERI] Tools and Resources Subcommittee meetings.

Lizette participated in two Council of State Archivists [CoSA] Nominating Committee meetings.

Lizette attended Connecticut Valley Museum Advisory Committee meetings on April 27 and May 13. The committee is designing 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 attended a Northeast Document Conservation Center [NEDCC] Advisory Board Meeting on May 6, as the State Library's representative.

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

Large Print Books from the Library Service Centers

The LBPH prepared 2,850 linear feet of shelving for the large print (LP) books from the Middletown and Willimantic Library Service Centers. The Middletown LP books arrived on May 3rd and the Willimantic LP books are scheduled to arrive on May 10th.

National Library Service (NLS) Bi-annual National Conference

From April 1 to April 7, Gordon Reddick and Paula McLean attended the NLS national conference in San Francisco. Both attended several hands-on training sessions particularly concerning downloadable books, apps for mobile devices, and duplication on demand. The conference also focused on the future which includes the integration of downloads and duplication of books with the collection, the development of a wireless book player, and the creation of a wireless infrastructure for full delivery of books to the patron's book player. At some point in the distant future, perhaps 10 years or so, the entire program may be based "in the cloud" where no physical inventory of books will be needed. A lofty goal, but one the NLS has begun to pursue.

National Library Service (NLS) Consultant Visit

MaryBeth Wise of the NLS will do the bi-annual consultant visit on May 16 and 17. Based on the ALA/ASCLA Revised Standards 2011, MaryBeth will assess the LBPH's compliance with the multitude of administrative and service standards and make recommendations for correcting discrepancies and improving the LBPH's operations.

### Patron Survey

The bi-annual patron survey began on April 28th using Survey Monkey for the first time. A total of 701 patrons received the survey by email of which, at the time of this report, 115 have responded. Previous surveys were by mail or telephone and averaged about 40 responses. The use of Survey Monkey has almost tripled the number of responses. There's a total of 25 questions and the survey will be kept open until May 8, and then a full report will be submitted.

The key results thus far include:

- a. 99% would recommend the LBPH to family members, friends, and colleagues.
- b. 97% give their approval of the LBPH's performance. 75% say 'excellent', 21% say 'very good', and 2% say 'good'.
- c. 92% say the LBPH staff is courteous and professional.

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

The 14 CVSBH cassette books sent to the Utah LBPH for conversion to digital format have been completed and returned. They still need to be run through the editing software for the final product.

Perkins School for the Blind has completed the editing process for the first of twenty audio book masters which we have contracted with them to produce.

The CVSBH has completed their second digital book eligible for upload to the National Library Service's (NLS) national book download system called BARD. This is a major accomplishment as the NLS standards are far more stringent for downloadable books than for the regular digital cartridge circulation.

### Braille Book Donations

The American Friends of Kenya (AFK) prepared 100 shipping boxes of braille books - about 300 volumes - for shipment to Kenya. There are still about 27,000 braille volumes remaining to donate, or about 9,000 shipping boxes. Each box will need a handwritten customs form in addition to the usual address labels. The NLS provides the specially designed shipping boxes but they're out of stock at present.

### The LBPH Advisory Committee

Met on April 8th. Gordon Reddick posed the question of the timing of the final withdrawal of cassette books from circulation, as part of the national transition to digital books beginning in 2010, and received unanimous consent to do so by the end of 2016.

### Cassette Book Removal

With the Advisory Committee's concurrence, the list of the remaining 72,600 cassette books will be submitted to NLS by the end of May for recycling authorization per NLS procedures. Their actual removal will be in the late summer/fall. There's still 148 patrons who use cassette books and each one will be contacted and set up with digital equipment before cassettes stop circulating.

### Outreach

Gordon Reddick participated in the annual St. Ann Parish of Milford Health and Wellness Fair on Saturday, April 30th.

Gordon Reddick is scheduled to participate in the annual New England Assistive Technology (NEAT) "Vision Open House" exhibition on Thursday, May 12th.

#### LBPH Intern

The MLS student intern, Jennifer Ritchie, continues working at the LBPH about 12 hours per week. In addition to familiarization of LBPH procedures, she's conducting the biannual machine lending program self-audit which consists of verifying the location of 50 machines chosen at random. Her other major project is labeling the shelves for new book arrivals.

The LBPH Friends Group will meet on May 10th. Membership renewals were sent out by Gordon Reddick in which 24 members re-upped or just made a donation. The current balance is \$1035.75.

#### NLS Machine Reconciliation

The NLS machine reconciliation process has been initiated in April, and will continue through May and into June. This process compares the machine database of the LBPH with the NLS master machine database, discrepancies resolved, and both databases match. This is required in preparation for the transition to NLS's PIMMS inventory system to be activated this coming August. A patron records reconciliation is also required and will be done in June/July.

### **MUSEUM OF CONNECTICUT HISTORY**

#### Education Report

- Education outreach programs continue to Connecticut schools. Recent visits have included schools in Waterford, Coventry and Enfield.
- Thus far this school year, 53 outreach presentations have been given to approximately 995 students in grades 3-7.
- The Museum hosted several groups of parents/children as part of "Take Your Son/Daughter to Work Day." The groups took tours and were challenged by the Museum Scavenger Hunt.

The Museum Facebook page passed a milestone when it received its 1000<sup>th</sup> like. Visit the page at <https://www.facebook.com>