

STATE LIBRARIAN'S REPORT
November 28, 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 November 28, 2016, meeting of the Board, covers the period of September 27, 2016, through November 25, 2016.

FINANCIAL REPORT

Attached to this report.

OFFICE OF THE STATE LIBRARIAN

Public Library Construction Projects Funded

At a special meeting of the State Bond Commission on November 15, Grants-In-Aid for Urban Development Projects funds were allocated to the State Library through the Office of Policy and Management as follows:

Town of Berlin/Berlin Peck Memorial Library elevator project	\$ 9,675
Hartford Public Library Park Branch	\$ 5,000,000

The State Library Board, in a regularly scheduled meeting on November 23, 2015, approved a grant of \$125,500 for the Berlin Peck Memorial Library project. The funds allocated by the Bond Commission make up the balance of the matching funds the Berlin Peck Memorial Library needed. A request for Bond Commission consideration of the \$125,500 has been submitted to OPM.

The State Library Board, in a regularly scheduled meeting on November 23, 2015, approved a \$1,000,000 grant to the Hartford Public Library for the Park Branch. The grant was subsequently allocated by the Bond Commission in May 2016. At the same meeting, the Bond Commission also allocated \$4,700,000 in Urban Action funds for the Park Branch. Total state funding for the project is \$10,700,000.

World War I Centennial

The CT Heritage Foundation received a planning grant from CT Humanities for an exhibit to be mounted next fall. Initial work on "Looking Back, Looking Forward: Connecticut's Role in the Great War" is nearing completion. Edward A. Gutiérrez, Consulting Historian on the project, submitted his report on what he found in the Archives along with a Connecticut in World War I timeline to the planning committee. The major themes have been identified and will be refined by the end of the grant period.

The Remembering World War One project held three Digitization Day events in October. These events were in partnership with the New Britain Industrial Museum, the Old State House and Avon Free Public Library. Over 150 unique items were brought to the fall events relating to 35 individual soldiers and nurses who served during WWI.

Christine Pittsley attended the New England Museum Association conference, the Connecticut Council for the Social Studies conference, the Daughters of the American Revolution conference and the History Day Kickoff at CCSU to talk to participants about the WWI commemoration and project.

Christine also continued to work with local universities to produce content focused on WWI; Students in the Journalism department at SCSU worked at the fall Digitization Day events and will be producing stories and oral histories focused on the stories uncovered at the events; the Public History department at CCSU will also produce web content focused on WWI.

Consultations

At the request of the mayor of East Hartford, I attended a Council meeting to talk about regionalization and the benefits of libraries working together. East Hartford is considering a proposal by the mayor to contract for services from the Hartford Public Library.

At the request of the Bridgeport Public Library Director, Robert Kinney and I attended a meeting of the Board of Directors to advise on the recruitment of a new library director.

Professional Activities

I attended the Chief Officers of State Library Agencies (COSLA) Fall Meeting in Minneapolis, MN, October 23 - 26. The meeting marked the conclusion of my two-year term as President. In my capacity as immediate past President, I will be chairing the COSLA Measures that Matter initiative. Included in your packet is an article from Library Journal that describes the project. This work will have a major impact on how we measure the impact of library services here in Connecticut and nationally. While at the meeting, I announced that COSLA had received a \$350,000 grant from the Gates Foundation to further support this work.

I participated on the "State of the States" panel at the New England Library Association Annual Conference.

I continued my involvement with the reaccreditation of Southern Connecticut State University's library school program.

- Attended the monthly meetings of the Southern Connecticut State University (SCSU) School of Education Department of Information and Library Science Curriculum Committee Meeting.
- Attended the quarterly meeting of the SCSU Information and Library Science Advisory Board.

DIVISION OF LIBRARY DEVELOPMENT (DLD)

EXCITE Transformation for Libraries Pilot Project

Hosted first of three, three day sessions for DLD's EXCITE Transformation for Libraries pilot project partnering with Innovation expert Jeanine Esposito. Six teams of 8 Connecticut libraries and one representative from the Delaware State Library came together to learn how to collaborate and innovate on the common task to "Re-imagine and/or activate library space to engage the community to collaborate on ideas to address meaningful community issues. This is part of DLD's Aspen CT Path Forward, Re-Envisioning CT Libraries Initiative and is a pilot for a

Laura Bush 21st Century Institute of Museum and Library Services (IMLS) grant we will be applying for in the beginning of 2017. One participant said of the experience, "Great program that will help push my library to the next level. Not the normal program or workshop you see offered to libraries." Dawn La Valle, Gail Hurley and Maria Bernier are administering the pilot with Steve Cauffman providing support as well as filming the sessions.

Veterans and Military Families Public Library Initiative

As part of the work DLD has been doing in the area of financial literacy in public libraries, we have identified a growing need to develop community based library programming and outreach solutions for veterans and military families. Currently, the Library for the Blind and Physically Handicapped provides service to a significant population of visually impaired veterans. Dawn was invited to participate in an IMLS Veterans and Military Families Town Hall meeting, in San Antonio Texas, to discuss how public libraries can better understand current needs and services; identify opportunities for enhancing community services; and develop frameworks, tools and resources to strengthen the role libraries have in addressing the specific needs of veterans and military families in their communities. Dawn will be working with Gail Hurley to develop continuing education workshops, programming and other resources for CT libraries to address this need.

Futures Conference 2017

DLD will be partnering with our state library colleagues from New Jersey, Delaware, Maryland, Pennsylvania, Rhode Island and New York, to present a Futures Conference. Each state will invite selected librarians to attend this Futures Conference which will feature speakers and information searchers, to engage librarians in envisioning the library of the future. Potential speakers are Dr. Daniel Russell, a senior research scientist for search quality and user happiness at Google. In his research, he focuses on understanding how searchers think of online content, how they search and what they consider success and failure in terms of search results. David Pescovitz, co-editor at Boing Boing and research director at the Institute for the Future, a Palo Alto based collective that makes forecasts about our world. He offers that libraries are poised to become all-in-one spaces for learning, consuming, sharing, creating and experiencing. Other speakers will address big data, collective impact programs, badging, haptic technology, resilience, robots and other future trends of libraries.

Professional Activities and Outreach:

Dawn La Valle

- Participated in the Commission for Education Technology Open Education Resources meeting, along with the State Librarian.
- Attended Council of State Libraries in the Northeast (COSLINE) 3-day Conclave in Rehoboth Beach, Delaware.
- With Siobhan Riordan, President and CEO of the Philadelphia Free Library, presented Aspen CT Libraries Path Forward Initiative and overview of the Aspen Re-Envisioning Public Library Report at the Pennsylvania Library Association Conference.
- Organized programs and speakers; presented at 2016 Association of Connecticut Library Boards Leadership Conference.
- Consulted with Douglas Library, Hebron Board of Trustees using Aspen and Board Basics modules.
- Expedited selection and hiring of p/t sorter for deliverIT CT who started November 8th.
- Working with QualityMetrics Consultants on evaluation of the Library Services and Technology Act (LSTA) 5yr Plan.

Tom Newman

- **Construction Grants:** The Division will be making its recommendations for library construction grants for FY2017 at the State Library Board's November 28 meeting. Bridgeport, Stratford, Seymour, Sharon, and Enfield, have applied for grants totaling \$1,771,041. Also the Town of Lebanon will be requesting a one-year project initiation extension in order to have more time to sort out some complex land title issues.
- **borrowIT CT:** As required by statute, libraries recently submitted their expenditure reports for the borrowIT CT payments made in April 2015. A summary of these payments will be available on the borrowIT web page.
- **Public Libraries Annual Report, State Aid, Statistics:** DLD provided an introductory Microsoft Excel class held in late October, which included a tutorial on how to complete the public library Annual Report. 9 people attended. The Annual Reports are all due by the deadline of November 15. Most public libraries are expected to fill out the report this year, though without State Aid this number may be less than in previous years. By statute the Annual Report is still required in order for public libraries to receive other state funds such as the borrowIT CT reimbursement. A preliminary version of the "Statistical Profile," created using data from the reports, should be available in early December

Gail Hurley

- Continued working with Bibliomation and Equinox staff, libraries, and vendors on configuring their various systems for findIT CT.
- Met with Rutgers University colleagues at CSL on October 13 regarding the National Digital Newspaper Project. New Jersey is one of the new states represented in the project and they came for a visit to see how our project worked and to get advice.
- Attended the New England Library Association (NELA) Annual Conference October 16-17, as the Connecticut Library Association's CT Representative and as a member of the NELA Conference Committee.
- Presented "CT Primary Sources & Tools for Teachers" as a panel program and 3 expert sessions, and exhibited the CT Digital Newspaper Project and ResearchIT CT at the annual CT Association of School Libraries (CASL)/ CT Educators Computer Association Conference (CECA) on October 25.
- Arranged and participated in the History Unfolded pilot day at CSL October 26. Researched articles from local newspapers and uploaded them to the U.S. Holocaust Museum's History Unfolded web site. This was done in conjunction with CT Humanities to prepare for a statewide crowdsourcing day in January for this project.

Linda Williams

- Monitored the windup of Nutmeg Selection committees as they finalize their selections. There are four levels, each of which offers 10 nominees (except for the elementary level which offers 15).
- Met with West Hartford's Head of Library Media (schools), Head of Children's Services (public library) and other school and library staff to do a demonstration of Wandoo and answer questions. The library would like to collaborate on summer reading next summer, using Wandoo.
- Working on a booklist for Early Chapter Books after a Goodnightmoon posting. Libraries are making separate collections for this category now, and would like to develop these collections more. Booklist will go out on Goodnightmoon soon.

Eric Hansen

- Presented "Connecticut State Library and eGO" program at the Missouri Library Association Annual Conference in Springfield, MO, on Oct. 6, NELA Annual Conference in Danvers, MA, on Oct. 17, and Kansas Library Association Annual Conference in Wichita, KS, on Oct. 21.
- Participated in Library Simplified and LEAP conference calls as required.
- Coordinated work by CSL IT department with Day1 for configuration of our Amazon Web Services (AWS) instance.
- Hosted an Ask the Expert table at CT Association of School Libraries (CASL)/ CT Educators Computer Association Conference (CECA) in Plantsville, CT, on October 25. Promoted researchIT CT resources.

Maria Bernier

- Continued support for Fiber Consortium project and ISP project as needed so libraries submit appropriate E-rate and state grant forms on schedule.
- Administered first round of fiber grant awards from the state library totaling \$338,670 to 15 libraries.
- With Connecticut Education Network (CEN) staff, presented a webinar on Children's Internet Protection Act (CIPA) and filtering on November 2.
- Attended RIPL (Research Institute for Public Libraries), Sept 30-Oct 3, to learn about evaluation methods, data collection and visualization, and storytelling for libraries.
- Led CLA ADA committee in offering a half-day program on accessibility issues on November 1, in West Haven.

Steve Cauffman

- Facilitated the Interlibrary Loan (ILL) discussion, one of the breakout sessions, at the CLA Support Staff (CLASS) Conference.
- Coordinated a meeting at the Middletown Library Services Center (MLSC) with Stephen Slovasky so that he could talk to staff about Alma and Primo (the State Library's new Integrated Library System).
- Coordinated a Connecticut Library Association (CLA) Resource Sharing Section meeting to talk about proposals for sessions that will take place at the CLA Annual Conference.
- Spoke to Karen DeLoatch's LTA class at Capital Community College about general Interlibrary Loan principles as well as the findIT CT catalog.

ACCESS SERVICES

Public Printers

Work is nearing completion on the public printing and copying project. The copier industry has changed and our current copy card system is no longer workable for us or the vendor. (The towers and card readers we use are obsolete. Parts were being removed from one reader to repair another.) CSL IT staff set up the equipment needed to test the new software and printing functions. We are starting with the balcony public access computers in order to troubleshoot any major problems before the other units are connected.

State Publications

With agencies and commissions moving or being consolidated we are receiving many state publications for our collection. Since August we have been able to add 230 items to our

collection. This summer the Legislature's Program Review and Investigation Committee's research staff were reassigned. Their reports have been a valuable asset to researchers.

Staff Changes

Library Aide Lara Day has left. She worked in History and Genealogy and assisted Christine Pittsley in digitization projects.

Jean Kincaid-Ross will be retiring on December 1. Jean has been an important member of the Bill Room team which serves a vital point role for both the legislative and executive branches of government.

Initiatives

Debra Pond is working on transcribing a World War 1 diary for CRIS radio as part of the "Voices of World War I" project. Funded by a grant from the National Historical Publications & Records Commission, the project provides people who are blind or unable to read due to print disabilities with access to the same historic documents their friends, classmates, neighbors and colleagues research and enjoy.

The Connecticut Humanities Council is a participant in a project to have the general public find and upload newspaper articles from WWII (1933-1947) about the Holocaust. These articles are located in newspapers held by the State Library. Carolyn Picciano, Jeannie Sherman and Gail Hurley assisted with planning the event that will be held in the State Library in January.

Carolyn Picciano is investigating how the State Library can become a Family Search affiliate.

Kris Aberly and Carol Trinchitella received an inquiry from ProQuest about the U.S. Supreme Court's records and briefs. They are interested in the Court's Writ of Cert. denied. Bonnie Gallagher and Griselle Colon looked into what we have and it appears that we have some of the materials they are looking for. Earlier this year the State Library entered into an agreement with ProQuest to digitize a variety of material from the Government Documents collection (see Collection Services report below).

Outreach: Presentations / Groups/Tours

Debra Pond (LAW) and Nancy Lieffort (GIRS) gave a tour for 22 Supreme and Appellate Court Law clerks.

Jackie Bagwell (IT) and Nancy Lieffort gave a presentation to 10 members of the Office of Legislative Research on the Library's use of a RefWiki.

Kevin Johnson (H&G) gave a William Webb presentation for the Connecticut Association of Diversity and Equity Professionals and for the Department of Motor Vehicles in Wethersfield. He presented "Jordan Freeman - The Fight to Set a People Free" at the Noble & Colley Center for Historic Preservation, Granville, MA. and Groton Bank Historical Association.

Bonnie Gallagher (LAW) arranged for Southern New England Law Librarians' Association to have their annual meeting at the Legislative Office Building. Debra Pond conducted a legislative history workshop for the group.

Bonnie Gallagher and Nancy Lieffort gave a tour to a group of 25 UCONN-Law international students.

Carolyn Picciano (H&G) staffed a booth at the annual Connecticut Society of Genealogists annual convention in Meriden. 108 people attended.

Jerry Seagrave (H&G) gave a presentation to the Southington Genealogy Society. Debra Pond gave a legislative history workshop to a DEEP intern from the UCONN law school.

Maria Paxi (H&G) gave a tour to the Sgt. David Thompson Chapter, Children of the American Revolution, a branch of the DAR. 11 attended.

Conferences/ Meeting

Kris Abery (GIRS) and Carol Trinchitella (Collection Management) had a conference call with the Government Publishing Office to discuss their "Preservation Stewardship Program".

COLLECTION SERVICES

Federal Documents

As of October 2016, over 600 Federal Executive Branch documents from 1933 to June 1975, were pulled from our collection and loaned to ProQuest's scanning facilities in Ypsilanti, MI. The turnaround time to/from ProQuest is quick (about 4 weeks) and the documents are coming back to us in good condition. In return for our participation, the State Library will gain perpetual online access and metadata for the digitized documents.

Electronic Resources

The following new eBooks have been purchased:

Connecticut Appellate Practice & Procedure / Eliot D. Prescott, Colin C. Tait
Hartford, Connecticut: Connecticut Law Tribune, 2016

<http://74.217.196.211/record=b4582193>

(Restricted to CT State Library walk-in users)

Cataloging Legal Literature, 4th edition
Getzville, New York: William S. Hein & Co., Inc., 2016.

<http://74.217.196.211/record=b4579946>

(Remote access for CT State Library cardholders)

Hartford in World War I / David Drury
Charleston, SC: History Press, 2015

<http://74.217.196.211/record=b4375008>

(Remote access for CT State Library cardholders)

U.S.S. Connecticut: Constitution State Battleship / Mark Albertson
Mustang, Oklahoma: Tate Publishing & Enterprises, [2007]

<http://74.217.196.211/record=b2973327>

(Remote access for CT State Library cardholders)

Digital Collections

From July through Nov. 14, 2016, 42 volumes (8,563 pages) were scanned and added to the State Library Digital Collections, in our public access site on CONTENTdm

<http://cslib.cdmhost.com/index.php> . Volumes are requested by patrons or selected by library staff.

As we scan new volumes, the master digital files are added to the Connecticut Digital Archive (CTDA) for preservation. At the same time we are working to preserve the master digital files of volumes scanned earlier. Due to the complexities of adding content to CTDA, we began with the simpler model for books and are only just getting started with serial publications. From May to June, we preserved 45 volumes (644 pages). From July to mid-November, we preserved 316 volumes (15,130 pages).

New Online Volumes:

- History of the New Haven Grays from Sept. 13, 1816, to Sept. 13, 1876
<http://www.consuls.org:80/record=b1792788~S16>
(CTDA: <http://hdl.handle.net/11134/30002:5338029>)
- Connecticut's war record for the year 1917 <http://www.consuls.org:80/record=b3939456~S1>
(CTDA: <http://hdl.handle.net/11134/30002:5345264>)
- 2008 Joint Standing Committee hearings of the Committees on Appropriations, Children, Commerce and Education (20 volumes) for example: Appropriations, part 1
<http://cdm15019.contentdm.oclc.org/cdm/ref/collection/p15019coll3/id/156657>
- The Fountain minstrel and Connecticut Washingtonian songster
<http://www.consuls.org:80/record=b4377502~S1>
(CTDA: <http://hdl.handle.net/11134/30002:21725428>)
- Goodwin's annual legislative statistics of state officers, Senate, and House of Representatives of Connecticut [1883-1886]
<http://www.consuls.org:80/record=b1099772~S16>

Connecticut Digital Newspaper Project (CDNP)

We completed the first year of our second two-year grant from the National Endowment for the Humanities in August. During this year we checked the quality of the microfilm, conducted a page by page inventory of the contents of the film and inspected the resulting scans. As of mid-November, four batches have been accepted by the Library of Congress and three are already online. Patrons now have free access to 3,442 issues from 1895-1905 of the (New Haven) Daily Morning Journal and Courier: <http://chroniclingamerica.loc.gov/lccn/sn84020358/> with 1906-1908 due online soon.

Newspaper Project staff and some undergraduate and graduate students have produced more guides to research on specific topics in our online newspapers, bringing our total to nine, including *African Americans and Civil Rights in Progressive Era Connecticut, 1909-1922* and *Free Speech & Seditious Speech in World War I Era Connecticut*.

<http://ctdigitalnewspaperproject.org/topic-guides/>

In addition we have been meeting with teachers and school librarians to show how our online newspapers can help them implement the new state Social Studies Framework in the

classroom. To this end, five inquiry-based teaching tools have been created and are on our website: <http://ctdigitalnewspaperproject.org/resources/>

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

CSL Project Lead, Stephen Slovasky, along with Carol Trinchitella and Diane Pizzo reviewed and tested the bibliographic, electronic resources records, serials holdings records, patron records, order records and vendor records migrated into Alma, an integrated library system shared with the four state universities and community colleges. Primo, the Discovery or search portal was reviewed by reference and technical services staff.

Meetings, Presentations, Workshops, etc

- Awardees Conference of the National Digital Newspaper Program (CDNP). Chris Gauvreau, CDNP Project Coordinator gave a presentation on our outreach to teachers. Jane Cullinane and Gail Hurley of the Division of Library Services, also attended (Sept. 14-16)
 - CT League of History Organizations "WWI Centennial Commemoration Show & Tell". Presented by Chris (Oct. 3)
 - History Day Kick-Off Event. Chris exhibited at conference (Oct. 15).
 - Fall Conference of the CT Council for the Social Studies. Chris exhibited at conference while Gail gave a presentation (Oct. 17).
 - Chris exhibited at the CT Educators Computer Assoc.-CT Association of School Librarians Joint Conference (Oct. 25).
 - Assoc. for the Study of CT History. Chris exhibited at the conference (Nov. 5).
- CT Library Association Support Staff Professional Development Conference. Presentation by Jane on dealing with "Wet Books at the Library" (Oct. 28).
- CSCU/Ex Libris Project- Meetings related to our migration to Ex Libris Alma and Primo, an integrated library system and shared library catalog. The Board of Regents is working with the 4 State Universities, 12 Community Colleges, Charter Oak State College and the State Library on this project: multiple weekly webex meetings, migration planning sessions and video training sessions attended by Project Lead, Stephen Slovasky, Carol Trinchitella and Diane Pizzo. (Sept. - Nov.)

ARCHIVES

Probate Record Accessions:

RG 004:083, Middletown Probate Court record books, 1752-1921, 71 volumes; bonds 1881-1904, 5 volumes

RG 004:158, Westport Probate Court record books, 1886-1927, 27 volumes

Other Accessions:

RG 015, Office of Policy and Management Criminal Justice Policy and Planning Division, Offender Based Tracking System (OBTS) records, circa 1979-2009, 18 cubic feet

The records document the development of the Offender Based Tracking System (OBTS), a key component of the states continuing effort to build an enterprise-wide Criminal Justice Information System. The objective of creating the OBTS was four-fold: (1) Provide a single source repository of offender-case data that is accurate, verifiable, timely and available to criminal justice agencies as authorized; (2) Provide a vehicle to exchange information between existing criminal justice information systems; (3) Provide

a mechanism to inform appropriate criminal justice agencies of the occurrence of significant criminal justice "events"; (4) Provide a scalable, adaptable, and maintainable architecture to accommodate future criminal justice enterprise and operational requirements purpose. Office of Policy and Management Criminal Justice Policy and Planning Division's role was largely that of principle financier (Federal grants and State Bond funds) and ultimate project oversight and collaborative project management. The records consist of program development files that contain correspondence, requests for proposals (RFP), progress reports, project status reports, studies, staff papers, reference materials, presentations, summaries, analysis, briefings, bond commission requests, evaluations, inventories, agreements, implementation schedules, project management files, user testing documents, data dictionaries, and various group and committee meeting records.

RG 015, Office of Policy and Management Intergovernmental Policy Division, State Financial Oversight Board records, circa 1985-2009, 100 cubic feet.

The records document the Bridgeport Financial Review Board, 1985-2001; Jewett City Financial Review Board, 1993-1999; Waterbury Planning and Financial Assistance Board, 1994-2009; and West Haven Planning and Assistance Board, 1986-2008. The records consist of board files that contain minutes, agendas, budgets, agreements, contracts, correspondence, and newspaper clippings; and regular and special meeting files.

RG 062:007, Town of Berlin school records, 1922-1971, 22 cubic feet.

The records consist of school attendance registers and monthly summaries from the following schools in the Town of Berlin: Adult, Berlin High, Berlin Jr. High, Blue Hills, Grammar, Griswold, Hubbard, Kensington Grammar, Ledge, Murray Heights, Percival, Selden, South, Willard, and Worthington.

RG 069:180, Arvid H. Anderson Collection, circa 1916-1920, 3 cubic feet.

Arvid H. Anderson was born on March 16, 1895 in Bristol, Connecticut. He enlisted in Company D in January 1914, and was in service at the Mexican border in 1916. Arvid was discharged in January 1917, but recalled on July 25 and served in the 26th Yankee Division in Headquarters Company, 102nd United States Infantry. Corporal Anderson was cited for bravery under fire on June 19, 1918, with seventeen men for maintaining the wire communications necessary between regimental headquarters and other command outposts while under heavy fire on June 16 at Xivray-et-Marvoisin, France. After the war Arvid was a plumber for various contractors in Hartford County retiring in 1958. He was a member of the Yankee Division Veteran's Association of Bristol; a member of Local Union No. 67, United Association of Plumbers; and a member of Karl XIV, Order of Vasa. He died on August 5, 1973, in Bristol. The collection includes photographs, dog tags, medals, Yankee Division publications, cemetery veteran gravestone information, and newspaper clippings.

RG 069:181, John N. Dempsey Papers, circa 1961-1989, 3 cubic feet.

John Noel Dempsey became governor of Connecticut in 1961 and served two terms. He was born on January 3, 1915, in Cahir, County Tipperary, Ireland, and was the first governor since colonial times to have been born in Europe. John N. Dempsey held his first local office in Putnam in 1936. In 1947 he was elected mayor and held this position until he became governor in 1961. During these years he also served in the State Legislature (1949-1955), as Governor Ribicoff's executive secretary (1955-1959); and as lieutenant governor (1959-1961). When Ribicoff resigned to become a member of

President Kennedy's cabinet, Dempsey was elevated to the position of governor. The personal papers include newspaper and photograph scrapbooks; events programs for both inaugurations and a number of recognition awards given to the Governor; text of speeches; individual photographs and other items related to John N. Dempsey's two terms as Governor of Connecticut, 1961-1971; and the University of Connecticut Medical Center Hospital which is named after him; and his funeral in 1989.

RG 177, Dept. of Administrative Services Statewide Human Resources Management abolished job class evaluation records and job class files, circa 1930-2016, 44 cubic feet.

RG 190, Office of Higher Education records, 1965-2013, 23 cubic feet.

The Commission for Higher Education was established on July 1, 1965 and assumed responsibility for higher education and the state colleges previously administered under the Board of Education. On August 1, 1977 the Board of Higher Education replaced the commission. In March 1983 the Board of Governors of Higher Education replaced the Board of Higher Education; a Department of Higher Education served as the administrative arm of the Board of Governors. On July 1, 2011, the Board of Governors of Higher Education was eliminated and functions of the Department of Higher Education were split between the State Board of Education and new Office of Higher Education. The Office of Higher Education is responsible for assuring that students have access to postsecondary institutions which meet the highest standards of academic quality, by administering the state's student financial aid programs, and by serving as an information and consumer protection resource. The records include meeting minutes, resolutions, policies, guidelines, college and university charters, and publications.

Outreach:

Damon Munz staffed a table at the CT Council for the Social Studies Annual Fall Conference in Cromwell on October 17, 2016.

Allen Ramsey presented a paper on Jean Kieffer: Inventor of the Kieffer Laminagraph X-Ray machine to 'See Around Bones', at the Association for the Study of Connecticut History Annual Fall Conference on "The Land of Steady Innovation: Connecticut & the New" held at Southern Connecticut State University on November 5.

Processing Completed:

Archives volunteer Sarah Morin completed processing the Karen Clarke Papers, 1962-2000, bulk 1988-2000, 7.5 cubic feet. Karen Clarke is a former staff writer for the New London Day. Karen covered the murder trials of Michael Bruce Ross and corresponded with him from 1986 to 2000. Michael B. Ross was an insurance salesman who kidnapped, raped, and strangled six young women across Connecticut and either attacked or killed four more from other states from 1981 to 1984. He was apprehended by Michael Malchik, the state police detective investigating the Connecticut murders. Ross pleaded guilty to killing two of the Connecticut women in 1985 and was initially given two life sentences. In 1987, he was convicted of killing the other four Connecticut women and sentenced to death in the electric chair. He spent the next 18 years on death row and was executed by lethal injection in 2005. Michael Ross was the last person to be executed before the state of Connecticut abolished the death penalty in 2012.

Training:

Lizette Pelletier participated in the first two of 6, archive roundtable sessions, "Exhibiting Books and Papers: Low-cost Solutions for High-end Results" and "Preservation Storage & Housing of Archives Collection: Guidelines & Solutions" for museum, historical society and public library staff on October 17, at the Greenwich Historical Society in Cos Cob and November 14 at the Guilford Keeping Society in Guilford, respectively. The workshops are funded by a federal grant to the State Library on behalf of the State Historical Records Advisory Board.

Lizette participated in a session at the New England Museum Association [NEMA] Annual Conference on November 10, entitled "Papers in Museums: How to Make Archives Accessible" to promote the Traveling Archivist program for small to mid-size cultural heritage organizations and provide an overview of the State Historical Records Advisory Board [CT SHRAB] and its work.

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.

State Archives staff met with State Library Board member Alison Clemens on September 26 to introduce themselves and the program and to give her a tour of the archival storage facilities at 231 Capitol Avenue and Van Block.

Lizette attended a Connecticut Valley Hospital Museum Advisory Committee meeting on September 29, 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, Allen, Damon and Nancy Liefkort met with Carrie Vibert, Director of the Program Review and Investigation Committee at the General Assembly regarding preservation of the Committee's historical records and publications as it begins to phase out and transfer operations to other committees.

Allen participated in a World War I Show and Tell Workshop on October 3, held at the Van Block facility.

Allen co-chaired the Council of State Archivists [CoSA] State Electronic Records Initiative [SERI] Tools and Resources Subcommittee meetings on October 4 and 25.

Allen attended a State Library CTDA Steering Committee meeting on October 6.

Allen attended CoSA SERI Steering Committee meetings on October 13 and November 10. Archives staff assisted with the World War I Digitization event at the Avon Public Library, October 18.

Allen, Nancy Liefkort, and Law & Legislative Reference staff met on October 20 with staff from the Judicial Branch regarding Supreme and Appellate Court records and briefs.

Lizette participated in a telephone forum with other State Archivists, facilitated by the Council of State Archivists [CoSA], on October 27, concerning the role of vendor sponsors.

Lizette and Allen attended a meeting of the World War I Centennial Commemoration Exhibit Committee on October 28, at the Van Block facility.

Lizette, Allen, and Damon met with Department of Children and Families (DCF) staff to improve access to child welfare bureau case files located in the State Archives on October 31.

Lizette attended a meeting of the Connecticut Digital Newspaper Project Advisory Board on November 10.

Lizette met with a graduate student, Shayna Simpson, from the University of Washington's Master of Library and Information Science online program regarding the State Archives on November 15.

Lizette participated in a Connecticut History Day orientation for 5 middle and high school level social studies teachers and CHD staff on November 17.

PUBLIC RECORDS ADMINISTRATION

Records Retention Schedules

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

- 16-1-3R, Department of Administrative Services (DAS), Division of Construction Services
- 16-5-1, Office of Policy and Management (OPM), Policy Development and Planning Division

Enterprise Content Management 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.

LeAnn Power, 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. An IBM Atlas Planning and Rollout Project Kickoff Meeting was held on November 1. Requirements Gathering Workshops are scheduled for November 28 and 29, with installation of the development environment scheduled for early December.

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.

The program has received applications from 31 municipalities for Cycle 2, bringing the total to 154 applications from municipalities for FY 2017. Kathy Makover has been processing Cycle 2 applications, Cycle 1 grant contracts and FY 2016 final reports.

Training, Outreach & Site Inspections

LeAnn Power, Kathy Makover and Kristen Gurciullo attended the Fall Conference of the Town Clerks Association in Westbrook on September 22, 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.

Kathy Makover spoke with New London town officials regarding their vault renovation and records relocation project on September 29.

LeAnn Power and Lizette Pelletier presented a half-day records management training as part of the Connecticut Council of Municipalities (CCM) Leadership Workshop Series on October 5, in Bristol. There were 64 attendees from municipalities across the state.

Kathy Makover spoke with North Haven town officials regarding their vault plans for heating, air conditioning and dehumidification on October 19.

LeAnn Power and Kathy Makover presented a half-day records management training at the Connecticut Police Academy in Meriden on November 9. The program was attended by over 100 officers and staff from the state and municipal police departments.

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 1,686 cubic feet of agency records; deaccessioned 1,529 cubic feet of agency records; processed 786 reference requests; and processed 356 re-files and inter-files.

Committees and Additional Staff Activities

Kathy Makover, Allen Ramsey and Damon Munz participated in a risk assessment inspection for the Van Block Facility by FM Global Insurance on September 8. These reviews help to ensure the protection of the State Library's archival collections by identifying issues with the building or building protection systems that can be corrected or improved.

LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED (LBPH)

National Library Service (NLS) Consultant Visit

The National Library Service (NLS) bi-annual visit was conducted on August 22 and 23, by Steve Prine, the Assistant Chief, Network Division for the purpose of assessing the LBPH's compliance with the multitude of administrative and service standards of the ALA/ASCLA Revised Standards 2011. The NLS consultant's report dated Oct. 27, 2016, indicated just two discrepancies: Publish a quarterly newsletter in addition to the LBPH website blog and develop a long-range plan separate from the LSTA plan. It is a tribute to the LBPH staff and an acknowledgement that they are performing their duties in a superior manner, that out of a 33 page inspection checklist the LBPH had only a small list of discrepancies.

Connecticut Volunteer Services for the Blind and Handicapped (CVSBH)

The CVSBH voted in new officers at their October meeting: Mike Conway - President, Anne Fortunato - V.P., Kathleen Katrenya - Treasurer, Wilson Faude - Recording Secretary, and Margaret Dillon - Corresponding Secretary.

The LBPH Advisory Committee met on October 14.

The LBPH Friends group met on October 25.

Digital Book (DB) Recall Program

The NLS has a mandatory DB recycling program where the LBPH 2016 quota is 4,796 digital books. These DB's have all been withdrawn and packed in the designated special boxes, ready to go. But because of a contracting issue at NLS, we cannot ship them out yet.

Outreach

Sept 27: Bloomfield Senior Services senior fair (Paula McLean/Tom Grossi).

Oct 7: Agency on Aging Healthy Living Expo (Paula McLean).

Oct 13: Senior fair sponsored by Sen. Doyle (Rafal Warchol).

Oct 19: Farmington Community Services senior fair (Paula McLean).

Oct 20: Senior fair sponsored by Sen. Crisco (Paula McLean).

Nov 3: Fearless Caregiver Conference (Gordon Reddick).

Rocky Hill High School (RHHS) Volunteers

On Oct. 6, 10 students from RHHS volunteered at the LBPH as part of the high school's annual Lend-a-Paw Day. They performed a variety of tasks and was considered by all to be highly successful.

Annual Consortium of User Libraries (CUL) Conference

Gordon Reddick attended the annual Consortium of User Libraries (CUL) in Portland, Me., from Oct 10 - Oct 13. This conference concerns the LBPH software program functions and the management of the Consortium which is a self-funding non-profit. The six CUL library directors were present from CT, ME, NJ, MI, Philadelphia LBPH, and Pittsburgh LBPH, along with technical support staff. The main topics were the increasing trend of NLS towards providing web-based delivery of services, the financial requirements of more complex programming, and consideration of a succession plan concerning the current CUL vendor. All of these are very early stage discussions as NLS plans will take 5 - 10 years to implement.

PIMMS database conversion

The implementation of new NLS database called PIMMS is now delayed to late November and is likely to be further delayed as new problems come up. In the meantime, we have to enter data manually for each relevant patron transaction as the projected batch process wasn't used. It's an increase in workload but just temporary. Once PIMMS is online, all such transactions will be processed automatically without staff input.

MUSEUM OF CONNECTICUT HISTORY

Education Programs

Outreach school programs have started with visits to schools in Waterford, Enfield and Windsor. Upcoming programs will visit Wolcott, Newtown and Glastonbury.

Patrick Smith finished up teaching an 8 week Connecticut history course to a large home school co-op in partnership with the Lutz Museum in Manchester. The students, ages 8-11, studied Connecticut topics including Connecticut legends, inventions, military history, Connecticut's famous foods, political history and three branches of government and Connecticut monuments.

The programs all took place at the Lutz Museum using a variety of objects, documents and photographs from the Museum and State Library.

Post Card Collection

The Connecticut Heritage Foundation has received a donation of \$1,000 from the Connecticut Post Card Club to be used “exclusively for the purpose of maintaining, preserving, digitization and expanding the Museum’s post card collection.” The funds will be used to hire a person to scan approximately 1,200 post cards in the Museum's collection that depict industrial sites. Most of the images date from the early 1900s to the 1950s and depict small to large-scale factories, including “bird’s eye” views, showing modern mills in the larger setting of a town or city and numerous images depict “old mills,” which are usually early-19th century water-powered mills in various states of disrepair.