

Report to the State Library Board

January 23, 2017

Kendall F. Wiggin
State Librarian

This report is prepared bi-monthly in conjunction with the regular meetings of the Connecticut State Library Board. The report, which will be included in the minutes of the January 23, 2016 meeting of the Board, covers the period of November 29, 2016, through January 20, 2017.

Highlights

Launch of new Integrated Library System

The new integrated library system (ILS) went live the week of January 9th. This is the culmination of nearly a year's work by library staff and administrators at the Connecticut State College and University (CSCU) libraries and the State Library. The new system now incorporates the holdings of each of these institutions and replaces the CONSULS system which the State Library and the State University libraries had shared for many years. This ambitious project was funded by the Board of Regents. The Middletown Library Service Center collection and the large print collection at the Library for the Blind are also included in the new ILS. The new system provides simple, one-stop searching for books and e-books, videos, articles, digital media, and more. Individuals will also be able to manage their own accounts; renew books and videos; create favorites lists; export citations to Refworks and Endnote Web; and view full search results. Stephen Slovasky, Head of Discovery & Delivery Services group (and CSL Project Lead); Diane Pizzo, Head of Collection Services group; and Carol Trinchitella, Serials & Electronic Resources Librarian, played major roles in the successful transition from the old system to the new.

Public Libraries Annual Report

State Data Coordinator Tom Newman released the official [Connecticut's Public Libraries: A Statistical Profile, July 2015 – June 2016](#). 178 libraries filled out the Annual Report this year, as opposed to 180 last year. The new Excel file survey report form was a success. Of the 110 libraries voicing an opinion, 99 felt the new report form was easier than the Bibliostat (survey vendor) report form used in previous years.

Though State Aid to principal public libraries was suspended this year, all 165 principal public libraries completed the Annual Report. By statute, the Annual Report is still required in order for public libraries to receive other state funds such as borrowIT CT reimbursement.

Statewide data indicates that:

- Circulation fell for the 6th straight year. It is now 18% lower than in FY2011.
- Library visits and reference transactions showed declines as well.
- Program Attendance per capita rose again this year and is now 20% higher than it was in FY2011.
- Filled Interlibrary loans showed its first decline in several years, from 1,076,756 to 944,252.
- Electronic media circulation as a % of all circulation rose from 4.7% to 6.1%.
- 82% of libraries reported some increase in their municipal appropriation last year.
- 121 of 178 libraries provide service to homebound patrons.

National Endowment for the Humanities Grant

Connecticut State Library is the recipient of an \$11,328 National Endowment for the Humanities (NEH) Common Heritage Grant, to support the “Remembering World War One: Sharing History/Preserving Memories” project. This grant will support statewide programming and digitization events throughout the year focused on the First World War. For the past several years the State Library has embarked on a project to find more of these personal stories through Digitization Day events around Connecticut. As we near the anniversary of US entry into World War One, this grant from the National Endowment for the Humanities will enable the State Library to engage more communities in Digitization Days, thus greatly adding to the record of Connecticut's involvement in the war and its aftermath. The digital images and stories collected at these Digitization Day events will be added to the State Library's online archive and made freely accessible for public use. Christine Pittsley wrote the grant and will serve as the Project Director.

Office of the State Librarian

National Endowment for the Humanities Grant
(see Highlights section)

Grants Submitted

Connecticut Digital Newspaper Project (CDNP). The State Library submitted a grant application to the National Endowment for the Humanities (NEH) to continue the CDNP from Sept. 2017 to Aug. 2019. This would be our 3rd grant for the project. With this grant we propose to scan another 100,000+ pages of historic Connecticut newspapers, bringing our total in Chronicling America to over 300,000 pages. An Advisory Board will select the newspapers for the next round, we will borrow master negative microfilm and make new duplicate negatives. The new microfilm will be scanned and, after quality control steps, the digital images will be added to the database. Jane Cullinane (Collection Services) and Gail Hurley (DLD) are the project leads.

Remembering World War One: Sharing History/Preserving Memories Online Exhibit. The State Library submitted through the Connecticut Heritage Foundation, a grant to CT Humanities to support the development of the online exhibit site and needed enhancements to the backend platform (Collective Access) to provide streamlined addition of content. The resulting website will provide the public with easy access, enhanced searchability and content sharing options. Christine Pittsley (Office of the State Librarian) is the project lead.

Division of Library Development (DLD)

EXCITE Transformation for Libraries Pilot Project

DLD hosted three, three-day sessions of its EXCITE Transformation for Libraries pilot project, partnering with Innovation expert Jeanine Esposito. At the second session, teams developed concept templates with storyboards to aid them in conducting immersion research with potential participants/users to gather feedback on their concept. Once research is complete, teams will be finalizing their concepts into “Make it Real” plans with a business model canvas and an implementation plan. The final pilot session at the end of January will include final preparation of “Pitch Decks” and the teams will present their “Make it Real” plans to an innovation panel. The Division of Library Development will use the pilot findings to develop a Laura Bush 21st Century grant application to expand the Excite Transformation Project. Feedback from second session:

"EXCITE aligns with the principles of the Aspen Institute Report which is guiding our strategic planning."

"Gives opportunity to think about programs and services in a new way, includes user feedback as critical part of process, and will hopefully result in more innovative and successful programs."

"Libraries are in a place of transition and really need to think about their role in the community going forward. I feel like many are in a rut and going about with a business-as-usual mentality. A library is like a shark that has stopped swimming and its going to die soon if it doesn't start moving. This program will hopefully get us moving again with fresh new ways of coming up with ideas."

Public Libraries Annual Report

(see Highlights Section)

Connecticut State Library (CSL) Public Library Standards

Continuing task force members Marion Sheehan, Canterbury Library; Lynn White, Terryville Library; Bob Farwell, Otis Library (Norwich); Mary Parmelee, Westport Library; Denise Stankovics, Association of CT Library Boards (ACLB); Laurel Goodgion, retired and new member, Vince Juliano, Advisory Council for Library and Planning Development (ACLPD) along with Dawn La Valle, Steve Cauffman and Maria Bernier of CSL, began meeting again to continue work on the CT Public Library Best Practice Document. Task Force members are now part of the ACLPD Permanent Subcommittee on Public Library Standards. The goals of the subcommittee are to continue to refine the document; develop a badging system for libraries who volunteer to implement the Best Practices, and to continue the development of assessment outcomes, resources, and best practice models as well as further recommendations for the State Library. The document and supporting resources can be found at:

<http://libguides.ctstatelibrary.org/dld/bestpractices>

My Place CT: Care Through Communities Partner Initiative

In partnership with the Department of Social Services, the CSL, Division of Library Development hosted Partner training sessions open to CT librarians who are interested in becoming certified Care through Community Partners to help connect their communities with information, resources and programs. Twenty-one CT Librarians were trained to navigate the My Place CT website to identify resources available to CT citizens. Services include long-term services and supports, person centeredness counseling and others. The 21 librarians are now eligible to take the certification exam to receive a Care through Community Partner toolkit including a decal to indicate their library as a Care through Community location. By March of this year, librarians across Connecticut will be eligible to participate in this free certification training online and will be eligible to participate in enhanced training for various certifications such as Medicaid counseling.

www.mylacect.org

Construction Grants

A list and geographic representation of all current and recently-completed [construction projects](#) is now available.

Library Services and Technology Act (LSTA) Grants to States

LSTA Coordinator Maria Bernier completed and submitted the required 2015 State Program Report (SPR) and the 2016 Interim financial report into the IMLS system. Ken Wiggin certified the reports on Dec. 21, ahead of the December 29 deadline.

DLD Activities & Events

- Dawn La Valle continued work with the Library Services and Technology Act (LSTA) evaluation team to organize virtual focus groups; finalize and distribute web survey to solicit feedback about LSTA projects including Summer Reading, Professional Development and Consulting.
- Dawn La Valle worked with Diane Brown, New Haven Free Public Library, Stetson Branch Manager, to develop joint professional development workshops and to plan for Diversity in Libraries program to be presented at UMASS, Amherst, in February.
- Eric Hansen presented researchIT CT and eGO to Area Cooperative Educational Services Library Media Specialists Cohort (2 sessions) in Hamden on Nov. 14.
- Dawn La Valle hosted two Care Through Community Partner training sessions.
- Eric Hansen Presented researchIT CT and eGO to Waterbury school media specialists at Naugatuck Valley Community College (NVCC) Max R. Traurig Library on November 30. He has been invited back to NVCC to present researchIT CT databases in more depth to a similar group in January.
- Maria Bernier led the Connecticut Library Association ADA committee in offering a half-day program on accessibility issues on November 1, in West Haven.
- Linda Williams is now a member of the Library Technology Advisory Board at Three Rivers Community College and attended the annual board meeting.
- Linda Williams updated the online booklist of Central American & Caribbean Area Country Picture Books. <https://danderose.wordpress.com/2013/11/16/central-american-caribbean-area-countries-picture-books/>.

Access Services

Connecticut Town Guides

In order for basic town information to be found in one place, Jeannie Sherman created Connecticut Town Guides. This information includes year established, parent town, historical county information, vital and church record information, a probate district chronology, and a list of cemeteries inventoried in the Hale Collection. For a town's vital records and church records, both the Connecticut State Library (CSL) microfilm number and the Latter-Day Saint (LDS) microfilm number are given where applicable.

Index for the Connecticut Courant 1764 - 1799

Mel Smith and Jackie Bagwell have worked together to put the database "Connecticut Courant 1764-1799" up on the CSL website. In the 1950s Doris Cook, a CSL librarian, made an index for the Connecticut Courant 1764 - 1799. Years later, volunteers turned the slip index into an electronic database. Commercial databases rely on Optical Character Recognition (OCR) software to search early newspapers. OCR misses many items that are of interest to researchers. This is searchable by name, town and subject.

Public Copiers

The roll out for the public copying and computer printing has been completed. All three reference area computers are networked to the two printer/copier machines. Fiscal Services will

arrange for the removal of the old copiers from the previous vendor. When that happens the price for print copies will go up to 25 cents a page. This roll out included an upgrade to our system for managing public-use computer technologies (SAM 10 from Comprise).

Collection Management Activities & Events

- Jenny Groome, Maria Paxi, Nancy Liefert and Lizette Pelletier (Archives) met with Rebecca Taber-Conover, Connecticut State Coordinator for National History Day and middle school teachers to discuss materials the State Library has in its collections. 6 attended.
- Mel Smith presented Genealogical Resources at CSL at Simsbury Public Library.
- Mel Smith attended the Connecticut Professional Genealogists Council annual meeting. He gave them an overview of changes at the Library.
- Debra Pond, Nancy Liefert and Robert Kinney provided a tour for 5 Trinity Librarians. This was in cooperation with the library staff of the Office of Legislative Research.
- Kevin Johnson presented William Webb at the East Lyme Middle School.
- Bonnie Gallagher attended an American Association of Law Libraries conference on Copyright of State Legal Materials.
- Steve Mirsky, Nancy Liefert and Ken Wiggin met with Legislative Management to discuss the processing for the transcripts produced by the Connecticut General Assembly.

Collection Services Group

Launch of new Integrated Library System

(see Highlights Section)

Connecticut Digital Newspaper Project (CDNP)

Two more years of the (New Haven) Daily Morning Journal and Courier and Morning Journal-Courier are now online in Chronicling America. Patrons now have free access to 4,383 issues from 1895-1908:

<http://chroniclingamerica.loc.gov/newspapers/?state=Connecticutðnicity=&language=>. We have begun scanning our next project, the Waterbury Democrat (1887-1908).

We contributed a flyer about the African-American history content in our newspapers to be distributed at the Jan. 15-16, 2017 Martin Luther King Day activities at the Peabody Museum in New Haven.

Preservation Activities

Bindery shipments continue and we are trying to get as much completed as we can before the transition when the bindery contract ends on Feb. 28, 2017.

Collection Management Activities & Events

- Staff spent considerable time attending ALMA workshops and training sessions in preparation for the roll out of the new system.
- Getting an Edge in the Digital Age, webinar. Attended by Yasemin Agis, Library Technical Assistant (November).
- Fedora Camp, held at Columbia Univ. Attended by Yasemin Agis, Library Technical Assistant (November).

Discovery & Delivery Services Group

Launch of new Integrated Library System

(see Highlights Section)

Office of the Public Records Administrator (OPRA)

Records Retention Schedules

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

- 16-6-1, Department of Social Services (DSS), Bureau of Administration: Office of Quality Assurance
- 16-7-1, Department of Emergency Services and Public Protection (DESPP), All Divisions
- 16-9-1, Department of Economic and Community Development (DECD), Entire Agency
- 16-10-2, Department of Economic and Community Development (DECD), Offices of the Arts, Historic Preservation and Museums and Tourism

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 (Public Records Administrator) Lizette Pelletier (State Archivist), Allen Ramsey (Asst. State Archivist) 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 IBM Atlas Planning and Rollout Project Kickoff Meeting and Requirements Gathering Workshops have been completed and installation of the development environment is in process. The current plan is to have the system go live in March, 2017.

Historic Documents Preservation Program

The Historic Documents Preservation Program supports municipal records preservation and management projects throughout the state. For FY 2017, the program awarded a total of \$671,500 in targeted grants to 154 towns. In Cycle 1, 123 towns received grants totaling \$536,500. In Cycle 2, 31 towns received grants totaling \$135,000. Grants were awarded in the amounts of \$4,000, \$5,000 and \$7,500 for small, medium and large towns respectively.

Following processing and final reviews, Cycle 2 award letters and contracts were mailed to the towns on December 27. Kathy Makover is continuing to process grant contracts, payments, and final reports.

Staff met with the Historic Documents Preservation Advisory Committee on November 30. The committee is comprised of town clerk representatives and State Library staff and provides input regarding the program and other issues related to municipal records preservation and management.

Based on current account balances and projected revenues, and following discussion with the Advisory Committee, it was decided that grant awards for the FY 2018 grant year will remain at the same levels; \$4,000, \$5,000 and \$7,500 for small, medium and large towns respectively.

Records Disaster Recovery

In December, staff responded to reports of records damage due to water leaks in two municipalities, providing information on records recovery vendors, grants and documentation requirements.

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 987 cubic feet of agency records; processed 767 reference requests; and processed 409 re-files and inter-files.

OPRA Activities & Events

- LeAnn Power, Kathy Makover, Lizette Pelletier, Jane Cullinane (Access Services) and Mel Smith (Access Services) presented the Records Management module of the Town Clerks School on December 13. This full day training was held at Central Connecticut State University. It was attended by 80 town clerks and assistant town clerks.
- Kathy Makover attended a webinar on local government archives presented by the National Association of Government Archives and Records Administrators (NAGARA) on December 1.

State Archives

Accessions:

RG 007, Office of the State Treasurer Itinerant Vendors Licenses, 1897-1959, 1 volume
The volume consists of submitted application forms for license with the issued license attached to the application and any supporting documentation if provided with the application.

RG 010, Dept. of Education, Human Resources P-3A labor management committee meeting agendas and minutes, 2003-2012, .5 cubic feet.

RG 010, Dept. of Education, Performance Office graduating class reports and ED 540 forms, 1943-1997, 2 cubic feet.

RG 062:006, Town of Beacon Falls Trial Justice Court records, 1940-1961 and Administrative Records, 1976-1994, 1 cubic foot
The records consist of Trial Justice Court dockets, costs, and audits of the court; and billing for services provided by the town clerk.

RG 161:001, Connecticut State Police investigation files, 1988, 11 cubic feet.

The records consist of case investigation records that involve death. Including, but not limited to fatal accidents (motor vehicle, airplane, boating, and all other accidents), capital felonies, homicides, unsolved missing persons, suicides and unidentified bodies.

RG 169:009, Connecticut Supreme Court Historical Society records, circa 2005-2015, 3 cubic feet.

The records consist of bylaws, legislation, annual meeting information, correspondence, speeches, membership information, and research materials.

RG 188, Dept. of Consumer Protection, Legal Division gaming OND case files; declaratory rulings; and Attorney General opinions, circa 1987-2010, 33 cubic feet.

RG 188, Dept. of Consumer Protection, Legal Division pleadings, 1995-2011, 90 cubic feet.

RG 188, Dept. of Consumer Protection, Liquor Control Division, Liquor Commission meeting agendas, minutes, and Attorney General opinions, 1971-2016, 9 cubic feet.

State Archives Activities & Events

- Archives staff participated in the following webinars:
 - Council of State Archivists [CoSA]-Preservica Practical Digital Preservation: Digital Preservation Storage Choices, December 13.
 - National Association of Government Archives & Records Administrators (NAGARA): In Our Own Back Yard: Managing Local Government Archives, December 1; and Rethinking Records Management Training, January 12.
 - National Association of Chief Information Officers (NASCIO): Technology Forecast 2017: What State and Local Government Technology Officials Can Expect, January 12.
 - Society of American Archivists (SAA): Providing Access to Born Digital Archives, November 18 at the Avon Free Public Library, as part of the New England Archivists (NEA) webinar events.
- State Archivist Lizette Pelletier participated in the 3rd of 6 archive roundtable sessions, "The Basics of Archival Acquisition & Appraisal" December 6 at the Lebanon Historical Society. The workshops are funded by a federal grant to the State Library on behalf of the State Historical Records Advisory Board.
- Lizette, Nancy Lieffort (Access Services), and Carolyn Picciano (Access Services) met with staff from the Department of Energy and Environmental Protection (DEEP) and the Office of the Attorney General to provide an overview of colonial and early state records related to the state's Native American tribes on December 1.
- Lizette attended a Northeast Document Conservation Center (NEDCC) Advisory Board Meeting on December 2, as the State Library's representative. In addition, she transported a volume of 1639 early land records for a conservation assessment for the city of Hartford.

- Assistant State Archivist Allen Ramsey co-chaired the Council of State Archivists (CoSA) State Electronic Records Initiative (SERI) Tools and Resources Subcommittee meetings on December 6 and January 10.
- Lizette issued an essential records alert on December 14, regarding the potential for frozen pipes.

Library for the Blind and Physically Handicapped (LBPH)

Patron Information Machine Maintenance System (PIMMS) database conversion

The LBPH software vendor, ASRD, Inc., is completing the transition to PIMMS this month for the other five libraries using the Consortium of User Libraries (CUL) software. Each of these libraries have a more recent version of CUL which includes programs in support of random shelving. The programming for PIMMS is based on this version thus the Connecticut LBPH's CUL software will have to be updated before PIMMS can be installed. The installation of random shelving is a part of this upgrade and the estimated cost to implement is \$11,300. The LBPH gift fund is being used to cover this expense. Random shelving also has significant labor saving benefits in regard to collection management and shelf planning, very valuable features given the reduction in LBPH staffing. The intention is to complete the transition by the end of March.

LBPH Activities & Events

- Connecticut Volunteer Services for the Blind and Handicapped (CVSBH) - quarterly board meeting held on January 13th attended by Kathryn Hotchkiss.
- The LBPH Friends group met on December 13.
- The LBPH Advisory Committee and the LBPH Friends group held a joint meeting on January 13 at the New England Assistive Technology Center (NEAT) in Hartford in order to tour their new Smart Home instructional unit.

Museum of Connecticut History

Post Card Collection Digitization Project

The CT Post Card Club made a \$1,000 donation to the Connecticut Heritage Foundation (CHF) to be used "exclusively for the purpose of maintaining, preserving, digitization and expanding the Museum's post card collections." The CHF has hired an individual to digitization approximately 1,200 post cards in the Museum's Post Card 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.

Building Model Restoration

A plaster model was made for a design competition for the State Library and Supreme Court Building in 1908. The model is constructed from molded slabs that were cast in plaster of paris. The model has been in storage for many years and is need of restoration. The Williamstown Art Conservation Center, Inc., in Williamstown, MA prepared a condition report along with several treatment options. The Museum staff made their recommendation which the State Librarian then discussed with the Supreme Court Historical Society. They agreed with the

recommendation and allocated \$5,700 to cover the costs of the project. The model will be placed on display in the lobby of the State Library and Supreme Court Building in April.

Museum Education Programs

- Education outreach programs continue to Connecticut schools. Recent visits have included schools in Litchfield, Waterford, Madison, Wolcott, Somers and Newtown.
- A series of Skype distance learning sessions is scheduled to begin in February with a school in Redding. Topics will include Connecticut inventions, the Revolutionary War and Connecticut's three branches of government.
- Several elementary schools visiting the Museum took part in education programs in Memorial Hall. The programs were offered to the groups as they entered the building as an experiment to see how "pop up" programs work. Tables and chairs were set up along with a variety of objects from the Museum's collection as well as supplies for activities. The programs work quite well but a dedicated space for education programs would be far better.