

Report to the State Library Board

September 18, 2017

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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 September 18, 2017 meeting of the Board, covers the period of June 20, 2017, through September 15, 2017.

Highlights

Connecticut Digital Newspaper Project (CDNP)

The Connecticut State Library has received a supplemental grant award of \$320,536 from the National Endowment for the Humanities (NEH) to continue to digitize historically significant Connecticut newspapers through the National Digital Newspaper Program (NDNP) over the next two years. This grant brings the total award amount the State Library has received for the project to \$844,570. The digital images will be included in the Library of Congress' newspaper site: Chronicling America <http://chroniclingamerica.loc.gov/>.

EXCITE Innovation Project

We are very pleased and excited to announce that the Connecticut State Library, Division of Library Development (DLD), is the recipient of a FY2017 Laura Bush 21st Century Librarian Program award for the project "EXCITE Transformation for Libraries." We have been awarded \$387,250 to expand on the successful EXCITE Innovation Pilot throughout Connecticut and the Northeast Region. DLD will lead a two-year, team-based experiential learning program with partners Innovation Builders (IB) and TechInPedagogy, to improve library professionals' skills in leadership and community engagement in the Northeast. DLD will offer multiple progressive, in-person training and coaching sessions for as many as 96 participants from up to 18 public, academic, and special libraries, with one of the trainings hosted by the Connecticut State Library and a second training hosted by the Rhode Island State Library.

Office of the State Librarian

Federal Document Preservation Steward

The Connecticut State Library is the first Library in New England to become a preservation steward for federal documents. On June 26, 2017, I signed a Memorandum of Agreement with the U.S. Government Publishing Office (GPO) to become the eighth Preservation Steward library in the GPO's Federal Information Preservation Network (FIPNet). Designated the regional Library for Connecticut in 1962 and for Rhode Island in 1982, the State Library's collection of over 1.5 million federal documents dates back to 1789. Under this agreement, the State Library has pledged to permanently preserve its print collection of Connecticut and Rhode Island federal documents.

Rhode Island State Archives

State Archives staff, Access Services staff and I met with Ashley Selima, the newly appointed State Archivist for Rhode Island and State Librarian Megan Hamlin-Black to discuss collaboration and integration of services. Archives staff also gave a tour of the archives facilities at 231 Capitol Avenue and 75 Van Block Avenue.

Outreach Services

The State Library participated in Connecticut Open House Day on June 10.

Outreach Services Librarian Robert Kinney

- Finalized the Third Thursday Speaker series lineup for the Fall.
- Issued press releases for all grant awards, WWI Digitization days and activities and other library indicatives.
- Maintained the library's social media presence and leading up to the eclipse, highlighted items from the collection, including excerpts from a sermon reflecting on the Solar eclipse of June 16, 1806, and excerpts from a broadside titled "New England's Dark Day."
- Has undertaken a project, along with IT Support, to clear up bad links from various pages on the State Library's website and to update other pages including a new page for State Library Board meeting information.
- Attended the NELA conference on diversity.

Professional Activities and Outreach

I attended the July 17th National Medal for Museum and Library Service ceremony which was held this year at the National Archives in Washington D.C.

I continued my active involvement in the planning for Measures that Matter Summit that will be held in Baltimore on September 19-20.

Division of Library Development (DLD)

EXCITE Innovation Project

(See highlights section)

Library Services and Technology Act (LSTA)

2012-2017 LSTA 5 Year Plan Evaluation - The independent reviewers found that CSL partly achieved Goal 1 (Connecticut libraries will have every opportunity to provide reliable access to library-centered public access computer environments that feature high-quality library and information resources and delivery systems) and achieved Goal 2 (Connecticut libraries will be able to offer their patrons access to library resources that promote literacy, education, and lifelong learning and enhance workforce development, 21st century skills, and digital literacy skills). The reviewers noted: "DLD has made all the right choices in a very difficult environment. The closing of one of their facilities was a key strategic decision that would allow them to transform and continue to thrive in the future. Similarly, some of the objectives that were not pursued were guided by the principle of focusing resources on institutional capacity building

and access to resources. If there is a phrase to characterize their strategy, that phrase is “building on our strengths.” From supporting statewide services like the databases, the shared catalog and delivery system, to supporting sub-grants, an ambitious program of professional development and a network of partnerships, DLD is strengthening the capacity of libraries in CT to create a better future for them. Elements of distinction are noteworthy in the superb work the consultants provide through training, workshops, and reference questions and consultations. A systematic effort is taking place so sub-grants highlight outcomes and emphasize impact captured in the agencies reporting documents.” The full report is available at: http://libguides.ctstatelibrary.org/ld.php?content_id=33236952

The Institute for Museum and Library Services (IMLS) informed the State Library that Connecticut's 2018-2022 LSTA 5 Year Plan was accepted. Teresa DeVoe, Program Officer stated “I've read your Five-Year Plan, and it appears to fully respond to the guidelines and does not require any suggested edits from IMLS. Thanks so much for your attention to this process, and nice work updating everything this round for current library needs in Connecticut.” From the plan “CSL's top priority is to emphasize the role of libraries as anchor institutions within their communities and to help librarians gain skills, knowledge, and resources in order to serve their communities' needs. Building on the Aspen Report's themes of People and Place, CSL will help public libraries cement their place as essential organizations that are central to the quality of life, civic and cultural engagement, and economic vitality in every municipality.” The plan is available at: http://libguides.ctstatelibrary.org/ld.php?content_id=35071423

Statewide Interlibrary Loan System (requestIT CT)

requestIT CT will be open to all libraries in Connecticut beginning September 12, 2017. requestIT CT is the Interlibrary Loan system in the findIT CT statewide library catalog. In April 2017, 24 libraries volunteered to pilot the system and they have been using requestIT successfully since then. Due to the success of the pilot, requestIT is open to all libraries in Connecticut who wish to participate. Staff from the Division of Library Development (DLD) and from Bibliomation, the State Library's partner in the development of requestIT, will be offering hands-on training sessions in computer labs at various locations in the state, starting on September 12. Library staff members will be trained on the basic Interlibrary Loan system, which allows library staff members to place requests on behalf of patrons. DLD staff announced the first round of training sessions at noon on Tuesday, August 31 and within 24 hours, 91 people from 75 libraries had signed up to attend a training session. Due to the unexpectedly high demand, DLD staff are setting up more training sessions to take place in the late fall and early winter.

Summer Reading: In FY17, nearly 110 public libraries used the online summer reading software made available to them by the State Library. Participants (children, teens and adults) keep track of their reading in an online reading log, using a computer, a tablet or a mobile phone. The Evanced programs, Wandoo or Summer Reader, offer learning challenges and reading goals to help children and teens avert summer learning loss. This project collaborates with the Governor's Summer Reading Challenge to encourage children to read wherever they are. The

State Library is a member of the national Collaborative Summer Library Program (CSLP) whose members work together to produce yearly children's, teen and adult summer programs.

Through the State Library's membership, all public libraries in Connecticut have access to promotional items, programming ideas and a host of other incentives and awards that promote summer reading among Connecticut children and teens. In this way, the collaborative saves local libraries time and money, and offers them the ability to offer programs they might not otherwise be able to provide. Over 130 libraries made use of CSLP materials in the summer of 2017.

Professional Activities and Outreach:

Dawn La Valle

- Participated as panelist for the Association of College and Research Libraries (ACRL) "Libraries and the Veterans/Military Population: Cultural Competencies" at the American Library Association Annual Conference on June 25th, in Chicago.
- Participated in Connecticut Education Network's, Digital Learning Advisory Committee meeting are working Education Technology Goals and Plan.
- Worked with the Association of CT Library Boards (ACLB) planning the 2017 ACLB Leadership Conference.
- Recruited committee members for the Advisory Council for Library Planning and Development (ACLPD) Committee on Resource Sharing.
- Worked with partner states in finalizing preparations, agenda and other tasks for the 2017 Futures Conference.

Tom Newman

- Annual Report, State Aid, and Statistics The Annual Report survey form for public libraries has been made available to download. As was done last year, the report is an easy-to-use Excel file which will be sent in when completed. There are few changes in the questions asked this year, but we will be using some new edit checking tools to help identify problems.
- As is required by state statute, the State Library submitted the "Annual Support for a Lifetime of Learning: State Grants to Public Libraries, 2017 Triennial Report" to the Education Committee of the Legislature. This report covers the last three years of the State Aid program when there was still funding, FY2014 to FY2016.
- In an effort to provide alternatives to our Excel-based chart and report-making tools, resources have been created that are accessible via a web browser. These visualization tools have been made available using Tableau Public and can be found on the [Data Visualization web page](#). They will be updated annually when the Excel tools are updated.
- Connecticut's submission of FY2016 public library statistics have been officially accepted by IMLS contractors, with no problems.

Maria Bernier

- Represented CSL at the 2017 National Book Festival (NBF) which featured a "Stubby the War Dog"/WWI theme.
- Helped the Connecticut Education Network draft a contract addendum to correct 20-year term of contract for libraries joining in second year of the project.
- Administered new round of FY18 fiber grants for equipment and IT assistance.

- Responded to ALA Office for Information Technology Policy's request for information about CT libraries using E-rate and getting fiber.
- With Connecticut Humanities staff, Steve Cauffman and Gail Hurley prepared for National Book Festival – ordered pencils, picked up pins & pens from Connecticut Tourism, made a jacket for stuffed Stubby puppet, requested farm maps and *Connecticut Explored* magazines.

Gail Hurley

- Continued to add *Newspapers of Connecticut* titles to the Connecticut Digital Archives.

Linda Williams

- Updated and changed the design on the documents for the National Book Festival (Connecticut Authors & Illustrators with Books Published in 2017, and Children's Fiction Set in Connecticut).
- Annual lists of children's and teen books having received two or more starred reviews were created and posted. A lot of positive feedback comes back with these lists. Busy librarians really appreciate the assistance with collection development.
- Based on requests from Hartford Public Library, compiled a visual list of children's books which feature children of color published in 2017.
- Met with two academic librarians to plan a weeding/collection development workshop/panel for the Tech Services section of the Connecticut Library Association. The program will take place on October 18.

Eric Hansen

- Analyzed eResource Assessment survey results for use as a basis in structure of future database focus group sessions.
- Uploaded a researchIT CT promotional video, produced by a former Ellington High School media specialist with four students, to CSL's YouTube channel; scripted closed caption text and added it to the video; posted links to the video in all relevant pages of researchIT CT and embedded it in the homepage.
- Coordinated with EBSCO trainer for fall researchIT CT EBSCO webinars for K12 librarians; posted the schedule to the CSL Continuing Education calendar and to library related e-mail discussion lists.
- Monitored progress on the eBook platform by the New York Public Library (NYPL) as staff completed multi-tenancy and OverDrive Advantage for consortia (SimplyE 2.0).

Steve Cauffman

- Continued to add relevant, free webinars, CLC Roundtable meetings, and DLD offerings, to the CE calendar and announce them on Conntech and CT Association of School Libraries (CASL) e-mail lists.
- Working on compiling deliverIT volume statistics for May and June using the new methodology, i.e. asking libraries to count their volume daily and then sending the data to me quarterly.
- Provided support to the deliverIT CT Pilot operationally and administratively.

Access Services

At the request of the State Librarian and Collection Services, Access Services prioritized subscription databases and serials to either keep or postpone items to stay within the severe budget restrictions imposed by the Executive Order Budget Allocation Plan.

Patrons have noticed when a database was no longer available. Carol Trinchitella (Collection Services) drafted a response for staff to send patrons who inquire. The statement reads: " As you may already know, the state of Connecticut has not adopted a budget for the fiscal year that began on July 1. In this no-budget environment, the state library had to postpone a number of subscriptions including(...). We apologize for the inconvenience." This seems to be working well.

Building Access

Judicial security staff has been reduced through retirements and they have not been able to staff the south entrance on a regular basis. Judicial had proposed closing the south entrance altogether, but the State Librarian objected and the decision was to keep it open as often as possible. Staff are in the process of making a sidewalk "sandwich board sign" available for security to use when the south entrance is closed, so that patrons will be directed to the front entrance without having to go to the south entrance only to find it is closed.

Web-Harvesting

OCLC will no longer support the web-harvesting tool we use to digitally harvest state agency websites. Steve Rice, Jane Cullinane, Stephen Slovasky and Nancy Liefert had a conference call with representatives from OCLC. They mentioned that the Government Publishing Office uses Archive It for archiving some federal government sites. Steve Rice and Nancy Liefert then met with Archives and Public Records to discuss what they would suggest. Discussions will continue as soon as we have a budget.

Professional Activities and Outreach:

Nancy Liefert

- Met with staff from the Department of Transportation (DOT) to talk about the future of the DOT library. Discussions are ongoing.
- Along with Robert Kinney, gave a tour to a group who were interested in Special Libraries.

Kevin Johnson

- Presented William Webb at West Shore Middle School in Milford; at Orchard Hill Elementary School in South Windsor; and at a John Brown celebration organized by the Torrington Historical Society.
- Presented Jordan Freeman at McCalister Elementary School in Suffield and at Litchfield Intermediate School.

Jeannie Sherman

- Assisted members of the West Hartford DAR on their visit to the library

Carolyn Picciano

- Arranged for staff from History & Genealogy and Archives to tour the Middlesex County Historical Society.

Debra Pond

- Along with Nancy Lieffort, gave a tour to interns from the Attorney General's office.

Kris Abery

- Hosted a visit by Lara Flint from the Government Publishing Office (GPO). Together they also visited two depository libraries - Wesleyan and University of New Haven.

Mel Smith

- Met with Barbara Sladek from the Office of the Secretary of the State to explore sharing indexes to incorporation documents possibly covering the time period 1874-1945.

Additionally, History and Genealogy staff gave a tour to members of the Southington Genealogy Society.

Collection Services Group

Library materials budget

Allocation of the FY 2017/2018 library materials budget has been drastically reduced until finalization of the State Budget. For the first quarter of this fiscal year, the library materials allocation is \$93,408.00, a 41% reduction from the first quarter of FY 2016/2017. Carol Trinchitella, Serials and Electronic Resources Librarian, met with Access Services staff to determine essential serial renewals. Essential print and online subscriptions from West Group and LexisNexis will be renewed. Other print and online subscriptions will need to be cancelled until additional funding is allocated. Connecticut related titles and newspaper microfilm will be paid with capital equipment funding.

Some of the titles cancelled include:

- Biography and Genealogy Master Index
- Commerce Clearing House (CCH) Employment Safety & Health Guide
- Commerce Clearing House (CCH) Omnitax Library
- Encyclopedia Britannica Online
- Fold3
- Government Periodicals Index
- Historic Map Works
- LegalTrac
- ProQuest Statistical Abstract of the U.S.

Notable Acquisitions at the end of FY 2017 new online resources subscribed to by the State Library include:

- *Stamford Advocate Historical Archive Digital Edition, 1829-2004*
- *U.S. Documents Masterfile, Rights-In-Perpetuity*

Summary of FY 2016-2017 Collection Statistics

23,059	Items added to the general collection
7,071	Items added to the federal documents depository collection
127,929	Unique electronic titles
103	Subscription electronic resources available for patron use
811	Interlibrary Loan requests filled from the Division's collections
134	Interlibrary Loan requests received from other libraries for patrons
335	Items loaned directly to patrons
15,777	Digital objects added to CONTENTdm Digital Collections for public access
267,077	Item views in Digital Collections
3,054	Digital objects preserved in Connecticut Digital Archive
13,533	Visits via the proxy server to access our electronic resources

State Library Digital Collections

During June to August, 142 volumes (26,443 pages, 222.25 GB) have been scanned and put online in our public access site, CONTENTdm. In addition we preserved the master digital files of these volumes, plus an additional 285 volumes in the Connecticut Digital Archive (CTDA). We welcome the additional help adding these files to CTDA from Ursula Hunt of the Administration Office and Shelley Delisle, Jackie Bagwell and Jaime Rodrigues of CSL IT-Support.

New online:

- Picturesque and historic Sharon. CSL Call no.: F104 .S53 W3 1904.
<http://cdm15019.contentdm.oclc.org/cdm/ref/collection/p4005coll11/id/914>
- Joint Standing Committee hearings, Judiciary [2008 pt.1-18]
<http://cdmresolver.worldcat.org/oclc/719481941/viewonline>
- Industrial directory of Connecticut [1947] CSL Call no.: ConnDoc L113emp cmd 1947.
<http://hdl.handle.net/11134/30002:21781340>

Connecticut Digital Newspaper Project (CDNP)

(See also highlights section)

While they are not all online as yet, we submitted the final batches of newspapers to the Library of Congress in completion of the grant that ended Aug. 31st. This includes three newspaper families from New Haven, Waterbury and Newtown, totaling 118,491 pages dating from 1877-1909.

Our press releases and blogs are available on the [CDNP website](#), the State Library [News](#) page and are shared on the State Library [Facebook](#) page.

Meetings, Presentations, Workshops, etc. (June-August 2017)

- CTDA Participants Meeting (June 16). Jane Cullinane, Library Specialist and Glenn Sherman, Library Technician, spoke about using a spreadsheet to make metadata for CTDA. Yasemin Agis also attended.
- "Using Historic Newspapers for Inquiry-Based Instruction: The Fight to End Discrimination in Public Accommodations in Connecticut, 1894-1919" presentation by Chris Gauvreau to the 2017 Connecticut Council for the Social Studies Summer Conference at Goodwin College, East Hartford, at a workshop entitled "Inquiry-Based Learning for All: Connecticut Sources and Tools for Grades 3-12" (June 29).
- Christine Gauvreau, Project Coordinator for CDNP repeated her talk "The War at Home: World War I Era Stories from Connecticut Newspapers" for the Friends of Fort Trumbull (Aug. 31).
- Jane Cullinane attended a meeting of the Historic Documents Preservation Account Advisory Committee (July 19).
- Carol Trinchitella, Library Specialist, attended two Federal Depository Library Program (FDLP) workshops offered by the U.S. Government Publishing Office: FDLP eXchange Training for Selectives (June 1) and FDLP eXchange Training for Regionals (June 5).
- Carol attended Ex Libris CSCU Primo Training Day 1 (Aug.3) and Day 2 (Aug.10).

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:

- Department of Economic and Community Development (DECD), Offices of the Arts, Historic Preservation and Museums, and Tourism, 16-10-2R, effective 6/15/2017.
- Department of Public Health (DPH), Office of Public Health Preparedness and Response, 17-1-1, effective 7/17/2017.

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 to manage the State of Connecticut's information assets. The ECM system will allow State agencies to more effectively and efficiently store and manage electronic records to ensure compliance and support Agency requirements.

LeAnn Power, Lizette Pelletier, Allen Ramsey and consultant Bob Williams participated in recurring weekly meetings and conference calls with DAS/BEST to configure the system to meet the needs of the state. The Atlas application has been installed and tested in the Development environment and the testing will continue as we move into the Staging environment. Delays have occurred in the vendor development work, but a change order is in process to reengage the vendor to complete the installation with an expected go-live date in December.

Historic Documents Preservation Program

The Historic Documents Preservation Program supports municipal records preservation and management projects throughout the state. For FY 2018, the program is awarding grants in the amounts of \$4,000, \$5,000 and \$7,500 for small, medium and large towns respectively.

Kathy Makover processed applications from 122 municipalities for FY 2018 Cycle 1. Following final review and approval by LeAnn Power, award letters and contracts were mailed to the municipalities on June 29th for grant awards totaling \$539,500.

Cycle 1 grant contracts are now being processed for signature by the State Librarian. Applications for FY 2018 Cycle 2 grants are being accepted through the closing date of September 30th. For FY 2017, final reports are being processed from 154 towns for grants totaling \$671,500.

The Historic Documents Preservation Advisory Committee met on July 19th. Consisting of town clerk representatives and State Library staff, this committee provides input regarding the program and other issues related to municipal records preservation and management.

Records Retention Assistance

Staff continue to work with municipal and state agency personnel on issues related to records retention, management, storage and records vaults. This work includes assisting state agencies that are going through reorganization, consolidation, relocation, closure of facilities and staffing changes. Several agencies are relocating employees to new facilities, resulting in the need to expedite retention schedule updates and disposal request authorizations.

Kathy Makover, Lizette Pelletier and Allen Ramsey met with staff in the Office of Policy and Management (OPM) regarding the management of closed case files under the Office of Protection and Advocacy (OPA), as that agency is closing and will be transferring its functions and records to other agencies and organizations.

Preservation of Born-Digital Records

Public Records and State Archives staff met with staff from the Department of Administrative Services, Bureau of Enterprise Systems & Technology (DAS/BEST) and several other state agencies to discuss development of a policy on the management and long-term preservation of born-digital records on August 1.

Disaster Preparedness

Staff assisted three municipalities with records recovery issues related to water-damaged records, assisting with information on procedures, disaster recovery vendors, and disposal requests for records already past retention.

State Records Center

The State Records Center provides off-site inactive records storage for state agencies free of charge. During this reporting period, Doug Yaeger and Mike Soltesz accessioned 2,240 cubic feet of agency records; deaccessioned 1,708 cubic feet of agency records; processed 1,831 reference requests; and processed 665 re-files and inter-files.

Professional Activities and Outreach

LeAnn Power

- Assisted the Town Clerk's Association in the administration of the Town Clerk's Examination, on June 6, at the Newington Town Hall.
- Along with Kathy Makover and Mr. Wiggin, participated in a conference call with several town clerks, on May 15, to discuss the possible development of a state-wide land records search portal.

Kathy Makover

- Along with Lizette Pelletier (Archives) and Jane Cullinane (Preservation Office), made a site visit, on July 20, to the Department of Emergency Services and Public Protection (DESSP) in Middletown to review the work performed by a disaster recovery vendor on state contract to recover water-damaged records.

State Archives

Accessions:

RG 002:025, Program Review and Investigations Committee records, 1980-2016, 58.5 cubic feet.

Established by statute in 1972, the legislative Program Review and Investigations (PRI) Committee and its staff, initially conducted only "program reviews" to "assist the General Assembly in the proper discharge of its duties." In 1975, the committee's function was expanded to include "investigations"; and responsibility for performance audits required by the state "sunset" (automatic program termination) law was added in 1977. The PRI Committee was given authority to raise and report legislation in 1985. At the direction of the committee, the staff researched and produced study reports of state programs and systems to determine efficiency, effectiveness, compliance with legislative purposes, and whether corrective actions, modification, or elimination were necessary. The committee was eliminated on January 4, 2017, with the adoption of the 2017-2018 Joint Rules by the Connecticut General Assembly. The records consist of staff project books; sunset files; meeting records such as agendas; and study materials.

RG 062:164, Town of Windsor school attendance records, 1900-1966, 50 cubic feet.

RG 161:001, Connecticut State Police investigation files, 1989-1990, 1992, 60 cubic feet.

The records consist of case investigation records that involve death. Including, but not limited to, 90 fatal accidents (motor vehicle, airplane, boating, and all other accidents), capital felonies, homicides, unsolved missing persons, suicides and unidentified bodies.

RG 177, Dept. of Administrative Services, Office of the Claims Commissioner, claims against the state records, 2006-2016, 43 cubic feet.

The Connecticut Constitution states, "Claims against the state shall be resolved in such manner as may be provided by law." Pursuant to that constitutional provision, the legislature established a procedure for resolution of claims against the state in Chapter 53 and section 54-102uu of the

General Statutes. The statutes require claims against the state to be presented to a Claims Commissioner who is appointed by the Governor with the advice and consent of the General Assembly. The Office of the Claims Commissioner operates within the Department of Administrative Services for administrative purposes only, with independent decision-making authority. The records consist of claims files that contain information such as the final decision, correspondence, and exhibits.

RG 177, Dept. of Administrative Services, State Marshal Commission records, 2000-2012, 7 cubic feet.

The State Marshal Commission is an executive branch commission operating within the Department of Administrative Services with independent decision making authority. The Commission conducts several core functions, including setting training requirements, professional standards, audit policies, disciplinary protocol, restraining order rotations and administrative procedures for the efficient and fair operation of the state marshal system. State marshals are sworn peace officers who are authorized to serve and execute civil process such as but not limited to subpoenas, complaints, restraining orders, and failure to appear warrants pursuant to Connecticut General Statutes 6-38a. The records consist of marshal client fund audits and accounts records; county sheriff's to marshal's transition records; regulations; and meeting minutes.

New Finding Aids Online:

Kent T. Healy Papers, 1935-1963 (RG 069:016)

Processing Completed:

Archives intern Kathy Lindbeck, from Simmons College Graduate School of Library and Information Science, completed processing the Kent T. Healy Papers, 1935-1963, 4.25 cubic feet. Healy served as the chairman of the Connecticut Savings Banks' Railroad Investment Committee of the Banking Department, 1945-1963, and as a consultant to the Connecticut Commission on the Reorganization of State Departments, 1935-1937. Included in the papers are minutes, agendas, correspondence, memorandums, clippings, articles, speeches, press releases, pamphlets, legislative acts, reports, maps, and transportation studies.

eBay

Lizette continues to work for the recovery of five New London County Overseer documents related to the Pequot tribe that were sold at auction on eBay in April. Staff recently became aware that at least three other states have had items from their collections up for auction. They have followed the procedures outlined by eBay which require local law enforcement to report suspected stolen items, but have had no response from eBay.

Professional Activities and Outreach

Lizette Pelletier

- Along with Allen Ramsey, participated in a conference call among state archives and record management program staff in New England to discuss what digital projects we are working on and to network with colleagues.
- Along with Allen Ramsey, attended the joint annual meeting of the Council of State Archivists [CoSA] and the National Association of Government Archivists and Records Administrators [NAGARA] in Boise, Idaho, July 11-15.
- Was elected to a three-year term to the CoSA Board of Directors at the 2017 annual meeting in Boise. She will also serve as chair of the CoSA Development Committee for the coming year.
- Continued participation on the Connecticut Valley Hospital Museum Advisory Committee concerning the commemoration of the 150th anniversary of Connecticut Valley Hospital and mental health care in the state.
- Continued work on the State Historical Records Advisory Board's programming grant from the National Historical Publications and Records Commission. This grant will be ending in September and an application has been submitted to the NHRPC to fund the next phase of the project beginning in February 2018.
- Assisted Preservation Librarian Jane Cullinane and Field Archivist Kathy Makover with a site visit to the Department of Emergency Management and Public Protection to review issues with a document restoration vendor's work.
- Attended Council of State Archivists [CoSA] Development Committee meetings; CoSA Board of Directors meetings; CoSA Taskforce regarding the National Historical Publications and Records Commission [NHPRC] and its relationship with the State Historical Records Advisory Boards [SHRAB]; and a special joint meeting of the CoSA Advocacy Committee and the NHPRC Taskforce.
- Coordinated a conference call between John Dougan, State Archivist of Missouri, and Bill Veillette, Executive Director, Northeast Documents Conservation Center [NEDCC] regarding inclusion of the CoSA Pocket Response Plan™ [PReP™] as an Android based mobile phone app in the revised version of NEDCC's dPlan, which is an online disaster planning tool.
- Along with Allen and LeAnn Power, participated in a meeting with from UConn, DAS BEST, OPM, UConn Libraries, and DEEP regarding development of a Permanent Digital Records Preservation Policy.

Allen Ramsey

- Along with Lizette 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.
- Along with and Damon Munz, met with staff at the Office of the Attorney General to review tobacco case files for transfer to the State Archives.
- Attended Council of State Archivists [CoSA] State Electronic Records Initiative [SERI] Steering Committee meetings; Tools and Resources Subcommittee meetings; and CoSA Education and Training Committee meetings.

Library for the Blind and Physically Handicapped (LBPH)

The Consortium of User Libraries (CUL) is in the process of disbanding over the next 2-3 years. Of the six states in CUL, four are presently withdrawing or have indicated their intent to withdraw. The Connecticut State Library has submitted a Purchase Requisition for the installation of the library software program WebREADS. WebREADS is the product of the National Library Service for the Blind and Physically Handicapped (NLS) and is a web-based platform capable of implementing all of NLS's program requirements. The estimated migration completion date is the end of December but all efforts will be made to finish sooner. LBPH gift funds are being used to fund this project.

An online patron survey using Survey Monkey was completed in July. 188 responses were received out of 780 patrons surveyed. The major results are:

- 99% rate the service given by the LBPH staff as excellent (80%) or very good (19%). One patron said the service was terrible (<1%) and 2 patrons had no opinion.
- 85% said they always or mostly receive the assistance they need, 4% sometimes, and less than 1% said never. 10% had no opinion.
- 92% strongly agree or agree that the staff is knowledgeable, courteous and professional, less than 1% disagree. 7% had no opinion.
- 96% strongly agree or agree that the LBPH improves the quality of their lives (LSTA goal is 75%). 2% disagree and 2% had no opinion.

Connecticut Volunteer Services for the Blind and Handicapped (CVSBH) has a large backlog of newly recorded digital books that need final production editing and quality control processing in order to meet NLS distribution standards. This processing is new and complex and CVSBH has only a couple of volunteers able to do this. Accordingly, Kathy Hotchkiss and CVSBH have arranged with Potomac Talking Book Services to process 70 newly recorded digital books at a cost of \$75/book. This will eliminate the backlog and get those books into circulation.

The LBPH Friends group met on June 13 and August 8. Scheduled for Sept 13, the Friends group will take a tour of the Wadsworth Atheneum which has a program especially designed for persons with blindness, low vision or disabilities. Additionally, Karen Orband, RN, of Vanda Pharmaceuticals will give a presentation on non-24 syndrome at the Friends group meeting on Oct 17.

The LBPH Advisory Committee met on July 14.

Braille book donations overseas:

- As of this point in time, 4,108 braille books have been shipped overseas by Laura DeFrancesco and volunteers. Shipping is at a halt because the NLS supply center is out of overseas shipping boxes and none will be ordered until sometime in the next federal fiscal year.
- Have shipped braille books to the following overseas institutions:

American Friends of Kenya (AFK) in Kenya.
Karnataka Federation for the Blind and Physically Handicapped in India.
Nepal Association for the Welfare for the Blind.
Malaysia Association for the Blind.
Louis Braille Memorial Library for the Blind in Bangladesh.
All-Book Corporation in Bangladesh.

Fima Institute for Disabled Society in Bangladesh.

Outreach included:

- a. Display at the Connecticut Society of Eye Physicians conference, on June 9, by Paula McLean.
- b. Presentation at Brookdale Assisted Living, on August 1, by Paula McLean.

The fiber optic line installation at the LBPH was completed on August 29, and the speed of our network/internet connections has increased by many magnitudes. It has made a very positive impact on the staff's productivity and morale.

Patron Information Machine Maintenance System (PIMMS) and the Random Shelving projects have been tabled due to the pending migration of the CUL library software to WebREADS. It is also interesting to note that CUL still hasn't completed the PIMMS project and is constantly fixing programming problems with other CUL libraries.

Museum of Connecticut History

Museum on the Move

Work on the "Museum Mobile" has begun in earnest. The Connecticut Heritage Foundation has approved \$3,000 for the project and the State Librarian has identified \$12,000 in unexpended grant funds and the GoFundMe initiative has raised \$2,000. The vehicle has recently undergone a safety check with several mechanical repairs to the suspension and electric system. Next steps will include contracting with a graphics wrap company to give the vehicle a modern, eye catching look that captures the spirit of the Museum and Library as the Museum Mobile travels around Connecticut to schools, libraries and public events. Interior modifications, after a thorough cleaning, will feature shelving and exhibit spaces that will highlight our collection. This small exhibit inside the vehicle will be an introduction to the state's military, industrial and political history.