

## Report to the State Library Board

November 26, 2018

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 November 26, 2018 meeting of the Board, covers the period of September 25, 2018 through November 23, 2018.

### Office of the State Librarian

#### All Staff Day

This year's All Staff Day was very successful. Robert Kinney chaired the planning committee and exceeded the day. The following staff were recognized for their state service:

#### 5 Years

Joslyn Robinson

#### 10 Years

Eric Hansen

Christine Pittsley

#### 15 Years

Lisa Lew

#### 20 Years

Griselle Colon

Claudia Joseph

Stephen Mirsky

Kendall Wiggin

Linda Williams

#### 30 Years

Lynette Baisden

Richard Gagne

Nilda Martinez

Dean Nelson

Carolyn Picciano

Gordon Reddick

#### 40 Years

Gerald Seagrave

#### Marshal Service

The transition from the Supreme Court Police to the Marshal Service has gone very well. Lt. Nick Winn, the Marshal in charge, has been very responsive to staff concerns and questions. He attended All Staff Day and gave an overview of how the Marshal's would be operating. As a

result of the transition there is a greater security presence than we have had in the last few years. This includes outside patrols and patrols through the building.

Connecticut Fights, The Story of the 102nd Regiment Limited Edition went on sale. Sales of this limited edition republishing of Captain Daniel W. Strickland's history of the 102nd Regiment was privately published in 1930. In 1937, the State Library purchased from Captain Strickland the unsold bound and unbound copies of the book. The unbound copies remained in the State Library until this past year, when the decision was made to bind and issue them as a limited edition commemorative volume to mark the centennial of World War I. All proceeds will go to support the State Library's Remembering WWI Project.

#### Continuity of Operations Plan

The Connecticut State Division of Emergency Management accepted the State Library's 2018 Agency's All-Hazard Continuity of Operations Plan (COOP) on November 1. Stephen Slovasky authored the plan based on input from division and unit heads. The COOP Plan was prepared to develop, implement and maintain a viable COOP capability. This COOP Plan complies with applicable internal agency policies and state regulations and is an annex to the State of Connecticut's Emergency Management COOP Base Plan.

#### Professional activities:

- Attended the Chief Officers of State Library Agencies, Annual Fall Meeting, Bismarck, ND
- Was on the State of the States Panel at the New England Library Association's Annual Meeting in Warwick, RI.
- Hosted the inaugural Peter Tillou/Venture Smith book award. (see below) Mr. Tillou presented the award to its first recipient Kwadwo Opoku-Agyemang, of Ghana, West Africa for his book "Wise Eyes: The Anomabo Poems".
- I spoke about our Remembering World War One program at the Connecticut Militia Heritage Committee Militia History program at the State Armory.
- Gave a presentation on the French Army Band at the November Third Thursday program.

#### Community Outreach

Community Service Librarian Robert Kinney:

- Coordinated the inaugural Peter Tillou/Venture Smith book award program that was held in Memorial Hall. Mr. Tillou presented the award to its first recipient Kwadwo Opoku-Agyemang, of Ghana, West Africa for his book "Wise Eyes: The Anomabo Poems".
- Coordinated the 20<sup>th</sup> Anniversary Celebration of the Connecticut Freedom Trail Bike and Quilt Exhibit which was held in Memorial Hall on September 22, 2018. The Connecticut State Historic Preservation Office, the Connecticut State Library and Museum of Connecticut History, the Friends of Prudence Crandall Museum, and Center for Latino Progress/BiCi Co program commemorated the 20<sup>th</sup> Anniversary Celebration of the Connecticut Freedom Trail Bike Ride and Quilt Exhibit at the Connecticut State Library. Bicyclists met at the Connecticut State Library for a bicycle ride touring several Hartford Freedom Trail sights. The bicycle ride was followed by a performance in Memorial Hall that included several panelists portraying luminaries of the Freedom Trail.

## **Division of Library Development (DLD)**

### EXCITE Transformation for Libraries

The CT State Library, Division of Library Development, in partnership with Innovation Builders (IB) and TechInPedagogy, have begun planning the extension element of the original two-year, team-based experiential learning and will bring three-day EXCITE Bootcamps to five regions around the country from June 2019 to February 2020. We have selected the 5 regional locations for the EXCITE grant extension project. Our Standalone Bootcamp partners and bootcamp dates are:

- June 11-13, 2019, New Jersey State Library
- September 24-26, 2019, Fletcher Free Library, Burlington, VT
- October 15-17, 2019, Arkansas State Library
- November 13-15, 2019, Minnesota State Library
- January 14-16, 2020, Albuquerque (NM) Public Library

### Everyone Included, Part 2: LGBTQIA+ (lesbian, gay, bisexual, transgender, queer, intersex and asexual) Books & Services for Children & Teens

Linda Williams planned and facilitated a very well received diversity program featuring:

*Robin McHaelen*, Executive Director of True Colors, Inc. Program description:

“Libraries are a place where children’s imaginations take flight. Books, programming, and activities launch possibility into motion. Children are free to dream big dreams of who they can become in the world. That magic happens in part because children see themselves reflected in the images and stories around them. But what about the LGBTQ youth and families your library serves? Do they see themselves in your stories and on your shelves?” And *Phillip Modeen*, Children’s Librarian for the New Haven Public Library, Stetson Branch who presented “Drag Queen Storytimes, Safe Spaces Programming for LGBTQ+ Teens, great partnerships with LGBTQ+ organizations and more!”

### Professional Activities and Outreach

Dawn La Valle:

- Served on director selection committee for the Douglas Library of Hebron.
- Facilitated Strategic Foresight™ session for Resource Sharing committee to develop scenario framework for ILL (inter library loan) policy.
- Hosted EXCITE Cohort 2 Session 2 at Cranston Public Library, Cranston Rhode Island.
- Consulted with Hamden Public Library Board of Trustees, strategic planning framework.
- Attended Access to Justice (ATJ) Commission meeting as commission member and Working Group on Public Libraries Co-chair. We are encouraged that Chief Justice Robinson is continuing to support this commission.
- Facilitated Capgemini Pro Bono Consulting project to Chief Officers of State Library Agencies (COSLA) Executive Director and Kendall Wiggin. Capgemini is a multi-national consulting agency that will be working with COSLA to build a comprehensive report on the “library of the future.” This report is meant to support COSLA’s leadership in forecasting change, preparing State Library Agencies (SLAs), and advocating for resources. To build this report, Capgemini will identify and research the common, emerging needs of library patrons throughout the country, the current state of libraries, and the constraints faced by library agencies.

- Presented as panelist on Museum and Library Partnerships Session at the 2018 Association of Science Technology Conference.
- Conducted Association of CT Library Boards (ACLB) Board Basics training for the Russell Library Board of Trustees in Middletown.
- Hosted and presented at the 2018 ACLB Leadership Conference at the University of Hartford. We had over 120 attendees who enjoyed keynotes on advocacy and strategic planning as well as breakout sessions on ethics, fundraising, hiring effective directors and board governance basics.

#### Tom Newman

- Construction Grant -The State Library received 10 construction grant applications for the 2018 grant year. Applications were received from Glastonbury, Greenwich, New Milford, Pomfret, Ridgefield, Weston, Naugatuck, New Britain, Danbury, and Stonington. Only the first four libraries listed here are for projects involving expansion or major alterations. The others are for a variety of projects that improve existing space. Many of the projects involve improving children's spaces. Applications are being evaluated now and recommendations for grant awards will be made to the State Library Board in time for their meeting in late November.
- The City of Stamford has been awarded an Urban Act grant of \$100,000 for repair of the roof on the Weed Branch of the Ferguson Library. The State Library will be administering the grant.
- Marcy Ritsick, the new analyst for the Connecticut State Library at the Office of Fiscal Analysis visited to discuss the construction grant program.
- Annual Report, State Aid, and Statistics - A preliminary version of the Statistical Profile, which makes this data public, should be available in early December.
- All public libraries participating in the borrowIT program are required by regulations to submit a report of the expenditures made with the borrowIT reimbursement payments that are paid out in April. The deadline for submitting this report was October 31. A summary of the expenditure reports are made available on the borrowIT CT web page.

#### Steve Cauffman

- Offered the last session of *The Do's and Don'ts of requestIT CT* at Goshen Public Library on Monday, September 17 for 12 attendees.
- Attended the ILL Roundtable West meeting at Beardsley Library in Winsted on Thursday, September 20 and ILL Roundtable East meeting at South Windsor Public Library on Tuesday, September 25, to answer findIT and requestIT questions that came up in the discussions.
- Equinox programmed, and the staff at Bibliomation manually entered participating libraries' deliverIT route numbers into the Fulfillment system. A destination library's deliverIT route number now appears on ILL requests when they are updated to 'in transit.' findIT CT statistics: findIT contains the holdings of 313 Connecticut libraries, a 23% increase over last fiscal year. findIT includes the holdings of 37 academic libraries, 204 public libraries, 51 school libraries, and 21 special libraries all of which are in Connecticut. The findIT catalog contains 12,048,180 bibliographic records and 20,095,478 items/holdings.
- Continues to update requestIT CT LibGuide web pages on an ongoing basis with information for libraries participating in the service, which includes compiling and posting monthly requestIT statistics.

#### Linda Williams

- Created the Survey Monkey survey for 2018 summer reading and sent it out through the listservs. 85 responses have been received so far.
- Created STEM booklists for four levels, preschool, elementary, middle and high school.
- Purchased another STEM kit and is looking at other possibilities.
- Continues to offer guidance and field questions from Nutmeg Selection Committee Chairs.
- Met with Conn. Library Association Young Adult Librarians to brainstorm sessions for the 2019 Annual Conference.

#### Eric Hansen

- Solicited public library patron alpha testers from eGO partner institutions; received positive response from Bibliomation.
- Obtained Follett Baker & Taylor Axis 360 TitleSource account to explore title selection for eGO..
- Communicated with Digital Public Library Association (DPLA) to secure selector accounts and administrator account for eGO with Feedbooks. Selection can begin once accounts are ready. Communicated collection guidelines to public library selectors.
- Seeking approval from VERSO libraries in CT to share their individual ILS configuration information with LYRASIS so that they can be added to an eGO circulation manager.

#### Maria Bernier

- Supported Fiber Consortium project as needed through calls and meetings with individual libraries, including Silas Bronson Library in Waterbury and the Acton Library in Old Saybrook. Reached out to libraries still on the eligible list for participation in next E-rate cycle (Year 4 of the project).
- Solicited Letters of Agency from libraries interested in participating in internet service Request for Proposal (RFP).
- Prepared for and assisted with Cohort 2 in-person training in Cranston, RI, Sept. 10-13.
- Helped schedule participation in Cohort 1 and 2 conference calls

#### Gail Hurley

- Received grant award for the (National Aeronautics and Space Administration) NASA @ My Library project that connects NASA with public libraries through their state libraries. Waiting for official contract before putting out press release. Eleven state libraries were chosen for the project.
- Lindsey Ferguson, Director of Strategic Engagement at America Saves, reached out and set up a call to discuss what the State Library has been doing around CT Saves and Financial Literacy activities. This was shared with CT Saves Partners who met October 10 at the Department of Labor to plan the 2019 season.
- Presented financial literacy resources along with other CT Saves Partners at the Young Adult (YA) Roundtable meeting at the Simsbury Public Library
- Attended the annual Jump\$tart Financial Literacy Summit on October 22, in Rocky Hill.

### **Access Services**

#### Federal Documents

The State Library motto "Preserving the Past. Informing the Future." rings true in our continued involvement with the Federal Information Preservation Network (FIPNet). Kris Abery continues

her work on inventorying and cataloging federal documents for this preservation steward role. Currently we are working on the Women's Bureau documents in the collection. Her efforts have brought many interesting documents to light, such as "Home work in Bridgeport, Connecticut, Women's Bureau bulletin 9, 1919" and "Progress report on women war workers' housing, Apr. 1943". This project will aid researchers interested in the upcoming 100th anniversary of the 19th amendment.

The ProQuest U.S. Supreme Court Cert Denied Project is drawing to a close. Kris reports that we supplied ProQuest with 6,062 Supreme Court dockets covering the 2011-2016 court terms. This project could not have been done without the assistance of Griselle Colon and Eric Pavia. They pulled, unboxed, boxed and reshelfed all of these dockets.

### Staffing

There have been changes in staffing. The bill room library technician, Laura Klojzy, retired the end of August. Human Resources started the process to refill Laura's position. This left only one library technician, Kandace Yuen, in the bill room. Kandace took a Librarian 2 position in the History & Genealogy unit and is currently splitting her time between the two units.

The Law Librarian 2 position has been posted. Our goal is to have the new person working by the start of new legislative session. This position has been vacant for over a year. Retirements, shifts in staffing, combined with unfilled positions, have put a strain on the law unit. Their teamwork and dedication have been greatly appreciated.

### FamilySearch

The State Library is now a FamilySearch Affiliate. As an affiliate library, staff and patrons will have onsite access to all of the FamilySearch databases. This includes the CT vital records that they have been digitizing from the original microfilm. There is no cost to the State Library to be an affiliate library. Carolyn Picciano will be working on the details; logo placement, patron instructions, etc. She and the History & Genealogy staff want to become familiar with this database before we advertise it to our patrons.

### Secured Collections

Carol Trinchitella, Carolyn Picciano, and Mel Smith have made progress with developing procedures to review the secured collection materials. They have refined information to appear on the book slips. And they have enlisted two other staff to test out the procedures.

### Register and Manual

The Connecticut State Register and Manual is a useful document published by the office of the Connecticut Secretary of the State (SOTS). They are reviewing ways to present this information and still keep the historical value of this publication. Kristen Karr from the Office of the SOTS came for a meeting at the State Library to brainstorm on possible ways to modify and deal with the manual's publication. Debra Pond has been corresponding with Kristen about staff ideas.

### Professional Activities and Outreach

Kevin Johnson presented William Webb at the Clinton AME Church in Ansonia.

Steven Mirsky presented a review of State Library legal resources to the Greater Hartford Legal Aid meeting.

Barbara Austen attended and presented at the Connecticut Society of Genealogists annual conference.

### **Collection Services**

#### Acquisitions

We purchase selected eBook titles à la carte through EBSCO and offer these remotely with a CT State Library borrowing card. Recent acquisitions include:

- Cahill, Thomas, et al. [\*The Greatest Trials I Ever Had : The Civil War Letters of Margaret and Thomas Cahill\*](#). The University of Georgia Press, 2017.
- Forrant, Robert. [\*Metal Fatigue : American Bosch and the Demise of Metalworking in the Connecticut River Valley\*](#). 2017.
- Manstan, Roy R. [\*The Listeners : U-Boat Hunters During the Great War\*](#). Wesleyan University Press, 2018.
- Nichols, Carole. [\*Votes and More for Women Suffrage and after in Connecticut\*](#). Routledge, 2012.
- Normen, Elizabeth J. [\*African American Connecticut Explored\*](#). Wesleyan University Press, 2013.
- Richards, William. [\*Revolt and Reform in Architecture's Academy : Urban Renewal, Race, and the Rise of Design in the Public Interest\*](#). 2017.

#### Circulation

Collection Services received 117 applications via U.S. Mail and email for CT State Library borrowing cards during September-October 2018. Many thanks to Ursula Hunt, Administrative Assistant, and Jerry Seagrave, Reference Librarian, for their help issuing the new library cards and adding patron records to the library's circulation system.

#### Federal Depository Library Program (FDLP)

From September to October 2018, Collection Services approved 1,073 discard requests from FDLP libraries in Connecticut and Rhode Island using FDLP eXchange, a new online tool developed by the Government Publishing Office (GPO) for the needs and offers process. We could not have accomplished this without the support of Library Aides, Elizabeth Esquilin and Eric Paiva.

#### State Library Digital Collections

We are working to scan new content from the library collections for patron and staff requests. In addition, 76 new files and legacy files from earlier scanning efforts were preserved in the Connecticut Digital Archive (CTDA), including the following:

- Annual report of the Comptroller of the state of Connecticut to the Governor, for the year ending [1931-1934, 1940, 1961, 1964-1965] <http://hdl.handle.net/11134/30002:o12561730> (CSL call no.: ConnDoc C736 r)
- Proceedings [of the Connecticut General Assembly. House] 1969 pt.1-pt.13] <http://hdl.handle.net/11134/30002:o77617526-1969> (CSL call no.: KFC3618 .H84b 1969)
- The Willimantic directory, including the villages of Windham, North Windham and South Windham [1873] <http://hdl.handle.net/11134/30002:22097855> (CSL call no.: F104 .W46 C4 1873)

### Connecticut Digital Newspaper Project (CDNP)

We are working to prepare, scan and send digital files to the Library of Congress (LOC) for inclusion in Chronicling America <https://chroniclingamerica.loc.gov/>. Issues of the *Connecticut Western News* 1884-1922 are approved by the LOC and in the queue to go online at <https://chroniclingamerica.loc.gov/newspapers/?state=Connecticut&ethnicity=&language=>. We are working with our scanning vendor to solve a metadata problem in batches 3-4. Batch 5 is being inspected and batch 6 is being scanned. Batch 3 is especially complex because it has 21 different newspaper titles including three Italian language newspapers (1906-1936), a family of African-American newspapers (1940 & 1946-1949) and labor newspapers (1836-1925). See the full details on our website: <https://ctdigitalnewspaperproject.org/> .

We have been working with design firm Jeff Lin, LLC on a publicity campaign to reach out to the general public to make them aware of our free online newspapers. The first step was to create 5 bookmark designs and these are now ready. Next we'll create publicity banners for an exhibit we can share with public libraries, then we'll work on displays for a kiosk, updates to our brochure and a magnet.

Gail Hurley, of the Division of Library Development, who is Co-Director of the CDNP, submitted our annual report to the National Endowment for the Humanities on Sept. 30<sup>th</sup>.

Abby Ricklin, our project assistant, has a part-time, durational position and will be leaving us on Nov. 7. Abby worked chiefly on collating or examining every page of every newspaper issue and gathering information to be turned into descriptive metadata.

Jane Cullinane, Preservation and Digital Projects Librarian and Project Co-Director wrote a blog entry about human toll of the 1918 influenza epidemic and Connecticut's effort to combat it as seen in our online newspapers "Influenza in Connecticut, 1918" <https://ctdigitalnewspaperproject.org/2018/09/influenza-in-connecticut-1918/>. Chris Gauvreau, Project Coordinator, wrote "Women Sought the Vote in "Porto Rico", 1919" <https://ctdigitalnewspaperproject.org/2018/10/hispanic-heritage-month-blog/> . Look for all our blogs on our website: <https://ctdigitalnewspaperproject.org/blogs/> .



### Professional Activates and Outreach

Chris Gauvreau, CDNP Project Coordinator and Jane Cullinane, Preservation and Digital Projects Librarian and Project Co-Director travelled to Washington, D.C. to attend the National Digital Newspaper Project (NDNP) Annual Awardee Meeting. (Sept. 26-28).

Chris Gauvreau gave a talk at the NDNP Awardee Meeting in Washington, D.C. called: "The Fruits of the War that Defeated Nazism: The Hartford Chronicle Champions African American Civil Rights , 1946-1949" (Sept. 27).

Chris Gauvreau exhibited at the Connecticut Association of School Librarians/Connecticut Educators Computer Association Joint Conference (CASL/CECA) (Oct. 22).

### **Discovery Services**

#### U.S. Geological Survey water-supply papers

The series USGS water-supply papers began publication in 1896 as the Water-supply and irrigation papers, with the publication of print version ending in 1997. These scientific reports relate to the measurement of streams, the amount of water available from underground sources, the efficiency of windmills, the cost of pumping, and other details relating to the methods of utilizing the water resources of the country.

The State Library owns the entire print run of this series, the reports from 1896-1930 being organized in 93 locally-bound volumes as "uniform series", many containing folded color maps. In September, the Federal Depository Library Program began to distribute cataloging copy for USGS-digitized reports. In September and October we cataloged 385 reports in both digital and print versions for reports published 1896-1973.

#### U.S. Geological survey map series.

In September, Cataloging resumed processing of the 45 filing-cabinet drawers of USGS maps deaccessioned from the University of Connecticut and transferred to the State Library in 2013. In September and October we cataloged 386 of these maps, principally from the USGS Oil and gas investigations and Miscellaneous investigations series. The USGS Atlas of Mars, which comprises maps and photomosaics covering the entire surface of the planet Mars, belong to the latter series.

### **Office of the Public Records Administrator (OPRA)**

#### 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 state agency requirements.

The soft launch was successful and the application moved into production with the State Library serving as the pilot agency. All general and agency-specific retention schedules are being reviewed, updated and reformatted to comply with the requirements of the application. The General Schedules and many of the Agency Specific Schedules have been imported into the system and are under review by the Agencies. Enhancements are being implemented and testing will continue with an expanded go-live date to be scheduled in November or December.

### Historic Documents Preservation Program

The Historic Documents Preservation Program supports municipal records preservation and management projects throughout the state. For FY 2019, the State Library is awarding grants in the amounts of \$4,500, \$6,500 and \$9,500 for small, medium and large towns respectively.

The program has received applications from 32 municipalities for Cycle 2, bringing the total to 154 targeted grant applications from municipalities for FY 2019.

Kathy Makover has been processing Cycle 2 applications, Cycle 1 grant contracts and FY 2018 final reports.

### Professional Activities and Outreach

Staff continue to work with municipal and state agency personnel on records management issues related to records retention, disposal, reformatting, storage and vaults. This work includes creating and updating retention schedules, reviewing records disposal requests, setting policies and guidelines, and working closely with state and municipal staff on issues related to retention, maintenance, disposal, reformatting, off-site storage, vault storage and disaster recovery.

LeAnn Power and Kathy Makover attended the Fall Conference of the Town Clerks Association in Westbrook, on September 13. They spoke as part of a panel presenting state agency updates to the clerks; and also staffed an information table, addressing questions from town clerks and records vendors related to the grant program and agency policies and procedures.

LeAnn Power met with a representative of the Farmington Police Department to discuss the municipal police retention schedule.

Kathy Makover and LeAnn Power held a meeting to review the Town of Newington vault plans, including representatives from the design and engineering firms and town officials. Kathy held several previous conference calls in advance of the meeting.

Kathy Makover held a meeting for preliminary review of the Town of East Hampton vault plans on November 2, and followed up with written comments to the design firm. In addition, the office approved a request for modification.

Kathy Makover is continuing to work with towns on a number of other vault construction, renovation or modification projects currently in various stages of planning or construction.

Along with Archives staff, Bob Williams and LeAnn Power attended a retention schedule meeting with the Department of Energy and Environmental Protection.

LeAnn Power conducted a Records Management workshop for the Town of New Canaan.

LeAnn attended bi-weekly meetings at the State Records Center to get status updates on the roof replacement project at the Library for the Blind and Physically Handicapped and the State Records Center.

### Disaster Preparedness

Kathy Makover assisted a state agency with mold-damaged records; and three municipalities with water-damaged records, through conference call discussions, vendor referrals and follow up recommendations.

### 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 1,272 cubic feet of agency records; deaccessioned 336 cubic feet of agency records; processed 719 reference requests; and processed 613 re-files and inter-files.

### **State Archives.**

#### Accessions:

PG 390, Arthur (Art) E. Johnson Collection, 1991-2009, 27 photograph albums

The collection contains approximately 9,477 black-and-white and color photographs of various scenes in Connecticut Massachusetts, and New York such as railroad engines, cars, rolling stock, depots, bridges, buildings, Metro North trains, Valley Railroad #1467, and Amtrak trains; old mills; hikers; Operation Desert Storm Parade in New York; historic buildings; and family.

RG 003, Superior Court records, circa 1793-1819, 1 volume.

RG 009, Office of the Attorney General, Special Litigation records, circa 2000-2010, 19 cubic feet.

The records consist of the Broadwater case, circa 2008; Philip Morris cases, circa 2004-2006; Michael Ross case, 2006; Bysiewicz v. Dinardo, 2010; and Sharon Hospital, 2000.

RG 169:009, Connecticut Coalition for History, 1987-2017, .5 cubic feet.

The records consist of bylaws, mission statements, membership lists, agendas and minutes, Treasurers' reports, Connecticut Places Coalition, History Faculty Survey, Old State House closing threat, and President Donald Rogers correspondence.

#### Staff Changes

Electronic Records Archivist Barbara Austen joined the State Archives staff on October 1. She will be responsible for developing preservation standards and policies for electronic records as well as handling the ingest of electronic records into the Connecticut Digital Archive [CTDA]. Barbara previously held the position of Reference Librarian in the History & Genealogy Unit and Project Archivist for the Governor William A. O'Neill Project at the Connecticut State Library.

#### eBay

Lizette received notification on October 26 that another Pequot Overseer record was being offered for sale on eBay. The State Police from Troop H were notified and contacted eBay through its established procedure for reporting fraud or stolen items. Despite an attempt to stop the sale, the document was sold on November 4. The State Police are continuing their investigation.

### Publication of the Public Records of the State of Connecticut

HF Group notified Lizette on November 8 that Volume 22 (1823-1824) of the *Public Records of the State of Connecticut* has been printed and is ready for shipment. The volume will be available for distribution and sale in early December.

### Professional Activates and Outreach

State Archivist Lizette Pelletier presented a program on preserving family records and materials at the Russell Library in Middletown.

Lizette gave a presentation on caring for institutional archival records to the newly formed Connecticut Association of Independent School Archivists at Kingswood Oxford School in West Hartford.

Lizette gave an interview with reporter Brian Scott-Smith from public radio station WSHU on the State Archives participation in the federally funded Voice of World War One with the Connecticut Radio Information System [CRIS]. The story aired on Monday, November 12.

Lizette, Assistant State Archivist Allen Ramsey, and Government Records Archivist Damon Munz continue to devote time to the Electronic Content Management [ECM] system development project with Public Records and DAS BEST staff.

State Archives and History & Genealogy (H&G) staff assisted with the Pediment Group providing editorial feedback regarding "[Greater Hartford Memories: A Photographic History of the 1800s through the 1930s](#)". The State Library is a partner on this project with the Hartford Courant, the Harriet Beecher Stowe Center, the Hartford History Center, the Windsor Historical Society, and others. The expected publication date is December 2018.

Lizette attended Council of State Archivists [CoSA] Development Committee meetings and the CoSA Board of Directors meetings.

Allen attended CoSA State Electronic Records Initiative [SERI] Steering Committee meetings; Tools and Resources Subcommittee meetings; and Archives Collaborating and Cooperating with External Strategic Stakeholders (ACCESS) grant implementation team meetings.

Allen and Damon met with the project team from Dupont Storage Systems to go over the project to install compact shelving at the Van Block Storage Facility. The project began with the removal of existing fixed shelving on November 19.

Lizette and Allen met with volunteer staff of the East Hartford Historical Society (EHHS), including former State Library staff member Ruth Shipley-Brown, on September 25, to review municipal records held by EHHS. The State Archives is recommending that the records be transferred to the State Archives or returned to the town as access is extremely

limited and the storage conditions are less than desirable due to the restrictions placed on the society by the owners of the Brewer House.

Lizette participated in a conference call with John Traynor, Liz Mcauliffe, Helen Robbins, and Dave Madsen of the Materials Management Division of the Department of Energy and Environmental Protection [DEEP] on September 28, regarding the State Archives' concerns about proposed changes to records retention series designated as permanent and historically significant on the division's records retention schedule that are being digitized. This was followed up with a face-to-face meeting on November 7, that included LeAnn Power and Bob Williams from the Public Records staff to discuss the schedules and proposed alternatives to retaining an eye-readable copy of records designated as having permanent retention.

Lizette and Christine Pittsley participated in two conference calls with staff from the History Factory, a private consulting firm, Jessenia S. Minggia and Betsy Kellem from Aetna, and Laura Smith and Rebecca Palmer from the Special Collections unit at the University of Connecticut Libraries, regarding a potential home for the company's historical records after digitization.

Lizette met with Project Manager Kathy Craughwell-Varda and members of the grant advisory subcommittee for the State Historical Records Advisory Board [CT SHRAB] on October 11, regarding implementation of the board's Traveling Archivist implementation grant pilot regrant project.

Ken, Lizette, Allen and Barbara attended the final meeting of the Institute for Museum and Library Services [IMLS] SPARKS! grant advisory committee to review the White Papers and discuss the final outcomes of the Traveling Archivist Project and the addition of small institutions finding aids into Connecticut Archives Online.

Lizette, Allen and Barbara attended a meeting of the Connecticut State Historical Records Advisory Board [CT SHRAB].

### **Library for the Blind and Physically Handicapped (LBPH)**

The Roof Replacement project is completed. All roof leaks appear to have been stopped except for a high volume leak in the shipping/receiving room. This leak is associated with the original roof HVAC unit, installed in 1983, and not the new roof. A project request to replace the roof HVAC units is in progress.

FY 2018 statistics: The federal FY 2018 is the time frame for LBPH reports. Thus the final statistics for FY 2018 are:

Circulation: 157,740

Number of patrons: 5,977

Number of patrons active on BARD (Braille and Audio Reading Download): 446

Books physically borrowed per patron: 22.3

Books downloaded from BARD per patron: 54.4

Number of new patrons: 519  
Inventory of playback machines: 10,452  
Number of titles in LBPH physical inventory: 64,702 (all digital audio books)  
Number of audio book copies in physical inventory: 155,557  
Number of titles available on BARD for downloading: 105,749  
Number of new titles uploaded to BARD by CVSBH: 60

Connecticut Volunteer Services for the Blind and Handicapped (CVSBH) quarterly Board of Directors meeting was held on October 26. There are now 60 audio books recorded by CVSBH available on BARD.

The LBPH Advisory Committee met on October 19. Andrea Giudice was voted in as a new member. She represents patrons.

Outreach efforts included:

- A presentation to the Glastonbury Low Vision Group by Paula McLean.
- A presentation and display at the annual convention of the Connecticut Chapter of the National Federation of the Blind by Gordon Reddick.
- A presentation for the Farmington Community Services by Paula McLean.
- Continuation of the NLS national advertising campaign on radio and television resulting in 89 new patrons in September and October.

The quarterly LBPH Newsletter, Vol. 2, No. 3, was published on October 17, and distributed electronically to 1,121 patrons and interested persons.

The Rocky Hill High School held its annual Lend-a-Paw day on October 4, in which 10 students and a teacher performed voluntary community service at the LBPH.

**Museum of Connecticut History**

Education Report

- School visits have included trips to Wolcott, Newtown, Enfield, East Windsor and Ashford.
- Graphics for the Museum Mobile are being finalized. Images have been sent to the designers who are now developing a look for the wrap. Goal is to have it wrapped by the end of the year.

Gubernatorial Portrait

We have been notified that Governor Malloy's official portrait is finished and plans are underway to have the unveiling in late December in Memorial Hall. The Museum staff have a plan for shifting the portraits to create a space for the new portrait and are working with Building Services to carry out the plan.