Report to the State Library Board

September 24, 2018

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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 24, 2018 meeting of the Board, covers the period of July 24, 2018, through September 21, 2018.

Office of the State Librarian
York Correctional Institution Centennial
I accompanied staff from the State Archives and Access Services Unit to the centennial celebration for the State Farm for Women in the Chapel at York Correctional Institution in Niantic, on August 28. Many records relating to the State Farm for Women are in the State Archives. We brought with us and had on display the admission and discharge log books, account book, and selected pageant scripts and notes.

Changes in Building Security
On September 5, I was notified by Elizabeth Graham, Executive Director, Judicial Branch Administrative Services, that security responsibilities for the Supreme Court building would be transitioning from the Supreme Court Police Department to the Superior Court Operations Division, Judicial Marshal Services effective no later than September 14th. Staff developed a list of questions which I shared with Ms. Graham. Nancy Lieffort and I then met with Don Murphy, Director of Judicial Marshal Services, and discussed the transition plan. We will be working with him and the marshals to ensure a successful transition.

Division of Library Development (DLD)
EXCITE Transformation for Libraries Awarded $299,950 Grant Supplement Extension
The Connecticut State Library has been awarded a Laura Bush 21st Century Librarian supplemental grant in the amount of $299,950 from the Institute of Museum and Library Services (IMLS), to build on the current EXCITE Transformation for Libraries project. This brings the total award amount to $687,200. Through our observations and assessments of activities in the first year of the EXCITE project and comparisons between the extended Cohort training and the three-day Bootcamp model, it became clear that the Bootcamps are more scalable geographically and more sustainable over time in terms of library participation. They have a big impact in a short timeframe. Based on our assessment, IMLS decided to award the supplemental grant.

The CT State Library (CSL), Division of Library Development, in partnership with Innovation Builders (IB) and TechInPedagogy, will now extend the original two-year, team-based experiential learning and bring three-day EXCITE Bootcamps to five regions around the country from June 2019 to February 2020. Each Bootcamp will accommodate four person teams from
six libraries, for a total of as many as 120 participants and 30 libraries. All types of libraries, including public, academic, special, and school, may apply to participate. Self-selected teams from the entire EXCITE project may apply for additional coaching and an opportunity to compete in an “All Star Pitch Session” for seed funding to implement the new programs they develop through their training.

DLD and Innovation Builders conducted the first EXCITE Standalone Bootcamp with teams from CT, MA, and NY representing academic, public and school libraries. Feedback from Bootcamp included:

“Amazing! I will forever trust the process. Thank you for filling my "tool box" with a few more techniques to help develop amazing programs.”

“Loved to spend the last 3 days innovating, collaborating, learning with other librarians and now have new tools to bring to my home library and help the community develop new outputs.”

“Thank you for providing this training. I learned so much by having to use the tools provided to think on my feet and give good feedback to my fellow EXCITE folks. Thank you again!”

Augmented Reality (AR) / Virtual Reality (VR) Conference
DLD hosted a special program on August 13, at the Farmington Library called "Reality Check: Augmented and Virtual Reality in Libraries.” Gail Hurley organized the entire event and Dawn La Valle facilitated the panel sessions. Approximately 60 academic, public, school and special librarians/teachers from Connecticut, Massachusetts and Rhode Island attended. Presenters gave an overview of the technology, talked about specific projects using augmented and virtual reality in their schools and libraries, demoed the technology, and hosted a hands-on "play time" following the program so that attendees could try the technology.

Construction Grants
The State Library expects to receive approximately 10 construction grant applications for the 2018 grant process. State Library staff has been assisting libraries in completing their applications. Applications will be evaluated during September and October and recommendations will be made to the State Library Board in November.

Reports
Annual Reports from Connecticut Public Libraries are being submitted now to Tom Newman with a deadline of November 15. Instructions, definitions, a list of questions, and a FAQ are available on the website. This Annual Report provides the basis for all statistical resources made available by the Division of Library Development. It also provides the data that the State Library is required to submit each year to the Institute of Museum and Library Services for the national Public Library Survey.
Professional Activities and Outreach

Dawn La Valle:
- Represented the State Library at the groundbreaking for the Bridgeport Public Library Newfield Branch construction project.
- Working with Sarah Lemire, First Year Experience Librarian, Texas A&M University on “Libraries and Veterans National Forum” IMLS grant proposal.
- With Maria Bernier, conducted LSTA Grant Information Session.

Gail Hurley:
- Worked with Ad-Merica and Jeff Lin on design concepts for the Connecticut Digital Newspaper Project marketing campaign which will include magnets, bookmarks, updated brochure, exhibit banners and kiosk.
- Attended informational webinar on August 21, for grant project NASA@MyLibrary that connects NASA with public libraries through their state libraries. Grant application deadline is September 21.
- Attended Military Saves webinar on August 15, to prepare for 2018/19 campaign with Connecticut Saves.

Eric Hansen:
- The Memorandum of Understanding (MOU) between the State Library, Digital Public Library of America (DPLA), and LYRASIS was extended to the end of October, 2018. The MOU extension calls for successfully hosting the deployment of a circulation manager for each of the three regional library systems and the launch of all member public libraries in the SimplyE mobile application. At the same time, the State Library will acquire collections through the DPLA Content Exchange and serve them to those SimplyE libraries as a stand alone, shared statewide collection. Library patrons will have access to the collection by way of the SimplyE app, to be available in the iOS and Android platforms at a later date.
- Attended two DPLA/LYRASIS Content Exchange, Circulation Manager, and SimplyE training webinars for CT participants on Aug. 22 & 23.
- Extracted RBDigital eBook genres and percentage of the whole they represent over a 12 month period; gathered eResource Advisory Task Force input about such genres with recommendations. This was the basis for a State Library call with representatives of Follett Baker & Taylor Company, on August 27, to lay the groundwork for a possible collection development arrangement for eGO in the future.

Linda Williams:
- Created Connecticut focused reading lists for the National Book Festival.
- Continuing to update booklists and resources on our webpages, including booklists for every country on the planet. Created direct links to catalog to enable easier book requests for schools and libraries focusing on country studies.
- Participated in the final meeting of the Children's and Teen category of the Connecticut Book Award. We selected two winners and a few finalists. Workshops are planned.
- Completed the agenda and added two panelists for the Everyone Included, Part 2: LGBTQIA+ Books & Services for Children & Teens program to be held on October 24. The all-day workshop will include two long programs, and a 4 person panel for discussion.
Scheduled a program for beginning story time providers, *Storytime 101*, with Allison Murphy from the Wallingford Public Library. That program will be held at the Middletown Library Service Center on November 30.

Booked nationally known early literacy specialist, *Saroj Ghoting* for two days in May of 2019. She will do her programs, Star Power on one day and Supercharged Storytimes the next.

Maria Bernier:

- Supported Fiber Consortium project as needed through calls and meetings with libraries, including New Haven and Wolcott. Reached out to libraries still on the eligible list for participation in next E-rate cycle.
- Set up LibCal trial to test equipment booking module capabilities for use with discussion sets and kits at the Middletown Library Service Center.
- Planned for fall program co-sponsored by the Conn. Library Association (CLA) American Disabilities Act Committee and CLA Public Libraries Section.

Steve Cauffman:

- Oversaw several Middletown Library Service Center facilities issues including a leak in the computer lab as a result of heavy rains and extended heat patterns. Coordinated with vendor for repair and resolution of issue.
- Compiled a deliverIT volume report for FY2018 and will post the final report in early September. Offered a half-day session "Do's and Don'ts of requestIT" for staff members who have been using requestIT. The third session took place on August 8 at Plumb Memorial Library in Shelton and the next session will be taking place on Monday, September 17, at Goshen Public Library.
- Coordinated additional customer service workshop and added new workshops, one on re-energizing your career to take place in September and another on preparing better presentations, to take place in November. Also scheduled basic and advanced book repair sessions to take place in October.
- Continued to add relevant, free webinars, CT. Library Consortium Roundtable meetings, and Division of Library Development (DLD) offerings, to the Continuing Education calendar. Announce DLD classes on Conntech and CT. Association of School Librarians (CASL) e-mail lists.
- Continued 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.

**Access Services**

**Staffing**

Laura Klojzy retired at the end of August. She was one of the library technicians who worked in the Bill room. This will impact processing and indexing of legislative materials. Laura was also a notary and provided service when called upon. This service will no longer be provided.

Paperwork has been submitted to re-fill both the library technician position and the vacant law librarian 2 position. We reduced the number of hours the Law desk is staffed. Signs are posted at the law desk. Government reference staff on the balcony handle basic law reference questions. Law librarians are available when needed for in-depth questions and research. When both the court and legislature are in session we may reevaluate this.
Carol Trinchitella and Nancy Lieffort are looking at the CSL library card application and our procedures. There are many ways to get a card and different rules apply for residents and non-residents. One card does not fit all. Our goal is to make clear how we handle different situations and we want to have everyone knowledgeable about how to handle these things. We process online, mail-in, and walk-in applications.

At the request of the State Librarian, Collections Services and Access Services have been working to define what constitutes a Special and Rare books collection in the State Library. The group has drafted the following:

**Rare Book and Special Collections**

The function of the Rare Book and Special Collections of the Connecticut State Library is to foster research in Connecticut’s history and heritage.

The Rare Book and Special Collections of the Connecticut State Library are comprised of materials related to the library's major collecting areas that are characterized by their artifactual or monetary value, physical format, uniqueness or rarity, and the State Library’s commitment to long-term preservation and access.

In particular these collections provide scholarly documentation about Connecticut, New England, New York state, New Jersey, Pennsylvania, and Ohio.

Mel Smith and Carolyn Picciano pulled 2 carts of materials from the current Special Collections area and examine those materials. The idea is to see what materials comport to the draft guidelines and what materials can be moved to a more appropriate location. Nothing will be withdrawn without a review by other staff.

**Professional Activities and Outreach**

Debra Pond and Nancy Lieffort gave a tour for Connecticut General Assembly interns. They also gave a tour to the new law clerks (both Supreme and Appellate court clerks).

History & Genealogy and Archives staff worked with a General Service Administration (GSA) representative who wanted to photograph Art index cards for Connecticut Works Progress Administration (WPA) artwork.

**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:

FDLP (Federal Depository Library Program)
From July to August 2018, Collection Services approved 815 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 also approved 2,306 discard requests from libraries who are not yet using FDLP eXchange.

State Library Digital Collections
We are working to scan new content from the library collections. In addition, 134 new files and legacy files (38,701 TIF files, .417 TB) 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 [1899] http://hdl.handle.net/11134/30002:22055610 (CSL call no.: ConnDoc C736 r 1899)
- Potato storage in town and city http://hdl.handle.net/11134/30002:22067170 (CSL call no.: ConnDoc St2914f po) part of a group of miscellaneous leaflets produced by the WWI era CT Council of Defense

Connecticut Digital Newspaper Project (CDNP)
We are working to prepare, scan and send digital files to the Library of Congress for inclusion in Chronicling America https://chroniclingamerica.loc.gov/. Issues of the Tolland County Press and Press (of Stafford) 1883-1922 and the Connecticut Western News 1871-1883 are now online at https://chroniclingamerica.loc.gov/newspapers/?state=Connecticut&ethnicity=&language= . More batches are in the works, with the CT Western News through 1922 (batch 2) awaiting approval by the Library of Congress, the scanned images from batch 3 under review, the scanning of batch 4 about finished.

Professional Activities and Outreach
- Chris Gauvreau wrote a blog entry highlighting one of the newspapers the CDNP will be scanning, due online late this year “Introducing the Hartford Chronicle Family of African American Newspapers” (July 11) https://ctdigitalnewspaperproject.org/2018/07/introducing-the-hartford-chronicle-family-of-newspapers/
- Chris Gauvreau collaborated with Dave Corrigan of the Museum of CT History to combine newspaper clippings and artifacts in a salute to Labor Day’s past in “Connecticut Recognizes Labor Day” https://museumofcthistory.org/connecticut-recognizes-labor-day/ (prepared in August to launch on Labor Day)

Discovery Services
Department of Food Supply Circulars
Responding to a food supply crisis during the First World War, the State created the Department of Food Supply under the Connecticut Department of Defense. The Department issued a series of pamphlets and circulars, many of which Glynis Georgie has cataloged for the State Documents Collection. Included in the series from 1918 are:
- Home canning and drying of vegetables and fruits, with directions for making jellies and fruit butters and for fermentation, salting and pickling.

- The home garden manual.

- Potato storage in town and city.

- Save seed for your 1919 garden.

Works Progress Administration. Reemployment Opportunities Series. Kris Abery, Federal Depository Library Coordinator, has cataloged for the Federal Information Preservation Network (FIPNet) project several titles on reemployment opportunities in the late 1930s. These studies were published jointly by the Works Progress Administration and the U.S. Bureau of Labor Statistics. Their inclusion of the State Library’s cataloged collections augments our initiative to catalog Bureau publications.

Included in the series are:

Effects of mechanization in cigar manufacture. 1938.

Labor productivity in the boot and shoe industry. 1939.

Labor productivity in the leather industry. 1937.

Mechanical changes in the woolen and worsted industries 1910 to 1936. 1938

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. Enhancements are being implemented and the database is being populated with current agency-specific schedules. The Library and state agencies will continue testing with an expanded go-live date to be scheduled in October or November.

Historic Documents Preservation Program

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

Under Cycle 1, grants totaling $657,000 were awarded to 122 municipalities on June 29, 2018.
In addition, the City of Bristol was awarded a Disaster Recovery Grant in the amount of $20,000 on July 31, 2018, which will cover part of the recovery costs for permanent and essential records damaged by water due to a pipe leak.

Cycle 2 grant applications are being accepted through the closing date of September 30th.

Kathy Makover is processing FY 2018 final reports, FY 2019 Cycle 1 contracts for execution and payment, and FY 2019 Cycle 2 applications.

The Historic Documents Preservation Advisory Committee met on July 25th. 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.

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 records retention, maintenance, disposal, reformatting, off-site storage, vault storage and disaster recovery.

Kathy Makover and LeAnn Power held meetings on July 19th and September 5th, with representatives from the Department of Corrections (DOC) to revise and update the DOC agency-specific retention schedule.

Kathy Makover held a conference call on the Mansfield vault on July 27th; a meeting with East Hampton town officials and design professionals on August 3rd; and two conference calls on the Newington vault on Sept 7th. She continued work with town officials and design professionals on vault projects in 9 towns in various stages of vault construction, renovation or modification projects. These projects include vault planning and construction, HVAC installations and window remediations. The office issued approvals for vault plans or change requests to Waterford on August 6th, Seymour on August 21st and Mansfield on September 4th.

LeAnn Power and records management consultant Bob Williams attended a retention schedule meeting with representatives from the Department of Energy and Environmental Protection, Bureau of Materials Management and Compliance Assurance.

LeAnn Power and Bob Williams participated in a retention schedule conference call with the Department of Agriculture.

LeAnn Power and Kathy Makover participated in a conference call in August regarding land recording issues being addressed by the Town Clerks Association.

Kathy Makover responded to questions from a state agency regarding records damaged by mold; and assisted a municipality considering options for permanent records currently stored under poor conditions.
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 1532 cubic feet of agency records; deaccessioned 1127 cubic feet of agency records; processed 609 reference requests; and processed 438 re-files and inter-files.

State Archives
Probate Record Accessions:
- RG 004:057, Greenwich Probate Court records, 1853-2002, 3 volumes

New Finding Aids Online:
  - [https://ctstatelibrary.org/RG002_025_MANDATES.html](https://ctstatelibrary.org/RG002_025_MANDATES.html)
  - [https://ctstatelibrary.org/RG002_025_PUBHEALTH.html](https://ctstatelibrary.org/RG002_025_PUBHEALTH.html)

Professional Activities and Outreach
Lizette participated in the Advocacy on the Hill event on August 14 co-sponsored by the Society of American Archivist [SAA], the National Association of Government Archivist and Records Administrators [NAGARA] and CoSA. The purpose of the event was to educate Congressional staff on the role and value of archival records in a transparent democratic society. Teams of archivists visited key members of the committees which have oversight for the National Archives and Records Administration [NARA], the National Endowment for the Humanities [NEH], National Endowment for the Arts [NEA], and the Institute for Museum and Library Services [IMLS], all of which provide grant funding to state and local archival institutions.

Lizette issued an ESSENTIAL RECORDS ADVISORY on September 11 to all town clerks and state agency Records Management Liaison Officers [RMLOs] regarding hurricane preparedness in recognition of National Preparedness Month and the approach of Hurricane Florence towards North and South Carolina and Virginia.

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

State Archives and H&G staff assisted staff with the Pediment Group to scan items from the State Archives pictorial collections for "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.
Allen became the co-chair of the Council of State Archivists (CoSA) State Electronic Records Initiative [SERI] Steering Committee in August for the next 2 years.

Lizette, Allen, and Damon along with Department of Administrative Services [DAS] Procurement Services staff held a mandatory pre-bid meeting on August 3, with vendors on contract who were interested in bidding for installation of new compact shelving at the Van Block facility. Proposals were due August 22. Archives staff met with DAS Procurement Services staff to review and score the bids submitted on September 5.

Lizette, Allen, and Damon attended the 2018 joint annual meeting of CoSA, NAGARA, and SAA in Washington, DC, from August 15-18. They participated in the Great Ideas exchange co-hosted by NARA and CoSA to facilitate a state and federal discussion of archival practices. Participants examined case studies on topics such as appraisal practices, risk management for electronic records, and crowd sourcing to improve access. They also attended a variety of sessions relating to archives and records management including access to legal collections, email preservation, making records management policies work, handling of confidential records, controversial monuments, documenting tragedies, and functional records scheduling.

Lizette and Allen participated on a conference call of the FromthePage Users Group on August 27. FromthePage is an open source platform that allows for collaborative document transcription of both free form handwritten documents as well as structured forms in various formats. States such as Virginia and Alabama used the software to increase access to their WWI military service questionnaires and records, respectively.

Lizette, Allen and Damon met with University of Connecticut Archives and Babbage Library staff regarding historically significant maps, specialized aerial photographic surveys, as well as research materials collected by former State Historian Alfred VanDusen, and potential collaborative projects between our two institutions on September 7. The maps include original WWI and WWII field maps for Connecticut units, water districts, soil conservation surveys and other subjects of interest. State Archives and designated Access Services staff will be working over the next 6 months to identify Connecticut related maps and aerials for transfer to the State Library.

State Archives staff submitted a request on September 19 to be a venue for the Rightfully Hers pop-up exhibit from the National Archives and Records Administration [NARA]. This free exhibit will explore what it took to secure the voting rights for women through simple messages regarding ratification of the 19th amendment, women's voting rights before and after ratification and its impact today. NARA will provide the exhibit panels, electronic educational materials and press materials.

**Library for the Blind and Physically Handicapped (LBPH)**
The Roof Replacement project for the LBPH officially began on 8/8/18, with the actual work started on 8/28/18. The schedule indicates a completion date of 10/12/18. On the first day, the smoke from the asphalt melting kettle was drawn into the building via the ventilation system and through the roof itself creating a very irritating atmosphere. By moving the kettle to a new
location and placing a sheet of plastic over the ventilation roof units, the air quality has significantly improved. Since then, the air quality is much more tolerable and almost back to normal by 9/7/18. Damage was also caused to two electrical circuits affecting the front automatic doors but which are in the process of being repaired.

The biannual National Library Service (NLS) for the Blind and Physically Handicapped consultant visit took place on Sept 10 and 11. Our regional consultant, MaryBeth Wise, inspected the LBPH operations and interviewed each staff member. The purpose is to assess the LBPH’s compliance with NLS standard procedures and to solicit the views of the staff about the program. On Sept 11, MaryBeth briefed Ken Wiggin on the results of her assessments.

WebREADS
The recently installed WebREADS system greatly increased the number of audio books available for computer selection thus increasing the number of books circulated. The audio book circulation during June 2018 surged by 36% over May to 13,190. Circulation has continued to climb with August’s total of just over 19,000. This is a new LBPH record for a month’s circulation.

Donation of Braille books overseas has been completed. 31,587 braille volumes were shipped or recycled (if damaged) over the past two years. Laura DeFrancesco, with the help of several volunteers, devoted much time and effort to remove the braille books from inventory, prepare them and the boxes for shipping, complete the requisite customs form, and send them out in large USPS cages.

Connecticut Volunteer Services for the Blind and Handicapped (CVSBH) continues to process newly recorded books for uploading to BARD (Braille and Audio Reading Download). Currently, 45 new audio books have uploaded to BARD with 27 more in the upload process. There are also a couple of dozen books being recorded among the five studios. The next quarterly board meeting is scheduled for Oct 26, 2018.

The LBPH now has an intern assisting the machine department. He is Aqif Mumtaz, a financial management student at UConn. Accordingly, his assignments will be in the managerial side with the first project being an NLS required audit of the machine program.

The LBPH Friends group met on August 14, with the next meeting scheduled for Oct 9, 2018.

The Advisory Committee met on July 20, with the next meeting scheduled for Oct 19, 2018.

Outreach efforts have been significantly enhanced by an ongoing NLS national advertising campaign on radio and television. This campaign has resulted in a large increase of new applications -- 82 new patrons in August, almost three times the normal. The LBPH has also received about 250 referrals from NLS, from persons responding to the advertisements.

Museum of Connecticut History
"Museum Mobile"
The Library has selected Dornenburg/Kallenbach advertising to design and wrap the Book Mobile beginning its transformation into the Museum Mobile. Patrick Smith and Robert Kinney met with the firm to discuss ideas and they have provided some basic design ideas to get the process underway. The designs were shared with library staff, several educators and others to see which ones were most popular.
Augmented Reality Project
Gail Hurley met with Ken, Patrick and Robert regarding an offer from Central Connecticut State University student David Tang to do his semester Ed Tech project on augmented reality with the Museum. David was a panelist at DLD's Augmented Reality (AR) / Virtual Reality (VR) Conference (reported on earlier in this report). Subsequently, Patrick and Robert met with David and decided to develop an Augmented Reality App for the Governors portraits. Visitors to the Museum would be able to use their smart phones to learn more about various Governors, thus improving the visitor experience.