

Report to the State Library Board

September 27, 2021

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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 27, 2021 meeting of the Board, covers the period of July 27, 2021 through September 17, 2021.

Office of the State Librarian

The pandemic has brought into stark relief serious inequities in digital access, literacy, and inclusion not only in Connecticut communities but across the country too. The State Library continues to engage in conversations and efforts to help remedy these matters – most recently with the Office of the Governor, the Commission on Educational Technology, and the Chief Officers of State Library Agencies – as we seek to expand understanding of and support for the Emergency Broadband Benefit, Emergency Connectivity Fund, and similar programs. A statewide digital inclusion alliance, similar to the National Digital Inclusion Alliance (NDIA), is being formed. And, in partnership with NDIA-led training, a portion of our American Rescue Plan Act (ARPA) funds will support four new digital navigator pilot programs (further detailed below) in public libraries across the state.

State Library facilities have been on the forefront of our minds this summer for a variety of reasons. We anticipate receiving a much-needed upgrade to our phone system this Fall, and a paving project at our Rocky Hill campus is scheduled to begin in early 2022. The pump house explosion in late August impacted our cooling and hot water systems at 231 Capitol Avenue, as it did many other state facilities in the area; temporary solutions are in place, with service and repairs being managed by the Department of Administrative Services (DAS). And a series of successive storms brought to light water issues old and new at all of our facilities. Agency staff, in conjunction with the Judicial maintenance team, DAS leasing, and our Van Block facility landlords, responded quickly. We have been successful with some longer-term solutions in the past, but it is clear more work needs to be done in this area if possible.

Unit Activities

Partnerships and Community Engagement

Damon Munz prepared and issued an **Essential Records Advisory** for Hurricane Henri and the remnants of Hurricane Ida to the Town Clerks Association with advice regarding storm preparations. A similar document for Henri was shared with the Connecticut League of History Organizations and Dawn LaValle for distribution to cultural heritage organizations and public libraries across the state. Four towns reported **records damage** in early September due to storms and heavy rainfall. Staff worked with town officials on steps for recovery or disposal of damaged records and the submission of documentation required for review.

The Connecticut State Library has been awarded a **\$310,000 grant** by the Institute for Museum and Library Services (IMLS) through the Laura Bush 21st Century Librarian Program, which supports developing a diverse workforce of library and archives professionals to better serve the changing learning and information needs of the American public. IMLS received 127 preliminary proposals and awarded 39 grants, including to the State Library. With this award, the State Library will continue to build on the work of the most recent IMLS Transformation for Libraries: EXCITE grant and will partner with [Kedge: The Futures School](#) (TFS) to provide strategic foresight training to 300 public, academic, school, and special librarians across the state and country in the next two years.

A successful Tri-State **Youth Consultants Partnership** with state library youth consultants in Massachusetts and Rhode Island has now expanded to all New England state libraries. The youth consultants have been meeting regularly to plan larger engagement events, the first of which will be the Teen Summit in October 2021.

Four public libraries have been awarded American Rescue Plan Act (ARPA) funds to carry out **Digital Navigation Pilot Projects**: East Hartford Public Library; Ferguson Library, Stamford; Hamden Public Library; and Hartford Public Library. The libraries will be deploying digital navigators who can work one-on-one with residents who need computers, low-cost broadband in the home, and/or skills to participate fully in the digital world and gain access to such necessities as telehealth, employment assistance, social benefits, educational resources, and cultural enrichment. The National Digital Inclusion Alliance will be training and advising libraries throughout the grant cycle which ends July 31, 2022. Anecdotal experience and qualitative and quantitative data collected as part of these pilots will be analyzed with the assistance of the National Digital Inclusion Alliance and compiled into a state report that will not only show the centrality of libraries in the effort to reach digital equity but help inform best practices for libraries in our state.

Gail Hurley will be working on a new project beginning in September with Cornerstones of Science, a *NASA @ My Library* partner, which was awarded funding of an IMLS proposal “**STEM Equity Framework: Building Equitable, Inclusive Library Services that Address Community Needs.**” The State Library along with two other state libraries and select public libraries in state will partner with Cornerstones on this project.

Programs & Trainings

Presentations and Tours

- A Central Connecticut State University **anthropology class** visited History & Genealogy for a research visit on July 28.
- Stephen Slovasky presented a lightning talk, “**Electronic Collections of State Library Holdings Available to All Campuses from the Alma Network Zone**”, at the July 29 virtual meeting of the CSCU (Connecticut State Colleges and Universities) Library Consortium.
- Debra Pond and Nancy Loeffort gave a tour and presentation to the Supreme Court’s **term clerks** on September 1.
- Patrick Smith and Robert Kinney offered two Hiking Through History: **Hartford History tours** in August and September, introducing attendees to various sites throughout downtown Hartford, including the Old State House, Ancient Burial Ground, Capitol, and State Library and Supreme Court Building.

- Jenny Groome presented [Education Statistics 101](#) on September 8, part of the Federal Depository Library Program (FDLP) Academy Government Documents 101 series.
- State Historian Walt Woodward interviewed Kevin Johnson about his portrayals of William Webb and Jordan Freeman for the [September 15, 2021 episode](#) of the **Grating the Nutmeg podcast**.
- On September 16, Laura Diller was the principal presenter for an FDLP Academy webinar entitled “Connecticut State Library Single Record Workflow”.

Additional upcoming **Hiking Through History** education programs include Old Connecticut Path and Windsor Locks Canal. Events are being promoted on Facebook, Twitter, the Conntech listserv, and other avenues. **Public school program** bookings are also being scheduled for the 2021-22 school year.

The Office of the Public Records Administrator researched and issued new or revised **retention schedules** for three state agencies: University of Connecticut (UCONN-02), effective 7/22/21; Office of the Chief Medical Examiner (OCME-01), effective 8/4/21; and Connecticut Agricultural Experiment Station (CAES-01), effective 8/6/21. Two new record series were added to the Higher Education State General Schedule, effective 9/3/21. Elise Marzik continued to work directly with state agencies to update **agency-specific schedules**. She is currently managing the update process for five agencies.

The **Historic Documents Preservation Program** supports records preservation and management work in the municipalities and at the State Library. The FY 2021 Annual Report on the agency’s use of its allocated funds was submitted to the Government Administration and Elections Committee of the General Assembly on September 1 in accordance with CGS Section 11-8k(c)(2). The agency is currently processing Cycle 1 grant contracts and payments for \$727,000 awarded to 114 towns in June. Applications for Cycle 2 are being accepted through September 30.

Municipal and probate vaults must meet the State Library’s administrative regulations and receive agency approval for renovations or new construction. The Town of Putnam completed its new town hall and submitted vault documents for review. Final approval for the vault was issued on 9/2/21. Kathy Makover also continued work with other towns currently in various stages of vault planning or construction.

Public Records and State Archives staff continue to collaborate to move forward with initiatives for the **management and preservation of statewide electronic government records**:

- Lizette Pelletier, Allen Ramsey, Barbara Austen, LeAnn Burbank, and Elise Marzik continued working on the implementation of the IBM Enterprise Records (IER) module to **automate the review and disposition of records** from DEEP’s electronic storage system. This includes workflows for destruction of records and for the transfer of archival records to the Connecticut Digital Archive (CTDA). Staff are working with the Department of Administrative Services (DAS) Bureau of Enterprise Systems and Technologies (BEST) and the Bureau of Materials Management of the Department of Energy and Environmental Protection (DEEP) on this project. DAS/BEST held user testing and training July 19-21 and September 2. The project is set for final review and sign off to move to production.
- Lizette, Allen, LeAnn, and Elise met with DAS/BEST on August 4 and September 13 regarding the **Enterprise Content Management (ECM)** for state agencies. Discussions will be ongoing to continue the partnership between the Connecticut State Library (CSL) and

DAS/BEST and address how we can utilize advanced technology to support digital initiatives regarding records management.

- Allen, Elise, and Barbara are working on an **electronic records policy**. The new policy will govern all digital imaging and electronic records management and preservation projects carried out by executive branch state agencies and municipalities. They are continuing to work on the companion **electronic records standards document**.
- Lizette, Allen, LeAnn, and Elise met with DAS/BEST on August 8 to discuss new applications (apps) available in the **Microsoft 365** environment specifically in Teams and potential **records management implications** in using the apps.
- Lizette, Allen, LeAnn, and Elise met with DAS/BEST on August 19 and September 3 to initiate several **CSL projects in FileNet** including disposition authorization form review and approval workflow, and the permission to publish process.

Gail Hurley, along with Division of Library Development staff, hosted **eight virtual workshops** over the summer months in the areas of readers' advisory, marketing and strategic communications, customer service, community partnerships and others. In addition, during August, the first in-person workshop was held since the COVID pandemic started. 116 workshops and special programs were held in FY20 with more than 3,300 registrations from CT library staff. 270 self-paced tutorials from Niche Academy were offered in FY20 with 11,675 views, with the top 5 topics being in areas of de-escalation, customer service and Excel.

Resource Updates

The **Museum of Connecticut History's** big "Wrap Up" Project (the Curator II having retired in October 2020 and the Museum Administrator's pending retirement in Spring 2022) is the accurate and thorough correlation of collections purchase/donation paperwork against the specific historical objects, photographs and documents that paperwork covers. Unique identifying accession numbers assigned and affixed to the objects are the crucial link to any accompanying documentation. Manual files for each accession, arranged chronologically by number, hold hard copies of its purchase/donation, and specific research on its maker, history, ownership, significance, etc. Beyond this, the Museum's paper and photographic images (slides, prints, digital) holdings include decades of more general research on the Museum's overarching themes of Connecticut industry, industrialists, work force and products, the State's roles in America's wars and Connecticut soldiers' involvements, and Connecticut's government and politics. These materials are being further consolidated and organized for better access and use by future museum staff for exhibit development and educational programs. Loan wrap-ups include return of our Connecticut items (sewing machine and Colt revolver inspection gauges) from the Smithsonian National History Museum, Washington, D.C and a Connecticut "State Seal with Trophy of Arms"-painted snare drum, ca. 1775, from the new Museum of the American Revolution in Philadelphia, PA. We returned a borrowed Civil War Confederate rifle and a pair of Union Officer trousers to lender Connecticut Landmarks.

Collection Services and Reference Service staff worked together to process **268 new CT State Library card applications** during July and August. These cards provide our patrons with 24/7 remote access to many State Library and researchIT CT online databases.

Interlibrary Loan and Resource Sharing

During July-August 2021, we filled 14 Interlibrary Loan lending requests (7 books loaned and 7 articles scanned). We also processed 9 borrowing requests received from State Agencies.

In late June 2021, the **FDLP** provided depository libraries with a list of federal government publications that were impacted by COVID shutdown and subsequently held back from distribution during shipping year 2020. The State Library is now claiming approximately 159 documents from that list. In the meantime, the FDLP has resumed distributing documents to federal depositories for shipping year 2021. Staff in the office are processing printed documents, maps and CDs, while we continue to add federal documents on microfiche to our catalog through telework.

The **Preservation Office** continues to scan new content from the library collection and preserve digitized materials in the Connecticut Digital Archive (CTDA).

- A recent addition of note is [Genealogy of the Nicholls family of Stratford, Conn.](#) The State Library holds the only known copy of this work.
- Prison newspapers *The Tier Tribune*, *Our Thing*, *The Insider*, and *The Monthly Record* (1897-1909) were digitized and submitted to the American Prison Newspapers Collection.
- The [Connecticut Digital Newspaper Project](#) (CDNP) has expanded the coverage of Connecticut newspapers with the *Litchfield Enquirer*, 1867-1881, and the *Waterbury Democrat*, January 1936-August 1937. CDNP also participated as a community partner in Trinity College's Public Humanities Collaborative. Three student interns worked with project staff to create guides for researchers on how to search for topics related to mental health and disability in historic Connecticut newspapers. Topic guides may be found on the CDNP website.

Laura Diller completed cataloging the State Library's copies of the **annual report of The Daughters of the American Revolution**. This title began publication with the year ending in 1879 and comprises 79 annual reports in the State Library's collections, including "boundwith" Serial Set issues.

Glynis Georgie, in her capacity as Name Authority Cooperative (NACO) Program Connecticut Funnel coordinator, continued working with Discovery Services staff on **contributing authority records to the NACO database** through the OCLC NACO gateway. Topics covered in July and August included the use of reference sources for citing names, and the abbreviation of reference sources in NACO records, as well as special considerations for names of Asian origin, and for the recording of gender if applicable. NACO is a Library of Congress program through which participants contribute authority records for agents, places, works, and expressions to the NACO Authority File at the Library of Congress.

Verna Thomas-Green continued making considerable progress on a project to **update state university press publications** incorrectly identified as government documents. In July and August Verna completed updating records for the following publishers: University of Delaware, University of Georgia, University of Hawaii, University of Illinois, University of Iowa, University of Massachusetts, University of Michigan, University of Minnesota. Stephen Slovasky is coordinating a second phase of this project, whereby records not identified in the first phase are being updated by staff at Southern Connecticut State University (SCSU) and Eastern Connecticut State University (ECSU).

Preparations for sending the **Royal Charter and the "Bill of Rights" document** to the Northeast Document Conservation Center (NEDCC) continue to move forward, albeit slowly. The appraiser submitted his report. Staff asked for a review of the value for the "Bill of Rights" document based on information from when the State Library loaned the document to the federal government for the 1992 Seville World Exposition. Based on this information, the appraiser

increased the value significantly. This led to discussions with the State's insurance broker regarding what insurance coverages would apply during transport to and from NEDCC and during the time the documents were being conserved. The broker is exploring alternative insurance options for the State Library's collections that would provide more appropriate coverage than is currently provided under the current Property and Casualty coverage through FM Global. There is currently no new target date to send the documents.

Sarah Morin and Lisa Lew have processed 26.5 cubic feet of the **New Haven County, County Court files** from 1700-1759, 1760-1769 (partial), and 1770-1773. Todd Gabriel has scanned 87 court cases (approximately 492 pages) involving African American, Black, and Indigenous persons for the Connecticut Digital Archive (CTDA). Barbara Austen has uploaded these cases from 1700-1739, as well as other selected court cases from 1700-1749, to CTDA. As of August 31, 12 blog posts have been published on the State Library website (<https://libguides.ctstatelibrary.org/archives/uncoveringnewhaven/blog>), and these have been promoted on Facebook and Twitter. Two more blog posts are in the pipeline to be published in September. College student Claire Newhall volunteered to help with the processing during July and August. She completed one cubic foot before returning to school for the fall semester.

Digital items added to the Connecticut Digital Archive (CTDA):

- More than 2500 **aerial photographs** from 1934;
- The **memoirs of Joseph A. Caples** who was descended from an enslaved person in Lyme, Connecticut. This terrific source for local history and genealogy can be viewed online at http://hdl.handle.net/11134/30002:RG000_CaplesJoseph;
- With assistance from Glenn and Jeannie Sherman, **Works Progress Administration [WPA]-era church record surveys gathered** from African-American or Black churches can be viewed online at http://hdl.handle.net/11134/30002:RG033-031_AME_Churches.

The Division of Library Development (DLD) is continuing its work with Lyrasis and the Digital Public Library of America (DPLA) on a new initiative called **the Palace Project**. This fall, the Palace app will be launched to replace the SimplyE app. This app will utilize the same open-source software as SimplyE but will allow Lyrasis and DPLA to make changes and improvements to the platform in a much more efficient and responsive manner. The staff side of the program, Library Simplified, will remain the same for libraries so the 155 libraries that are already configured in the app will still have access to the circulation manager that they are familiar with.

The usage statistics for **researchIT CT's** licensed full-text databases for FY21 were posted in July. There was a total of 3,889,791 page views (a measure of when search results are viewed), with 304,703 or 8% from public library patrons; 417,989 or 11% from school library patrons; and 3,167,099 or 81% from academic library patrons. The total number of page views represents a 6% decrease compared to the previous fiscal year. While academic and school libraries showed a decrease in usage, public libraries saw a 15% increase in usage over FY20. In addition, public libraries viewed Connecticut State Library Collections in Ancestry.com 12,364,929 times in FY 2021.

A total of 136 libraries have expressed their intent to participate in **requestIT CT** this year. As of August 30th, 96 libraries have paid and are actively participating in the program. Usage for the first month (July) of FY22 is 938 lends compared with 296 lends in July of 2020. This represents a percentage increase of over 200 percent.

Maria Bernier collected quarterly **deliverIT volume reports** from public and academic libraries that use the service. She compiled them into an annual estimate indicating that the deliverIT CT team of drivers transported just over 1.325 million items in Fiscal Year 2021. Total volume this fiscal year is higher than last year because the service operated for all twelve months, in contrast to just nine months of the previous year due to the COVID-19 pandemic. More information is available at <https://libguides.ctstatelibrary.org/dld/deliveritct/volume>.

Kris Abery maintains a FedDoc Wiki for selective depository libraries in Connecticut and Rhode Island. <http://fdlpctri.pbworks.com/w/page/4480118/FrontPage> She created an archived discard list section. These items have been approved for discard by the Connecticut State Library. Depository libraries may download and use those lists to discard items from their own collections.

A Constitution Day Display (Sept. 17) is currently on the balcony and will be there through September. Kris Abery arranged the display and for pocket booklets of the U.S. Constitution.