

## Report to the State Library Board

January 14, 2019

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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 January 14, 2019 meeting of the Board, covers the period of November 27, 2018 through January 11, 2019.

### Office of the State Librarian

The official state portrait of Governor Malloy was unveiled during a ceremony on December 20, in Memorial Hall. It was attended by the Governor, First Lady Cathy Malloy, Lt. Governor Wyman, family members and friends, administration officials, and former and current staff members. The portrait was painted by Connecticut Artist Chris Zhang who was on hand for the ceremony. The museum staff had worked with Judicial's building staff to shift the portraits to make room for the Malloy portrait. Because of its size, some of the portraits will have to be shifted again to accommodate the painting. I am particularly grateful to Jane Beaudoin and Robert Kinney for their assistance in coordinating with the Governor's office on various aspects of the event. I am also grateful to the Judicial Marshals for the excellent service they provided.

The reauthorization of the Museum and Library Services Act (MLSA) was signed into law by President Trump on December 3. Congress was able to pass the bill before they recessed for the holidays. The Connecticut Delegation strongly supported the bill. Senator Murphy's office was particularly responsive to my requests to vote the bill out of committee. The Library Services and Technology Act (LSTA) grants to states is part of the MLSA. This year our LSTA grant is \$2,054,959.00 (a \$13,036 increase from last year). One of the biggest changes in the reauthorization is an increase in the base grant amounts from the current level of \$680,000 to \$1 million. This change intends to ensure that no state receives a reduced allocation but that all states would more fairly distribute any increase in LSTA funding from congressional appropriations. We won't see any increase unless and until the budget for LSTA is increased in future years.

### Division of Library Development (DLD)

We wish Linda Williams a very happy, well-deserved retirement after 20 years with the State Library. Linda has left an indelible mark on Young Adult and Children's services in Connecticut, from her signature literacy programming; her nationally sought after book lists and her Nutmeg Award Committee work. Linda will be deeply missed.

EXCITE Transformation for Libraries, a partnership between the Division of Library Development and Innovation Builders and TechInPedagogy have concluded a very successful

Cohort 1, with all 6 library teams launching innovative library programs based on the concepts and tools learned over the course of a year. More importantly, participants learned 21<sup>st</sup> Century core skill sets that impact every aspect of their work life. Some key feedback about the project:

*“The bootcamps were fabulous and tools we learned are applicable to so many areas of our work. These concepts were brand new to me and took a while to cement but I'm leaving very excited to apply these skills.”*

*“This is a total mind transformation. I know that I will apply it to all my work going forward and I hope I implement it with fidelity. I believe every public library can benefit from this training, and I do hope that human centered design makes it into library school curriculum.”*

The EXCITE team looks forward to the rest of 2019 as we wrap up Cohort 2 and turn our focus to the Regional Standalone Bootcamps.

#### Annual Report and Statistics:

- 179 public libraries submitted their Annual Reports for FY2018 to the State Library this year. That compares with 178 last year. Despite the lack of a funded State Aid grant program as incentive, libraries are still submitting reports each year. A preliminary version of the [Statistical Profile](#) and customized Statistical Advocacy Flyers were made available in early December with the official version of the Profile being released in early January. The Profile provides access to all the data provided in the Annual Reports. Here are some statewide statistics of note for FY2018:
  - Circulation of library materials declined for the eighth consecutive year.
  - E-media (e-books, etc.) circulation represents 9% of total circulation (up from 7.5%). Note that in a 2013 survey, two thirds of Connecticut librarians predicted this percentage would exceed 10% by 2018.
  - Program attendance increased slightly.
  - Number of public-access computers continues to increase.
  - Libraries reported 25 fewer full-time equivalent library positions than last year.
  - Only 60% of public libraries saw an increase in their municipal appropriation last year compared with 74% and 82% in the previous two years.

#### Professional Activities and Outreach

Dawn La Valle

- With Tim Cherubini, Executive Director, Chief Officers of State Library Agencies, advised Capgemini pro bono project manager, Benjamin Gaines, on “Library of the Future” project webinars to be presented to selected library stakeholders from around the country.
- With Maria Bernier, presented Library Services and Technology Act Grant Planning Sessions in Wallingford and Eastern Connecticut State University.
- Facilitated Resource Sharing Committee meeting using Strategic Foresight process for maximum engagement.

- Managed EXCITE project, overseeing interim project report, recruitment for Standalone Bootcamp 2 and discussed data for project evaluation with Dr. Joshua Ritter.
- Negotiated 3 year agreement with READsquared for Connecticut Summer Reading program. With Linda Williams, worked with READsquared to customize site for Connecticut librarians. The Connecticut State Library parted ways with DEMCO/Wandoo Reader for various contractual deficiencies.

#### Gail Hurley

- Attended the National Aeronautics and Space Administration (NASA) orientation webinar on November 13. Proposal was submitted by the Connecticut Library Association Children's Section for the Connecticut Library Association Annual Conference for a NASA program featuring the NASA @ My Library program and the NASA Universe of Learning. The Connecticut State Library's Exhibit Table will also feature the NASA project. NASA STEM Kits are being prepared to send to the Connecticut State Library and the kit unboxing and training webinar will be held January 8. January 1 is the official start of the NASA grant project.
- Working with the Connecticut Digital Newspaper Project and state library staff on the 4th grant application due in mid-January. Held a Connecticut Digital Newspaper Project Advisory Board meeting on November 30, to get a preliminary direction for the newspaper title(s) selection. Provided feedback to the Associated Press reporter on the Connecticut Digital Newspaper Project when she came to the Connecticut State Library and conducted a 2-hour interview on the project on November 29.
- Continue to make progress ingesting The Thompsonville Press (Enfield) into the Connecticut Digital Archive. Completed the 1920s run and beginning the 1930s.

#### Tom Newman

- The Bond Commission approved funding for construction grants to the Milford Public Library and the Phoebe Griffin Noyes Library in Old Lyme at their December meeting.

#### Eric Hansen

- Have communicated with researchIT CT vendors about the need to comply with Connecticut Student Data Privacy Act - process continues. Met with library administration and Commission for Educational Technology Executive Director on December 5.
- Demonstrated Content Exchange, circulation manager, and SimplyE app at the Advisory Council for Library Planning and Development meeting on October 17, at the Middletown Library Service Center.
- Presented eGO to Libraries Online Board of Directors on December 18, in Middletown.
- researchIT CT and eGO Update for Waterford High School teacher in-service on November 6, Waterford.
- Attended Student Data Privacy: Legal Compliance and Best Practices workshop on November 20, at Central Connecticut State University.
- researchIT CT and eGO presentation to Shoreline High School Librarian Consortium in-service on December 10, in North Branford.

### Stephen Cauffman

- The Division of Library Development decided to end Saturday hours at the Middletown Library Service Center, but will continue our Thursday evening hours into 2019.
- requestIT Update: In the initial stages of exploring connectors, which is software that allows Fulfillment to interoperate with a library's integrated library system. Connectors will automate some interlibrary loan processes and they also may be used to keep the findIT catalog up to date.
- Attended two meetings of the Connecticut Education Network Strategic Planning Committee.
- Attended the Interlibrary Loan Roundtable West meeting at Darien Library on Thursday, November 15 and the Interlibrary Loan Roundtable East meeting at the Middletown Library Service Center on Tuesday, November 27. Answered findIT and requestIT questions that came up during the meetings.
- Continue to add relevant, free webinars, Connecticut Library Consortium Roundtable meetings, and Division of Library Development offerings, to the Continuing Education calendar. Announce Division of Library Development classes on Conntech and the Connecticut Association of School Librarians e-mail lists.
- Continue 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

- Conducted "Weeding in the Garden of Good and Evil" workshops with Maria Bernier, in Stratford and Haddam.
- Was an interview panelist for East Hartford's children's librarian position.
- As a member of the board of the Three Rivers Library Technical Assistant Program, participated in the annual meeting in Norwich.
- All four Nutmeg Book Award committees have sent their nominees for the 2020 award. Compiled list of books and sent notifications to the publishers. Researched one of the committee's titles for age level to respond to a query about age appropriateness.

### Maria Bernier

- Presented grant information sessions in Burlington on November 15 and Ellington on November 20.
- Developed and taught workshop on Planning for Literacy Grants at the Middletown Library Service Center on November 29.
- Completed three project reports in the State Program Report, and continued working on the remaining four, all with input from other Division of Library Development staff for approval by Division Director.
- Supported Fiber Consortium project as needed through emails, calls and meetings, particularly with New Haven, Stamford, and Bridgeport.
- Worked with Year 4 libraries on their E-Rate Productivity Center profile updates and readiness to apply in January.
- With American with Disabilities Act Committee, submitted a session proposal for the Connecticut Library Association conference.
- Submitted the annual financial report and project reports in the State Program Report to the Institute of Museum and Library Services.

## **Access Services**

### Public Hearing Transcripts

The Office of Legislative Management has notified us that the Connecticut General Assembly will be transcribing the public hearings starting in January. We have not heard if they intend to also transcribe any of the 2018 hearings.

The *Index to African-American and non-white minority troop enlistments from Connecticut during the Civil War* has been completed by the History and Genealogy unit.

This index was taken from the original enlistment papers stored in the Connecticut State Archives. The introduction to the index explains "These "persons of color" may have been African-American, as well as of Native American, Hispanic, and European origin, with some recruits being from as far away as China."

<https://ctstatelibrary.org/index-to-colored-troop-enlistments-from-connecticut-during-the-civil-war/>

Microfilm Scanner-Printers have been donated to the State Library by the Connecticut Professional Genealogists Council's (CPGC). At their annual meeting they presented the History & Genealogy Unit with the Donna Holt Siemiatkoski Acquisition Fund Award for 2018. The award was 2 SCAN-Pro 2000 microfilm scanner-printer systems for State Library patron use. Carolyn Picciano and Mel Smith will be working with CSL IT to install these machines. This will require retiring old microfilm reader printers and rearranging the H&G reading room. This rearranging will involve machines in the newspaper room. We hope to have everything up and running by late January. Our thanks to the CPGC for their generous contribution.

### Repurposed Shelving

Three ranges of shelving were installed in the History and Genealogy Probate vault. These shelves came from the archives at Van Block where they were replaced with new compact shelving units. The new shelving in the vault will be used as a holding area for offsite and oversized retrievals.

### Professional Activities and Outreach

Mel Smith presented an update at the Connecticut Professional Genealogical Council on the State Library as well as a review of materials of use to genealogists.

Local photographer Peter Glass brought 4 students to the library to take pictures of the building's interior. Mr. Glass has done this before with the permission of the State Librarian.

## **Collection Services**

New Acquisitions included a gift of 46 bound volumes, spanning 1971 to 2016, of the *Fairfield County Business Journal* (formerly entitled *Connecticut Business Journal*) from the publisher, WestFair Communications.

### Federal Depository Library Program (FDLP)

From November to December 2018, Collection Services approved 3,892 discard requests from FDLP libraries in Connecticut and Rhode Island using FDLP eXchange, the 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, 5,032 books and newspapers, both new and legacy files from earlier scanning efforts, were preserved in the Connecticut Digital Archive (CTDA), including the following:

- *Register and Manual - State of Connecticut* [1925, newly scanned and added to a set that contains 1923-1929 and 1931] <http://hdl.handle.net/11134/30002:22189193>
- *Illustrated popular biography of Connecticut* <http://hdl.handle.net/11134/30002:22165776> (CSL call no.: F93 .S73 1891)
- The *Norwalk Gazette* (1818-1900), through a cooperative project where the Norwalk Public Library arranged for scanning, the State Library added the files to CTDA and Norwalk will double check the work. 1818-1883: <http://hdl.handle.net/11134/450002:37>. 1883-1896: <http://hdl.handle.net/11134/450002:14934>. 1896-1900: <http://hdl.handle.net/11134/450002:14935>

### 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 and the *Stafford Press* (1883-1922) are online at <https://chroniclingamerica.loc.gov/newspapers/?state=Connecticut&ethnicity=&language=>. We are on track to send a new batch to the LOC (Library of Congress) each month. Batch 3 is expected online very soon, batches 4-6 are in the queue at LOC. We are excited with batch 3 because it includes African-American and Italian newspapers. See the full details on our website: <https://ctdigitalnewspaperproject.org/>.

We have been working with design firm Jeff Lin, LLC on a publicity campaign. We already have 5 new bookmark designs and a magnet, and two double-sided banners and a kiosk in the works. Look for all our blogs on our website: <https://ctdigitalnewspaperproject.org/blogs/>.

The position for Abby Ricklin, our project assistant, ended on Nov. 7<sup>th</sup>. This was a part-time, durational position for collating or examining every page of every newspaper issue and gathering information to be turned into descriptive metadata.

### Professional Activities and Outreach

Carol Trinchitella (Unit Head, Collection Services) gave a presentation entitled "CT State Library Remote Access to Research Databases" at the Connecticut Library Consortium Interlibrary Loan East Roundtable meeting at the Middletown Library Service Center.

## Discovery Services

### U.S. Geological survey map series

In September Cataloging resumed processing of the 45 filing-cabinet drawers (approximately 10,000 maps) of United States Geological Survey quadrangles deaccessioned from the University of Connecticut and transferred to the State Library in 2013. In November and December we cataloged the final 1055 of these maps.

### Archival "crawls" of State Agency websites

Links to periodically captured versions of 68 State agency web sites as stored in Archive-It, the Internet Archive web collection, were added to the on-line catalog (Primo). These links continue those captures recorded in the CONTENTdm service from 2007 to 2017. It is expected that the content of the earlier links will soon be transferred to Archive-It.

### Civil War period broadsides

William Anderson cataloged approximately two dozen broadsides from the American Civil War era. These required original records in the OCLC (Online Computer Library Center) database. Though belonging to the State Library for many years, they had never been cataloged in OCLC or our local online catalog. These broadsides are housed in the State Library Special Collections cage.

Some representative titles:

*There are now but two parties in this country, the friends and the enemies of the government.* This is a propaganda poster printed in Philadelphia in 1861.

*Volunteers!! attention! young men! patriots! soldiers! brothers! : let not this glorious opportunity for winning name and renown in the service of your country be lost!* A recruiting poster from Meriden, 1861.

*Drafted at Bridgeport, August 3rd, 1863.* A *Winsted Herald* "extra", listing the names of Litchfield County draftees.

*Glorious news! The end of the war.* 1865 handbill, issued by the Hartford Courant announcing the Confederate surrender. Includes official announcement signed by Edwin M. Stanton, Secretary of War, and U.S. Grant, Lieutenant General.

## 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 General and Agency Schedules on the State Library website have been reformatted to comply with the Atlas format and are being reviewed by the state agency Records Management Liaison Officers (RMLOs). The Library is continuing to test the application in the Staging environment and is working with BEST to identify defects and enhancements to be implemented prior to rolling it out to the agencies. The expanded go-live date will be dependent on the

completion of the agency reviews and the changes required to address defects and enhancements.

#### Historic Documents Preservation Program

Staff met with the Historic Documents Preservation Advisory Committee on November 28th. With the increase in projected revenues as a result of the land recording fee increase effective December 1, 2017, it was determined that FY2020 grant awards could be set at \$5,500, \$7,500 and \$10,500 for Small, Medium and Large towns respectively.

For the current FY2019 grant year, the program will be awarding a total of \$811,000 in targeted grants to 154 municipalities. Grants are being awarded in the amounts of \$4,500, \$6,500 and \$9,500 for Small, Medium and Large towns respectively, for records preservation and management projects.

In FY2019 Cycle 1, 122 towns received grants totaling \$657,000. In Cycle 2, 32 towns are receiving grants totaling \$154,000.

In addition, 2 towns are receiving Disaster Recovery grants totaling \$24,732. These grants are assisting the towns with the expense of recovering permanent and archival records damaged by water or mold.

Award letters and contracts for FY2019 Cycle 2 applications were mailed to the towns on December 17th. Kathy Makover is continuing to process contracts and related OPM (Office of Policy and Management) paperwork, payments, grant amendments and final reports.

#### Disaster Preparedness

Kathy Makover held several conference calls with the Town Clerk and First Selectman's offices to assist a town with mold-damaged records in basement storage and recommend preventative steps for the future. The town sent records of archival value to a vendor for recovery.

#### 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 556 cubic feet of agency records; processed 495 reference requests; and processed 402 re-files and inter-files.

#### Professional Activities and Outreach

Staff continue to work with municipal and state agency personnel on records management issues related to policy and procedures, retention, disposal, preservation, disaster recovery, storage and vaults. This work includes creating and updating records schedules, reviewing records disposal requests, researching and setting policies and guidelines, and working closely with state and municipal staff on issues and questions on a daily basis. While this work is ongoing, some scheduled meetings and events are noted in this section.

Kathy Makover held two conference calls with staff from a quasi-public agency, assisting them with questions on procedures, including agency retention schedules, electronic records management, and email management.

#### **State Archives.**

##### Accessions:



RG 078, Soldiers', Sailors' and Marines' Fund veterans files, 1920-1989, 20 cubic feet  
*The files consist of application forms, correspondence, and related materials regarding claims made by veterans or their dependents to the fund.*

RG 166:006, Connecticut Civil War Commemoration Commission records, 2009-2015, 3 cubic feet  
*The Commission was created by Executive Order 44A signed by Governor Rell in September 2010 to commemorate Connecticut's role and history in the Civil War. The records include correspondence, newspaper clippings, and subject files.*

#### New Finding Aids Online:

J. Henry Roraback Papers, 1888-1937, 1965-1968, 16 cubic feet (RG 069:071),  
[https://ctstatelibrary.org/RG069\\_071.html](https://ctstatelibrary.org/RG069_071.html)

*Correspondence, legislative data, financial records, legal case files, and appointment books kept by a Connecticut businessman, investor, lawyer and political boss of the Republican Party in Connecticut in the early 20th century.*

Stark Family Papers, 1755-2004, 4.5 cubic feet (RG 069:184),  
[https://ctstatelibrary.org/RG069\\_184.html](https://ctstatelibrary.org/RG069_184.html)

*The Stark Family Papers revolves around the family of J. Warren Stark (1862-1951) and his second wife Alione Ely Stark (1864-1953) of Lyme, Connecticut. Correspondents include William G. Stark, Marion E. Stark, Hazel Purinton who married Reginald Warren Stark, Hattie Stark Gillette, J. Warren Stark, Alione Ely Stark, Gladys Stark, and Jennie E. Stark. The papers consists of correspondence, family papers, and books.*

Stark Family Association Records, 1843-1985, 4.5 cubic feet (RG 074:076),  
[https://ctstatelibrary.org/RG074\\_076.html](https://ctstatelibrary.org/RG074_076.html)

*The Stark Family Association devoted to the descendants of Aaron Stark (c. 1618-1685) was founded in 1895 and dissolved in 1954 after the deaths of its founding members and a decline in interest by those of later generations. The records consists of correspondence, family papers, business records, and printed works.*

#### Electronic Records

The State Archives staff, especially Allen Ramsey and Barbara Austen, are working to establish the ground work for preservation standards for permanent digital and digitized public records as well as workflows for the transferring, accessioning, and processing of digital records according to established best practices for archival records.

#### Compact Shelving Project

The project to install compact shelving at the Van Block Storage Facility remains on schedule with existing fixed shelving removed and the rails and poured Levelrock floors installed as of January 2.

#### Professional Activities and Outreach

Lizette Pelletier

- Attended a meeting of the Advisory Committee for the Northeast Documents Conservation Center [NEDCC] on November 30th in North Andover, MA.
- Attended a meeting of the Advisory Committee for Connecticut History Day at the Old State House on December 4.
- Attended a meeting of the Women's Suffrage Centennial Commission sponsored by Secretary of State Denise Merrill on December 6.
- Attended Council of State Archivists Board of Directors meetings on December 20.

Barbara Austen, Digital Records Archivist

- Attended a three-day seminar in Cambridge, Massachusetts on "Digital Curation" sponsored by the Rare Book and Manuscript School of Virginia from December 12-14.
- Barbara attended the O'Neill Endowed Chair Advisory Board meeting November 28, at Central Connecticut State University.

Allen Ramsey

- Attended CoSA (Council of State Archivists) Education and Training Committee meeting on December 19 and CoSA State Electronic Records Initiative [SERI] Steering Committee meetings on December 12 and January 9;
- Attended Tools and Resources Subcommittee meetings on December 4 and January 8
- Attended Archives Collaborating and Cooperating with External Strategic Stakeholders (ACCESS) grant implementation team meetings on December 5 and 7.

On January 4, Allen, Damon, and Lizette met with University Archivist Betsey Pittman and other members of the Homer Babbidge Library staff and Nancy Lieffort and Kris Aberly of the Government Information Services unit to determine which historic and state maps will be returned to the State Library's collections.

Allen, Damon, and Lizette meet with Rebecca Palmer head of UConn Libraries Special Collections on January 4 to discuss a potential collaborative project to keep the Aetna Corporate archives in Connecticut in order to respond to a formal inquiry from the History

Associates, a consulting firm in Virginia, which has been tasked with disposing of the 640 cubic feet of records as a result of the merger between Aetna and CVS.

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

The Roof Replacement project is completed. The state building inspector gave final approval of the roof installation on December 10.

HVAC units replacement project is in its initial phases with an estimated completion in the spring of 2019. At their December meeting, the Bond Commission allocated funding to the Department of Administrative Services for the project.

The 60 books recorded by CVSBH (Connecticut Volunteer Services for the Blind and Handicapped, Inc.) that are on BARD (Braille and Audio Reading Download) were downloaded 755 times nationwide during the last fiscal year. These books were downloaded by patrons in 48 states, Puerto Rico, and the District of Columbia. This is a significant number given that Connecticut books are competing with over 100,000 other books provided by the National Library Service for the Blind and Physically Handicapped (NLS) and other states.

The LBPH Friends group met on December 11.

The LBPH Advisory Committee is scheduled to meet on January 18.

Outreach efforts included the continuation of the National Library Service for the Blind Physically Handicapped national advertising campaign on the radio and television, resulting in over 50 new referrals.

### **Museum of Connecticut History**

Museum Mobile design work has been completed and installation of the wrap is being scheduled.

