

## Report to the State Library Board

May 20, 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 May 20, 2019 meeting of the Board, covers the period of March 26, 2019 through May 16, 2019.

### **Office of the State Librarian** Professional Activities of Note

Digital Public Library of America (DPLA). DPLAFest was held on April 17-18, in Chicago. I presented on two panels - "Implementing the National Digital Platform for Library e-Content" and "Brighter Future for Library Ebooks."

Bloomfield Rotary. On May 2, I gave a presentation about the CT Heritage Foundation and the services and collections of the State Library and Museum.

I gave brief remarks at the May 7 press conference at the New Haven Free Public Library, announcing that they were a recipient of the 2019 National Medal for Museum and Library Science. This is only the 3rd Connecticut Library (Hartford Public Library, 2002; Otis Library of Norwich, 2016) to be honored since the inception of the awards in 1994. I will be attending the awards ceremony in Washington on June 12.

Lyris Leadership Forum. I presented "SimplyE: A Case Study" at the May 8th Forum, which was hosted by the New Haven Free Public Library.

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

NASA@MyLibrary Grant. The Connecticut State Library is one of 14 State Libraries to be awarded a grant to partner with the National Aeronautics and Space Administration (NASA) as part of its NASA @ My Library program. The goal of this program aims to bring Science, Engineering, Technology and Math (STEM) resources to the public through public libraries, and especially to underserved STEM populations. NASA is working closely with the Collaborative Summer Library Program this year because of the national theme "A Universe of Stories", which is a natural fit! As part of the NASA @ My Library program, the Connecticut State Library received 3 NASA STEM Kits to circulate to public libraries for programming, and we are duplicating the kits in order to make them more available to our Connecticut libraries especially during the summer months.

New England Air Museum Space Expo. In conjunction with the NASA @ My Library program, the Division of Library Development sponsored an exhibit table at the New England Air

Museum's annual Space Expo on Saturday, April 6, which was attended by 861 people. Dawn La Valle and Gail Hurley hosted the exhibit which included items from the NASA STEM Kits including sunoculars, Celestron binoculars and infrared thermometers; a range of space themed books, and a variety of promotional bookmarks and stickers from NASA and A Universe of Stories. A galaxy of kids and adults (over 300) came up to the Connecticut State Library table dressed in NASA costumes, space themed clothing and aviator goggles which is truly indicative of their keen interest in everything space related. Kids and families were excited to hear that the summer reading theme at their public libraries would be a space theme.

Six Construction Grants are still waiting for State Bond Commission funding approval. The six projects have been resubmitted, requesting that they be placed on the agenda for the Bond Commission meeting scheduled for May 31.

We were notified that legislators representing the Town of Coventry introduced HB 6654 to convert an expansion project grant they were awarded in 2015 into a repair and renovation grant. Two Coventry referendums have failed in efforts to raise matching funds for the expansion and the town is hoping to convince the legislature to make this funding available for a more limited and entirely different kind of library project. To date, this bill has not been acted on.

The Town of Lebanon has finally won a legal battle to establish town ownership of land on the Lebanon Green that currently houses the Library. Lebanon can now go ahead with plans to expand the current building using Connecticut State Library construction grant funding awarded in 2013.

borrowIT CT reimbursement payments will be going out to 165 public libraries after submitting their non-resident loan reports in early March. Total borrowIT CT loans were 3,545,943 for the borrowIT year from March 2018 to February 2019. This is about 1% less than last year. The appropriation for borrowIT this year is \$703,638, the same as last year. Information on payments and borrowIT statistics are now available on the [borrowIT website](https://libguides.ctstatelibrary.org/dld/ccard/statistics).  
<https://libguides.ctstatelibrary.org/dld/ccard/statistics>.

### Professional Activities/Outreach

Dawn La Valle:

- Conducted Library Board Basics Training for the Brainerd Library Board in Haddam.
- With representatives from Massachusetts and Rhode Island, formally established the 2020 New England Resource Sharing Conference exploratory committee.
- Finalized Institute of Museum and Library Services grant proposal with the American Library Association's newly formed Veteran's Caucus Group.
- Hosted the 2<sup>nd</sup> EXCITE Transformation for Libraries Standalone Bootcamp 2 with teams from the East Hartford Library, CT; Ridgefield Library, CT; Ossining Public Library, Ossining, NY; UMass Medical Library, Worcester, MA; Hagaman Memorial Library, East Haven, CT; Rockville Library, Vernon, CT; Terryville Library, CT; Howard Whittemore Library, Naugatuck, CT and East Smithfield and Greenville Libraries, RI.
- Exhibited DLD's NASA@MyLibrary grant project and Summer Reading program resources at the Connecticut Library Association's (CLA) Annual Conference.

- Presented “\$nag a State Library Construction Grant: An Explanation of the Program and Application Process,” program at the CLA Conference.
- Hosted Kedge Futures School “Trends+: Developing a Holistic Environmental Scanning System.” This will be the first offering in DLD’s Strategic Foresight for Libraries initiative.

Eric Hansen

- Hosted a Connecticut State Library exhibitor's table at the Connecticut Education Network (CEN) Annual Conference in Hartford on May 10.

Maria Bernier

- With Dawn, presented a grant information session at the Middletown Library Service Center (MLSC) on March 8.
- Presented information about Library Services and Technology Act (LSTA) and federal funding regulations to the Advisory Council for Library Planning and Development (ACLPD) on April 17.
- Attended LSTA Coordinators training in Denver, April 22-25, with sessions on state projects, data visualization, and internal controls for grants management, allowable costs, and the 2020 census.
- Worked with fiber project Year 4 libraries on filing their Form 471 for dark fiber. Nine library systems representing 16 locations are on track to get new fiber installed in the spring of 2020.
- Hosted E-rate drop-in help at Gunn Memorial Library in Washington, CT, on March 14 and at the MLSC on March 7 and 12.
- Participated in Connecticut Education Network & Advisory Council conference call on March 21 for conference planning.
- Provided fiber project update to the Connecticut Digital Library Advisory Board (CDLAB) on April 10.

Stephen Cauffman:

- Attended the ILL Roundtable - West meeting at the Easton Public Library and the Interlibrary Loan Roundtable - East meeting at the Groton Public Library and gave the groups findIT and requestIT updates.
- Offered a "Dos and Don'ts of requestIT" training session at the Mystic and Noank Library.
- Created webpages that compile links to relevant, free, archived webinars at: <https://libguides.ctstatelibrary.org/dld/welcomemultilingual/onlineresources> for Welcome (library services to multi-lingual communities) and at: <https://libguides.ctstatelibrary.org/dld/literacies/digitalemergingtech> for the Digital Literacy page.
- Working on scheduling continuing education classes for the spring and summer.
  - We have a new instructor for our copy cataloging workshop and it reached maximum registrations within 36 hours of announcing the workshop.
  - The "Get the Most from Your Social Media" workshop reached capacity.
- Continued to add DLD workshops, Connecticut Library Consortium Roundtable meetings, and other relevant events to the Continuing Education calendar. Announced DLD classes on Conntech and the Connecticut Association of School Librarians (CASL) e-mail lists.
- Compiled requestIT statistics for March and added them to the requestIT webpage at <https://libguides.ctstatelibrary.org/dld/requestitct/statistics>

Gail Hurley

- Connecticut Digital Newspaper Project (CDNP): Brought the CDNP 2-sided exhibit banners currently in the Museum of Connecticut History, to the Bridgeport Public Library on April 23, where they will be a part of a larger exhibit through the summer.
- Financial Literacy: Submitted the survey report to America Saves for our participation in the America Saves campaign held in February/March.
- CT Digital Archive (CTDA): Worked with the Connecticut State Library staff on plans for completing the transfer of digital collections from ContentDM to the CTDA. Continued to ingest Enfield newspapers into the CTDA.
- Virtual Reality: Did a virtual reality training in Middletown on April 10, for two Enfield Public Schools staff.

## **Access Services**

### Staffing Updates

After 21 months we have a new Librarian 2 for the Law section. Bryan Kohlen started on April 8th. He comes to us with experience working in law libraries in Arizona, Nevada and Missouri. Once Bryan is acclimated to Connecticut and our law collection we hope to return full desk coverage hours to the law reference area. The law librarians did an excellent job dealing with the many challenges that the vacancy produced.

We were able to refill a vacant library technician position in the Bill Room with an expected start date of May 24. We had hoped to have the position filled before the start of the Connecticut General Assembly session, but that did not work out. Steve Mirsky and Kandace Yuen have been working on the current General Assembly transcripts. We thank them for their hard work and patience.

The Connecticut Professional Genealogists Council presented the History & Genealogy Unit with the Donna Holt Siemiatkoski Acquisition Fund Award for 2018 last December. This very generous award was for two SCAN-Pro 3000 microfilm scanner-printer systems for State Library patron use. The machines were installed in April. We anticipate that by mid-May they will be fully accessible for patron use. These new SCAN-Pros will allow us to retire old microfilm reader printers and rearrange the H&G reading room. The goal is to surplus the reader printers from the H&G and newspaper reading rooms.

Staff discovered that these ScanPros have the ability to copy an entire microfiche sheet in a very short time. One sheet of microfiche contains many pages. This feature is something that law patrons have been asking for and we have requested a unit for the law area.

Collection Services and Government Information & Reference Services staff have been working to streamline access to, and the acquisition of, Connecticut state documents. This involves Steve Rice, Kris Aberly, Carol Trinchitella and Nancy Lieffort. The goal is to enter state documents into the libraries cataloging system (ALMA) as soon after they are received by the library as possible. These acquisition entries will allow reference staff to know if a report is in the building but not cataloged yet. We tried the process with 11 boxes of materials from the Department of Energy and Environmental Protection with good results.

Mel E. Smith attended the New England Regional Genealogical Conference (NERGC) during April 4-6, 2019, in Manchester, New Hampshire. Over 1,000 individuals attended this conference. Mel spoke during two of the sessions on Saturday about "Finding Your Family in New England Divorce Records" and "Finding Your Family in Connecticut Court Records."

Special Collections. Carolyn Picciano, Mel Smith, Maria Paxi and Kevin Johnson have been working on examining some of the collections that are currently kept in Special or Secured Collections. One of the collections is the Veeder-Root Company collection of early automobile catalogs. Bill Anderson, in cataloging, has completed review of that collection, [OCLC 1099564715](#). This will make the collection of early company catalogs from 1899-1947 more accessible to the public.

Kevin Johnson presented William Webb at Central Connecticut State University (CCSU) for the dedication of the Ebenezer Bassett building in March. Ebenezer Bassett was the first African American Ambassador to Haiti and also the first to graduate from the Normal School which is now CCSU. 100 people attended. This April, Kevin Johnson received the *Jacqueline Harris "Heart of Gold" Award* from the Ebenezer D. Bassett Memorial Committee. According to the committee this "award was created to recognize individuals who are positively contributing to the health and welfare of boys and men." The committee felt that Kevin exemplified Ambassador Bassett's life and legacy.

#### Professional Activities/Outreach

Reference Staff from all units worked with Region 15 History Day Students.

Nancy Lieffort and Claire Murphy met with Paul Skaff from CT-N to discuss their recordings of Connecticut General Assembly hearings.

Mel Smith

- attended the Connecticut Professional Genealogist Council meeting.

Kevin Johnson

- presented W. Webb at East Lyme Middle School, Niantic; at the Plainfield Central Middle School; at Windsor Locks Senior Center; and at Pleasant Valley Elementary School, South Windsor, CT.

Jerry Seagrave

- presented a short program on CSL genealogy materials for the Reference and Instruction Roundtable of the Connecticut Library Consortium.

#### **Collection Services**

##### Acquisitions

In April 2019, the library purchased the print and matching eBook of publications about Connecticut from Arcadia Publishing and The History Press. The eBook versions are available through EBSCO remotely with a CT State Library borrowing card. Selected titles include:

- [\*Abandoned Asylums of Connecticut\*](#). Arcadia Publishing, 2016.

- Banks, John. [Hidden History of Connecticut Union Soldiers](#). The History Press, 2015.
- [Bartlett Arboretum & Gardens](#). Arcadia Publishing, 2017.
- [Connecticut in the Golden Age of Spiritualism](#). The History Press, 2016.
- [Connecticut in World War II](#). Arcadia Publishing, 2017.
- [Connecticut Valley Tobacco](#). The History Press, 2016.
- [Connecticut Vanguard](#)s. The History Press, 2018.
- [Gillette Castle](#). The History Press, 2017.
- [Hammonasset Beach State Park](#). Arcadia Publishing, 2017.
- Lampos, Jim, and Pearson, Michaelle. [Remarkable Women of Old Lyme](#). The History Press, 2015.
- [Mark Twain's Hartford](#). Arcadia Publishing, 2016.
- [Morton F. Plant and the Connecticut Shoreline](#). The History Press, 2017.
- Staley, Patricia F. [Norwich and the Civil War](#). The History Press, 2015.

New Library Cards. Collection Services and Reference Service staff processed 152 new CT State Library card applications during March-April 2019.

FDLP (Federal Depository Library Program). From March to April 2019, Collection Services approved 2,773 discard requests from FDLP libraries in Connecticut and Rhode Island using FDLP eXchange, an online tool developed by GPO (the Government Publishing Office) for the needs and offers process. We claimed 366 offers from other libraries, enabling us to replace missing or deteriorating Federal documents in our collection.

State Library Digital Collections. Preservation Office staff attended CTDA (Connecticut Digital Archive) training sessions on March 21 and April 17, 2019, presented by Michael Kemezis, the CTDA Repository Content & Participant Administrator. Progress continues on the development of the new CTDA batch spreadsheet ingest module.

Glenn Sherman, Library Technician, who is highly skilled at writing Excel macros, developed a method of batch retrieval of tiff files from CTDA.

Connecticut Digital Newspaper Project (CDNP). During the months of March and April 2019, the newspaper project had one batch uploaded by the Library of Congress to Chronicling America. In addition, two batches were sent to the Library of Congress for review and uploading, leaving only one and a half batches still due to the Library of Congress in time for an August deadline. One of those final scanned units is currently being reviewed in a remote application and should be at the Library of Congress by early June. New issues online includes a run of the *New Britain Herald* from April of 1920 through August of 1924.

The newspaper project has continued with its outreach efforts. A blog for March, International Women's History Month, explored debates in Connecticut newspapers about the "modern girl" of the 1920s. An April "Earth Day" blog explored the manner in which Connecticut residents received news of a "monster solar motor" that had been installed on a farm in Pasadena, CA, in 1901. Essays that will illuminate the Italian-language newspapers in this cycle have been successfully commissioned and are due on July 1, 2019. We also contributed an article for the Connecticut State Library Spotlight column for the next issue of the *Connecticut History Review*. The article was entitled "Newly Digitized Newspapers Provide a Window into Connecticut's Gilded Age, the Roaring Twenties, and More." The newspaper project also exhibited at the Connecticut Library Association conference at the Mystic Marriott in Groton, Connecticut from April 29-30, introducing the primary sources we are providing to librarians from around the state.

Stand-alone banners that document the Gilded Age, the Progressive Era, and the Roaring Twenties with images from our newspapers, contextualized with historical commentary, were delivered for exhibition at the Bridgeport Public Library for the summer period. We have arranged for them to be shown in September at the Stafford Springs Public Library for the duration of the town's anniversary celebration.

Permission has been secured to exhibit at two popular summer music venues, the Monday Night Jazz Festival at Bushnell Park and the Stafford Springs Blues Festival. We have developed ideas of handouts that will appeal to each audience.

Preservation Activities. With permission to digitize originals on temporary loan from the Acorn Club of Connecticut, the Preservation staff scanned and added to CTDA the following publications:

- <http://hdl.handle.net/11134/30002:22217473> Reports of cases adjudged in the Superior Court of the state of Connecticut. From the year 1785, to January 1789; with some determinations in the Supreme Court of Errors.
- <http://hdl.handle.net/11134/30002:22217231> Report of Connecticut towns
- <http://hdl.handle.net/11134/30002:22217267> Wallingford in 1811-12
- <http://hdl.handle.net/11134/30002:22217337> Winchester-Winsted in 1813
- <http://hdl.handle.net/11134/30002:22217362> Windham 1800, Tolland 1804, Willington 1805, & Pomfret, 1800

From the Bridgeport Public Library (BPL), we acquired 125 reels of newspaper master microfilm of the *Bridgeport Sunday Herald*, 1941-1948. BPL has transferred ownership of these masters to the State Library.

### **Discovery Services**

Primo Links for the Connecticut Digital Archive *Note: Alma/Primo is CSL's cataloging system (Alma) and online catalog (Primo).* Staff added links in Primo to the deliverable versions of 1,255 objects ingested into the Connecticut Digital Archive (CTDA) by the State Library Preservation Office staff over the last several years. The range of titles include state publications and non-official publications not subject to copyright restrictions, many of which were scanned and ingested into the CTDA in association with World War I commemorative events; early editions of primary Connecticut legal and legislative materials; transcripts of Connecticut General Assembly Joint Standing Committee hearings, scanned from bound

volumes assembled by the Connecticut State Library Law and Legislative Reference unit; and 100 titles from the Newspapers of Connecticut project.

Congressional Research Service Reports. The Library of Congress (LC) Congressional Research Service (CRS) serves as nonpartisan shared staff to U.S. congressional committees and Members of Congress. In September 2018, LC began releasing CRS reports to the public. The Government Publications Office (GPO) now catalogs these reports, and CSL makes them available through Alma/Primo. These monthly releases include research reports prepared by The Law Library of Congress Global Legal Research Center. To date CSL has cataloged 1,000 CRS or Global Legal Research Center reports, including the following titles of interest added to Alma/Primo in March:

*Laws concerning children of undocumented migrants in selected countries.* Primo link: [https://cscu-csl-primo.hosted.exlibrisgroup.com/primo-explore/fulldisplay?docid=01CSCU\\_NETWORK\\_ALMA71133079460003451&context=L&vid=CSL\\_V1&search\\_scope=CSL\\_ALMA&tab=default\\_tab&lang=en\\_US](https://cscu-csl-primo.hosted.exlibrisgroup.com/primo-explore/fulldisplay?docid=01CSCU_NETWORK_ALMA71133079460003451&context=L&vid=CSL_V1&search_scope=CSL_ALMA&tab=default_tab&lang=en_US)

*Online privacy law (2017 update) : Australia, Canada, France, Germany, Israel, Italy, Japan, Netherlands, Portugal, Spain, Sweden, and the United Kingdom.* Primo link: [https://cscu-csl-primo.hosted.exlibrisgroup.com/primo-explore/fulldisplay?docid=01CSCU\\_NETWORK\\_ALMA71133079510003451&context=L&vid=CSL\\_V1&search\\_scope=CSL\\_ALMA&tab=default\\_tab&lang=en\\_US](https://cscu-csl-primo.hosted.exlibrisgroup.com/primo-explore/fulldisplay?docid=01CSCU_NETWORK_ALMA71133079510003451&context=L&vid=CSL_V1&search_scope=CSL_ALMA&tab=default_tab&lang=en_US)

*A brief overview of rulemaking and judicial review.* Primo link: [https://cscu-csl-primo.hosted.exlibrisgroup.com/primo-explore/fulldisplay?docid=01CSCU\\_NETWORK\\_ALMA71133427190003451&context=L&vid=CSL\\_V1&search\\_scope=CSL\\_ALMA&tab=default\\_tab&lang=en\\_US](https://cscu-csl-primo.hosted.exlibrisgroup.com/primo-explore/fulldisplay?docid=01CSCU_NETWORK_ALMA71133427190003451&context=L&vid=CSL_V1&search_scope=CSL_ALMA&tab=default_tab&lang=en_US)

*An overview of accreditation of higher education in the United States.* Primo link: [https://cscu-csl-primo.hosted.exlibrisgroup.com/primo-explore/fulldisplay?docid=01CSCU\\_NETWORK\\_ALMA71133427790003451&context=L&vid=CSL\\_V1&search\\_scope=CSL\\_ALMA&tab=default\\_tab&lang=en\\_US](https://cscu-csl-primo.hosted.exlibrisgroup.com/primo-explore/fulldisplay?docid=01CSCU_NETWORK_ALMA71133427790003451&context=L&vid=CSL_V1&search_scope=CSL_ALMA&tab=default_tab&lang=en_US)

*The legislative process on the Senate floor : an introduction.* Primo link: [https://cscu-csl-primo.hosted.exlibrisgroup.com/primo-explore/fulldisplay?docid=01CSCU\\_NETWORK\\_ALMA71133427680003451&context=L&vid=CSL\\_V1&search\\_scope=CSL\\_ALMA&tab=default\\_tab&lang=en\\_US](https://cscu-csl-primo.hosted.exlibrisgroup.com/primo-explore/fulldisplay?docid=01CSCU_NETWORK_ALMA71133427680003451&context=L&vid=CSL_V1&search_scope=CSL_ALMA&tab=default_tab&lang=en_US)

701 Program Planning Documents. Section 701 of the federal Housing Act of 1954 provided for planning grants to be administered by the Connecticut Development Commission. In the 1960s grant money was used to hire planning consultants, whose reports were published by the community agencies for whom the planning was undertaken. Many of these published reports were acquired by the State Office of Policy and Management Library and the State Department of Community Affairs libraries, and later transferred, uncataloged, to the State Library.

In March and April staff added to Alma/Primo comprehensive and special activity plans for Norwalk, Norwich, Preston, Rockville, and Shelton.



## **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.

Review of the reformatted General and Agency Schedules to comply with the **Atlas** requirements continues along with the requests for service to make changes and test defects and enhancements in Atlas. The date to make the application available to agencies is dependent on the completion of agency reviews of reformatted schedules and the changes required to address defects and enhancements.

The State Library also worked with BEST and the Department of Emergency Services and Public Protection (DESPP) to complete the Technical Solution Document identifying the requirements to implement the IBM Enterprise Records Management Application (IER) for one of its units which will serve as a pilot for automating the review and disposition of documents.

Historic Documents Preservation Program. The Historic Documents Preservation Program is now entering its 19th year and has awarded over \$16,000,000 in grants to municipalities to improve local government records preservation, access and management. For FY2020, award amounts have been increased from FY2019 and are set at \$5,500, \$7,500 and \$10,500 for small, medium and large towns respectively, for projects supporting the preservation and management of local government records. Kathy Makover is processing FY2020 Cycle 1 grant applications and FY2019 amendments and final reports.

Staff met with the Historic Documents Preservation Advisory Committee on March 13th. The committee is comprised of town clerk representatives and State Library staff and provides input regarding the program and other issues related to municipal records preservation and management.

Records Management. 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 to address issues and questions on a daily basis. This work is ongoing and only selected scheduled meetings and events are noted below.

### Professional Activities/Outreach

LeAnn Burbank and Kathy Makover:

- presented training at the Tax Collectors Association Spring Conference in Westbrook on March 20th. The presentation covered basic records management concepts and was attended by approximately 160 staff from Tax Collector Offices across the state.
- attended the Spring Conference of the Town Clerks Association in Farmington on April 4th. 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. The panel discussion was attended by approximately 200 staff from Town Clerk Offices across the state.

- held a meeting to review the Town of Watertown vault plans on April 25th, including representatives from the design firm, contracting firms, the town and the Office of the State Fire Marshal. Kathy participated in several conference calls and preliminary reviews in advance of the meeting.

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.
- participated in a risk assessment inspection for the Van Block Facility by FM Global Insurance on March 12th. These annual reviews help to ensure the protection of the State Library's collections by identifying issues with the building or security/fire protection systems that can be corrected or improved.

Disaster Preparedness. Kathy Makover responded to a call from a regional school district regarding water damage to student records requiring long-term retention, providing guidance on records recovery services and other disaster recovery resources.

Kathy responded to a call from a state agency regarding water damage to agency records stored off-site. As the records had already met retention requirements, the agency was able to destroy the records after receiving expedited approval.

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 1,156 cubic feet of agency records; deaccessioned 935 cubic feet of agency records; processed 659 reference requests; and processed 512 re-files and inter-files.

## **State Archives**

### Accessions:

RG 002:004, General Assembly papers, 2013-2017, 66 cubic feet  
*The papers include original bills, public acts, special acts and resolutions.*

RG 006, Secretary of the State, Election Division mass mailing files, 1987-1998, 4 cubic feet

RG 006, Secretary of the State records, 1949-1956, .5 cubic feet  
*The records are microfilms of records possibly filmed by the Secretary of the State for the following agency records: Office of the Governor news releases, 1949-1950; Agricultural Experiment Station at New Haven Board of Control minutes, October 26, 1908-April 14, 1949; Plainville school registers, 1954-1956; Sales and Use Tax Department copy of revised Sales and Use Tax Act, undated; and State Highway Department Right-of-Way, circa 1953.*

RG 062:014, Town of Branford land records, 1648-1974, 223 volumes

RG 062:018, Town of Brookfield grantor and grantee records, 1841-1961, 5 volumes

RG 062:043, Town of East Hartford records, circa 1750-1941, 6 cubic feet

*The records consist of tax appeals, journals, receipt books and tax collector records; list of board of relief; grantor and grantee land records; land appraisal records; military records; fire district records; school registers; minutes of commissioners; and water records.*

RG 062:078, Town of Mansfield school registers, 1909-1970, 13 cubic feet

RG 062:110, Town of Plainville land records, 1910-1931, 20 volumes

Processing Completed: Barbara Austen completed ingesting the following collections and materials into the Connecticut Digital Archive [CTDA]: Governor Dannel P. Malloy Flickr pages, Lt. Governor Nancy Wyman's Flickr pages, and the Henry Whitfield Museum restoration and landscape collection.

The State Historical Records Advisory Board [CT SHRAB], which Lizette chairs, launched its regrant program funded by the National Historical Publications and Records Commission [NHPRC] grant to assist small to medium cultural heritage organizations implement recommendations received during an earlier phase of the Travelling Archivist project. The grant program runs through July 2020.

Legislative Update. H.B. 7211 (Raised) "An Act Concerning the Preservation of Historical Records and Access to Restricted Records in the State Archives" did not make it out of the Government Administration and Elections [GAE] Committee by the final deadline, despite a last minute push by the stakeholder groups.

The Winslow Society of the Connecticut Forest and Park Association [CFPA] held a reception in the Museum of Connecticut History on March 27. Lizette, Allen, Damon, and Robert Kinney represented the State Library. Prior to the reception Archives staff had designed and installed an exhibit on CFPA: "Legislative Accomplishments" in Memorial Hall. Allen provided a few remarks before attendees about the exhibit. The State Library, Archives staff, interns, and volunteers were acknowledged and recognized by the association for our work on preserving and making accessible the Connecticut Forest and Park Association records, 1883-2012 (RG 169:007).

Tests were conducted in the Probate Vault in the Main Library on March 27, by an environmental hygienist to identify a white substance forming on the file drawers in the area and its cause. The results revealed that the substance is a form of mold and that the area needs to be cleaned and the air ducts in the vault should be uncovered to improve air circulation. Staff is following up on both matters.

The project to install a new roof over the existing roof at the Van Block Storage Facility started on April 22. The project is anticipated to take 4 to 5 weeks to complete depending on weather conditions.

### Professional Activities/Outreach

State Archivist Lizette Pelletier and Assistant Archivist Allen Ramsey participated in conference calls with staff from UConn Libraries Archives and Special Collections, Aetna, and the History Factory on April 29 and May 8, to continue discussions regarding transfer of the Aetna Corporate archives to the State Library and UConn Libraries Archives & Special Collections.

The State Archives staff, especially Allen Ramsey and Digital Records Archivist Barbara Austen, continue work on establishing preservation standards and workflows for permanent digital and digitized public records.

State Archives staff participated in the Town Clerks School training module for records management on May 15, at Central Connecticut State University [CCSU]. Allen spoke on archival records; Lizette spoke about disaster preparedness; and Government Records Archivist Damon Munz talked about conservation and preservation.

Barbara judged the Junior Individual Exhibit division at the Fairfield regional History Day contest on April 6. Allen served as a judge in the Junior Paper division at the State Contest for Connecticut History Day on May 4.

Allen attended the Best Practices Exchange [BPE] unconference at the Columbus Metropolitan Library in Columbus, Ohio, from April 29 to May 1. Allen presented in a breakout session along with Council of State Archivists [CoSA] Executive Director Barbara Teague about the Institute of Museum and Library Services [IMLS] grant awarded to CoSA on Archives Collaborating and Cooperating with External Strategic Stakeholders [ACCESS]: Guiding the Creation, Preservation, and Use of Electronic Records.

Lizette Pelletier:

- gave a presentation on Preserving Family Records at the Silas Bronson Library in Waterbury. on May 2.
- attended the CoSA Board of Directors mid-year meeting in Washington, DC, March 24-25, and the monthly teleconference meeting on April 24. She chaired the Council of State Archivists [CoSA] Development Committee meeting on April 1.
- attended a meeting of the Advisory Committee for the Northeast Documents Conservation Center [NEDCC] on May 3, in North Andover, MA. While there, she brought back a 1713 Connecticut Boundary Map that was conserved and digitized by NEDCC staff. This included an ultraviolet [UV] scan that enhanced information on the map which had faded to the point that it was no longer visible to the human eye.

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

The transition to multiple-book cartridges by the National Library Service for the Blind and Physically Handicapped (NLS) is now in progress. The necessary equipment arrived at the LBPH on Monday, May 6, from NLS. Once IT completes the installation and network configurations, we'll begin training the staff. This process involves both reader advisors in how they enter book requests into the system, and two staff members who'll do the actual cartridge

processing. We'll also need to build up our supplies since NLS is only providing a "starters" kit of recurring items. The goal is to be up and running quickly and transition to full cartridge duplication by August.

The roof Heating, Ventilation and Air Conditioning (HVAC) replacement project is moving along. The completed engineering work was submitted to the Department of Administrative Services (DAS) on May 3, 2019, and is now in the DAS review process. There is no estimated completion date as yet.

Brian Morris, a Storekeeper Assistant, retired from state service on May 1, 2019, after 36 years here at the LBPH. He handled all of the incoming and outgoing mail including audio and braille books. We estimate that over the 36 years, Brian handled about 11 million books. A request to refill this position is forthcoming.

The LBPH Friends group met on April 16. The annual solicitation for member dues is in progress.

The LBPH Advisory Committee met on April 12. The next meeting is scheduled for July 19.

The Connecticut Volunteer Services for the Blind and Handicapped, Inc. (CVSBH) has over 50 newly recorded books ready for uploading onto Braille and Audio Reading Download (BARD). Unfortunately, the NLS upload website has been having persistent problems, and still is, thus delaying the uploads. Thus far this federal fiscal year, readers across the country have downloaded Connecticut-produced audio books 587 times. This is a significant number considering that readers can choose from over 105,000 books and magazines on BARD.

The LBPH held a display at the annual St. Ann Parish health fair in Milford.

The biennial NLS Regional Conference was held from April 8-10, in NYC, and was attended by Gordon Reddick. The main theme of the conference was the transition to duplication-on-demand by libraries using the Web Reader Enrollment and Delivery System (WebREADS) software. Gordon was a member of a panel which described their library's efforts during the transition. His focus was in the reasoning and justification for switching to duplication-on-demand.

## **Museum of Connecticut History**

### Museum Education Program

Museum Education Curator Patrick Smith reports that outreach programs are winding up for the school year, recent visits include schools in Waterford, Vernon, Thompson and Madison.

Patrick is finishing teaching an 8 week class about various topics in Connecticut History in partnership with the Lutz Museum in Manchester. Middle school and upper elementary school age kids have participated this spring.

### History on the Move

- The Museum Mobile is getting its body "wrapped" at a graphics design shop in Bloomfield. The look of the vehicle will highlight the museums focus on Connecticut military, political and industrial history using images from the Library and Museum Collections.

- The interior of the Museum Mobile is being planned out currently. Small exhibits inside the Mobile will highlight some of the Museum collections as well as services offered by the Library.
- Mechanical work including new tires and a refurbished brake system are still needed for the Museum mobile as well as the installation of a back up camera. Arrangements for these8 are being made and will begin when the body wrapping is complete.