

Report to the State Library Board

November 25, 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 November 25, 2019 meeting of the Board, covers the period of September 24, 2019 through November 22, 2019.

Office of the State Librarian

As I submit this, my last report as State Librarian, I want to take this opportunity to acknowledge and thank the State Library staff members that I have had the privilege of working with over the past 21 years. Throughout my tenure, I have attempted through the State Librarian's report to highlight the range and depth of work that they carry out, as well as the extent of staff involvement with agencies, municipalities, libraries, organizations, and individuals across the state and the country.

A lot has changed since I first arrived 21 years ago. Some of the change was because we sought it, and some of the change resulted from outside forces that were often beyond our control. Through it all the staff have maintained a high standard of professionalism, proudly servicing all three branches of state government and the people of Connecticut.

I also want to thank the current and past members of the State Library Board for their confidence and support over the years and for their advocacy.

Chief Officers of State Library Agencies (COSLA)

The Fall Meeting of COSLA was held earlier this month in Hartford. Representatives from 48 states and one territory discussed a number of issues including Equity, Diversity and Inclusion; fine free libraries; and eBooks. They also heard reports on programs and services in other states and received updates from the American Library Association, the Schools, Health, and Libraries Broadband (SHLB) Coalition; and the Institute of Museum and Library Services (IMLS).

Macmillan Publishing

In August, Macmillan Publishing announced that they would be putting in place an embargo on eBook sales to libraries. Libraries would be limited to only one copy of a new title within the first eight weeks of the eBooks release. When this was announced I sent Macmillan CEO John Sargent a letter expressing my dismay with his decision and informed him of my decision to stop purchasing Macmillan eBooks. The library community in Connecticut and nationally has raised concerns with Macmillan's decision. COSLA took advantage of being here in Hartford and invited Mr. Sargent to meet with a group of us. I pressed Mr. Sargent on a number of points particularly his assertion that the huge growth in library eBook lending, if left unchecked, would

put publishers out of business. It was an interesting meeting and is best summed up in the attached press release from COSLA.

Professional Activities and Outreach

- Gave the keynote at the Darien Public Library's Annual Meeting
- Gave the keynote at the Association of Connecticut Library Board's (ACLB) Annual conference
- Attended the Fall meeting of the Friends of Connecticut Libraries
- Was interviewed at the Old State House as part of their Conversations at Noon series
- Attended the portrait unveiling ceremony for former Chief Justice Rogers
- Facilitated a session of the Southern CT State University, Department of Information and Library Sciences' Stakeholder Meeting
- Was on the State of the States panel at the New England Library Association's Annual Conference

Division of Library Development (DLD)

Staffing - Christine Gauvreau has been hired as the new Library Services and Technology Act (LSTA) Coordinator. Chris has been with the State Library for 5 years as the Project Coordinator for the Digital Newspaper Project. Chris brings to DLD an extensive grant management and project management background as well as outreach experience.

After 32 years (including military credited service), Walter Magnavice Jr, Supervisor of Transportation for deliverIT CT will be retiring on November 29th.

EXCITE Regional Bootcamps - Dawn La Valle, Gail Hurley and Maria Bernier facilitated 2 successful EXCITE Regional Bootcamps in Arkansas and Minnesota as part of the IMLS (Institute of Museum and Library Services) EXCITE Transformation for Libraries grant extension. The Arkansas Bootcamp featured library teams from Arkansas and Tennessee. The grant evaluator, Dr. Joshua Elliot is currently collaborating with Dawn in the writing of articles for *Public Library Quarterly* to expound the positive impact the EXCITE project is having on library culture, professional skills development and library programming in both public and academic libraries. Additionally, they are collaborating on a white paper making the case for revisiting library school curriculum to include more design thinking based courses to meet the needs of 21st century librarians.

News Media Literacy Fair - Gail and Maria hosted a News Media Literacy Fair on October 16th at the Farmington Public Library. Media & News Literacy are important critical thinking skills for educated voters. How do you help your patrons identify truthfulness in everyday news stories, especially on social media? Presentations provided context about what Media Literacy and News Literacy are, as well as practical tips and techniques for teaching these literacies to library patrons and students. In one session, a moderated panel of journalists addressed topics of accuracy and fairness in journalism, the reputation and trustworthiness of professional media, and the relationship between libraries and media. Speakers included Michelle Luhtala, New Canaan Public Schools and co-author of *News Literacy: The Keys to Combating Fake News* (Libraries Unlimited, 2018); Katherine Trouern-Trend, Hartford Public Library, "Is it 100?: Media Literacy with Teens"; Rachel Gans-Boriskin and Laura Saunders, Simmons University, "Know News: Engaging Librarians and Allied Professionals in the Fight against Misinformation"; and

Journalist panel, moderated by Hugo Balta of CT Latino News and featuring Molly Yanity, Associate Professor of Journalism, Quinnipiac University; Lynne DeLucia, Editor and Co-Founder of the Connecticut Health I-Team; and Elizabeth Hamilton, Editor of The Connecticut Mirror

Professional Activities and Outreach

Dawn La Valle

- Attended Council of State Library Agencies in the Northeast (COSLINE), in Newport, RI. This a meeting where state library development directors network, share initiatives, strategies and ideas as well as learn current trends in libraries to bring back to our states.
- Coordinated Association of CT Library Boards (ACLB) Leadership Conference planning.
- Attended Internet Librarian International Conference in London, England to present with colleague Peggy Cadigan of the New Jersey State Library “Around the world public libraries are facing the dual challenges of competition and relevancy. This is the story of a compelling global library journey that resulted in innovative and creative new strategies for libraries. The re-envisioned strategy made the way for new platforms, services and spaces that truly engage library users” Presentation featured CT Best Practices for Libraries, EXCITE, The 2017 Futures Conference and other signature CT and NJ State Library initiatives. Dawn also served as a moderator and subject expert for a variety of innovation and collaboration themed panels.
- Facilitated EXCITE panel at the 2019 New England Library Association (NELA) “EXCITE” Transformation for Libraries in Action featuring EXCITE teams from UMASS Medical School, Cranston Library (RI) and the James Blackstone Library (CT)
- Facilitated ACLPD Resource Sharing Committee meeting as we begin to develop the framework for communication, outreach, and dialogue and iterating the CT Vision for Resource Sharing.
- Presented “Library Board Basics” at the 2019 ACLB Leadership Conference
- Presented “EXCITE Libraries in Action” at the Chief Officers of State Library Agencies (COSLA) Fall Meeting in Hartford.

Chris Gauvreau

- Prepared fiber grants and purchase requisitions (FY 2020 - Cycle 2) for Acton Public Library and Pomfret Public Library.
- Reminded libraries to file Federal Communications Commission (FCC) Form 486 for October 29, 2019, deadline via email blasts. Followed up emails with phone calls to further put deadline on their minds and to use the occasion to introduce myself by phone. Responded to many queries as multiple Universal Service Administrative Company (USAC) and consultant reminders were sent to Connecticut libraries.
- Trained locally on preparation of E-Rate FCC Forms 470, 471, and 486.
- Attended a two-day federal E-Rate Training held by USAC in Branchburg, NJ, from October 22-23.
- Attended Connecticut Library Association (CLA) meeting to familiarize librarians with my availability for grant consultation.
- Held introductory meeting with our program manager at the Institute of Museum and Library Services (IMLS) on September 23.

- Trained in the new IMLS grant management system, eGMS, on October 29.
- Arranged four LSTA information sessions for librarians who want to apply during the December 2019 through April 2020 award cycle in locations around the state. Registration has begun.
- Prepared materials for and advised Robert Kinney on CT Digital Newspaper Project (CDNP) exhibit at the state AFL-CIO convention on October 3.

Maria Bernier

- Sent reminders about borrowIT expenditure reports and Annual Reports.
- Tracked and checked incoming Annual Report forms from individual libraries.
- Answered questions about library-specific situations and how to report related statistics.
- With Dawn La Valle, reviewed construction grant applications.
- With Dawn, offered grant info session at the Middletown Library Service Center (MLSC) on September 20.
- Supported Fiber Consortium project as needed through calls and emails with individual libraries.
- Reviewed two fiber grant applications submitted by September 9 deadline, and forwarded grant recommendations to the State Library Board for approval at their September 23 meeting.
- Received and reviewed EXCITE project and expenditure reports from Cohort 2 libraries.

Kymerlee Powe

- Attended the Connected Summer Library Programs (CSLP) Annual Meeting the week of September 16 and since then, has collected the summer reading participation statistics and passed them along to Chris Gauvreau for the Institute of Museum and Library Services (IMLS) report. Through the summer, across the state, 58,417 children, 10,073 young adults, and 123 adults all participated in summer programs.
- Attended the Children's Annual Meeting on October 4, presenting on changes made to CSLP and the goal to organize a Summer Summit.
- From information gathered at that annual meeting, decided to hold a state wide summer program summit providing space for librarians to solidify state goals with regards to summer reading and hold talks, presentations, and panel discussions about the changes and new observations that have surfaced about summer reading.
- On October 21, attended the Connecticut Association of School Librarians (CASL) annual conference as a representative of the State Library and presented school librarians with information on researchIT, the Connecticut Digital Newspaper Project, the Middletown Library Service Center's new requestIT system, and various resources that may be helpful to their jobs.
- Copies of Gerald McBoing Boing are being distributed to almost every public library in Connecticut thanks to an anonymous donation and the Hartford Foundation for Public Giving.

Stephen Cauffman:

- Added links to MagillOnLiterature, Health Source Consumer Edition, and Small Business Reference Center to the researchIT CT webpages and our promotional material. These are new researchIT resources provided by EBSCO.

- Compiled RBdigital monthly statistics for eBook and eAudio checkouts for September and added them to researchIT [usage statistics page](#).
- Ordered eBooks and eAudio of the Connecticut Book Award winners and finalists for the statewide eGO collection.
- Ordered Young Adult Library Services Association's Amazing Audiobooks Top Ten award winners for the years 2017-2019 for the statewide eGO collection. Will be ordering the years 2011 (inception of the award) to 2016 in November.
- Started an eGO e-mail list to keep everyone up to date on the eGO project.
- Compiled requestIT monthly statistics and added them to the [requestIT CT Statistics webpage](#).
- Assisted Dawn with a student in the Master of Library Science program at Southern Connecticut State University who will be researching Interlibrary Loan trends as part of an internship.
- Compiled the first quarter of FY 2020 of deliverIT CT volume statistics.
- deliverIT volume estimates for FY2019 are available at <https://libguides.ctstatelibrary.org/dld/deliveritct/volume>

Gail Hurley

- National Aeronautics and Space Administration - NASA @ My Library project (NaML): Continue to circulate the NASA STEM kits to libraries in the state for their programming needs. Talked with Cornerstones of Science staff about possible accessible materials or kits for the visually impaired. Planning final months of grant that ends December 31, 2019.
- Connecticut Digital Newspaper Project (CDNP): The CDNP is in the process of hiring a Project Coordinator for the grant project and expects to complete the process in November. The two CDNP traveling exhibit banners are currently at the Stafford Library on display as part of the town's 300th birthday. Stafford newspapers are some of the papers digitized in the CDNP.
- Worked with DLD Staff to arrange the following programs for Connecticut library staff for early winter: Welcoming Kids on the Spectrum; Coding from Scratch; and multiple Library Services and Technology Act Grant Information Sessions. Will be staffing the Oculus Rift station at the Tech Petting Zoo program at the Middletown Library Service Center on November 22.
- Presented a talk at the New England Library Association Conference in Mystic, CT called "Digitizing Newspapers Chronicling New England" and presented the Chronicling America project and tips on how to get started on a local newspaper digitization project. Attended the Council of Connecticut Academic Library Directors (CCALD) meeting at the University of Hartford on the topic of OCLC services on October 4. Assisted with Connecticut Library Association Technical Services Section Fall Program on Resource Description and Access (RDA) & BibFrame at the Wallingford Library on October 24.
- Financial Literacy: Met through conference call with CT Saves partners to talk about plans for 2020 around financial literacy and savings events. Attended the Better Business Bureau's Business Summit in Cromwell on November 7.

Access Services

Staffing - Full coverage of the Law Reference desk is expected to resume in January. The hours had been reduced earlier this year due to a vacancy and a staff injury. The vacant position has been filled and the injured staff member has returned to work.

We once again have two library technicians working in the Law bill room. They are actively processing General Assembly transcripts.

Equipment Update

A new ScanPro 3000 microform scanner has been installed in the Law reference area. This will allow the microfiche of the Connecticut Records and Briefs to be scanned more easily.

Genealogical Resources

The logo for Family Search Affiliate Library is now on our website. This logo informs patrons that the Connecticut State Library is a Family Search Affiliate Library with access to many digital genealogical collections. These collections are otherwise accessible only through a Family Search History Center.

The History and Genealogy section along with the Archives presented "Treasures of the State Archives" to members of the Connecticut Professional Genealogist's Council. Staff showed them maps, divorce records, state pauper accounts, State Farm for Women records and a whaling log among other items.

Constitution Day

The State Library received a "Certificate of Award" from the Connecticut Society of the Daughters of the American Revolution for the Library's display on the United States Constitution. Along with other information on the U.S. Constitution, we displayed a 1937 proclamation from Wilbur Cross declaring September 17th in Connecticut, Constitution Day.

Professional Activities and Outreach

Nancy Liefkort, Carolyn Picciano, and Steve Mirsky gave an overview of Library collections to members of the Offices of Legislative Research and Management as part of a tour.

Steve Mirsky provided a legislative history workshop for court clerks.

Carolyn Picciano, Maria Paxi, and Barbara Austin presented "Treasures of the State Archives" to members of the Connecticut Professional Council of Genealogists.

Carolyn staffed a Connecticut State Library booth at the annual conference of the Connecticut Society of Genealogists.

Mel Smith gave a tour to the Historical Society of Mansfield.

Kevin Johnson gave a William Webb presentation at the Acton Public Library in Old Saybrook. Kevin also gave a William Webb presentation to the Division of Criminal Justice in Rocky Hill as part of the staff's Diversity training and as a Veteran's Day program.

Lindsay Young and Bryan Kohnen gave a legislative history workshop for two law students attending UCONN. These students intern with environmental agencies and businesses.

Jerry Seagrave gave a presentation on "Resources in the History & Genealogy Unit" at the Wallingford Public Library for the Connecticut Library Association (CLA) Public Library Section.

Nancy Liefkort attended a meeting of the Connecticut Councils of Governments in Rocky Hill. Kandace Yuen, Steve Rice, and Jenny Groome attended the Connecticut Government Digital Summit.

Kris Aberly attended the CRIAL (Consortium of Rhode Island Academic and Research Libraries) meeting at Rhode Island College.

Nancy Liefkort, Kris Aberly, Jenny Groome and Allen Ramsey met with members of the Connecticut Councils Of Governments (COGs) for a peer exchange. The COGs have a request to the Census Bureau for the COGs to be treated as the equivalent of a county. This means statistics would be reported by COG instead of the current geographic counties.

Kris Aberly, and Jenny Groome attended the CTGODORT (CT Government Documents Roundtable) at the Middletown Library Service Center.

Internal: Staff Webinars/ Training/ Meetings

9/5 Jenny Groome attended the U.S. Census webinar on the upcoming changes to their platform.

10/4 Kris Aberly attended the webinar "Advertising Government Documents: Simple and Easy Ways to Raise Awareness of Collections."

10/7 Kris Aberly attended the OCLC webinar "Module 7 - Advanced bibliographic searching"

10/7 Scan Pro 3000 training

Kandace Yuen took a position as the Electronic Resources Librarian in Collections Services on October 11. She was a valued member of the History and Genealogy section and her work there was greatly appreciated. We have started the process to refill that position. Shifting needs will require the position to split time between H&G and GIS duties.

Collection Services

Staffing: Kandace Yuen has been appointed Librarian 2 in the Collection Services Unit. Kandace is the unit's new Electronic Resources Librarian managing the State Library's collection of subscription databases. She had previously worked at the State Library as a Reference Librarian for the History & Genealogy Unit and as a Library Technician in the Bill Room for the Law/Legislative Reference Unit.

Circulation

Collection Services and Reference Service staff processed 252 new CT State Library card applications during September-October 2019.

FDLP (Federal Depository Library Program)

During September-October 2019, Collection Services approved 2,261 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 88 offers from other libraries, enabling us to replace missing or deteriorating Federal documents in our collection.

State Library Digital Collections

The recruitment for the new Digital Projects Manager has been completed and the position should be filled by the end of December 2019. Meanwhile, Preservation Office staff Glenn Sherman and Maritza Pagan have been diligently digitizing materials for the library collections as well as for the Archives and Museum. Recently they have focused on scanning materials to celebrate the anniversary of Connecticut woman suffrage. Traditional Preservation efforts also continue. During Sept.-Oct.2019, 205 units were sent to the bindery.

Discovery Services

Emergency Management, Nuclear Energy, Nuclear Safety

In support of a new collection development initiative, we performed original cataloging on several titles acquired in the areas of emergency management, nuclear energy and nuclear safety, including emergency response to nuclear events. Among the titles:

Energy issues. (compendium of essays by proponents of nuclear energy and critics of national and international energy policies). Northeast Utilities, 1979. HD9502.U52 E495 1980.

Radiological training program for radiation protection workers / Stone & Webster Engs. Corp. [19??] QC475.R34 1900z

Compendium of technical information for the basic protection of populations / North Atlantic Treaty Organization, Senior Civil Emergency Planning Committee, Civil Defense Committee. 1986. HV551.2 C65 1986

Radiological training assistance program / State of New York, Division of Military & Naval Affairs, Radiological Intelligence Section. 1974. RA569 .N48 1974

Bureau of National Affairs Labor Relations Reporters

William Anderson, appointed in August to catalog complex legal materials, completed the recataloging and reclassification of the Bureau of National Affairs Labor Case Reporter into several series, fulfilling an outstanding request of our law bibliographers to segregate the various series. These series began in the 1930s and followed the enactment of the Wagner Act and other federal legislative achievements of the 1930s. Verna Thomas-Green is to be commended for completing the reprocessing of all 549 volumes.

These series are:

Americans with disabilities cases. KF3315.L475

Fair employment practice cases. KF3315.L465

Individual employment right cases. KF3315.L47

Labor arbitration reports. KF3315.L44

Labor relations reference manual. KF3315.L43

Labor relations reporter. KF3315.L338

Wage and hour cases. KF3315.L46

War labor reports. KF3315.L439

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 2,700 CRS or Global Legal Research Center reports, including the following titles of interest added to Alma/Primo in September or October:

A U.S.-centric chronology of the United Nations Framework Convention on Climate Change.

Primo link: [https://cscu-csl-](https://cscu-csl-primo.hosted.exlibrisgroup.com/permalink/f/1aj269h/01CSCU_NETWORK_ALMA71137997530003451)

[primo.hosted.exlibrisgroup.com/permalink/f/1aj269h/01CSCU_NETWORK_ALMA71137997530003451](https://cscu-csl-primo.hosted.exlibrisgroup.com/permalink/f/1aj269h/01CSCU_NETWORK_ALMA71137997530003451)

Unauthorized aliens in the United States : policy discussion. Primo link: [https://cscu-csl-](https://cscu-csl-primo.hosted.exlibrisgroup.com/permalink/f/1aj269h/01CSCU_NETWORK_ALMA71137997740003451)

[primo.hosted.exlibrisgroup.com/permalink/f/1aj269h/01CSCU_NETWORK_ALMA71137997740003451](https://cscu-csl-primo.hosted.exlibrisgroup.com/permalink/f/1aj269h/01CSCU_NETWORK_ALMA71137997740003451)

EPA regulations: too much, too little, or on track? Primo link: [https://cscu-csl-](https://cscu-csl-primo.hosted.exlibrisgroup.com/permalink/f/1aj269h/01CSCU_NETWORK_ALMA71137997740003451)

[primo.hosted.exlibrisgroup.com/permalink/f/1aj269h/01CSCU_NETWORK_ALMA71137997740003451](https://cscu-csl-primo.hosted.exlibrisgroup.com/permalink/f/1aj269h/01CSCU_NETWORK_ALMA71137997740003451)

The Endangered Species Act and sound science. Primo link: [https://cscu-csl-](https://cscu-csl-primo.hosted.exlibrisgroup.com/permalink/f/1aj269h/01CSCU_NETWORK_ALMA71138152110003451)

[primo.hosted.exlibrisgroup.com/permalink/f/1aj269h/01CSCU_NETWORK_ALMA71138152110003451](https://cscu-csl-primo.hosted.exlibrisgroup.com/permalink/f/1aj269h/01CSCU_NETWORK_ALMA71138152110003451)

The federal tax treatment of married same-sex couples. Primo link: [https://cscu-csl-](https://cscu-csl-primo.hosted.exlibrisgroup.com/permalink/f/1aj269h/01CSCU_NETWORK_ALMA71138152010003451)

[primo.hosted.exlibrisgroup.com/permalink/f/1aj269h/01CSCU_NETWORK_ALMA71138152010003451](https://cscu-csl-primo.hosted.exlibrisgroup.com/permalink/f/1aj269h/01CSCU_NETWORK_ALMA71138152010003451)

Professional Activities and Outreach

Stephen Slovasky attended a presentation on the administration of the Boston Library Consortium as part of the Connecticut Council of Academic Library Directors meeting at the University of Hartford on October 4.

Office of the Public Records Administrator (OPRA)

Staffing - Elise Marzik has been hired as an Electronic Records Analyst. She will help OPRA advance the development of an electronic records management program for state and local government.

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 initial rollout of the Atlas application occurred on September 16, 2019, with all Agency General Schedules and selected Agency Specific Schedules. Review of reformatted Agency Specific schedules continues and additional schedules have been added to the Atlas application for use. The Records Retention Schedule website now directs to the Atlas Portal, where applicable. Agency feedback is being used to consider future enhancements.

The State Library also continued to work with DAS/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.

Records Retention Schedules

After completing reviews and revisions, the Office of the Public Records Administrator issued the following records retention schedules:

- Secretary of the State (SOTS), Schedule 19-2-2, effective 10/17/2019
- Secretary of the State (SOTS), Schedule 19-2-3, effective 10/22/2019

Historic Documents Preservation Program

The Historic Documents Preservation Program supports municipal records preservation and management projects throughout the state. For FY 2020, the program is awarding grants in the amounts of \$5,500, \$7,500 and \$10,500 for small, medium and large towns respectively.

Under Cycle 1, grants totaling \$657,000 were awarded to 118 municipalities. The program received applications from 32 municipalities meeting the September 30th Cycle 2 deadline.

Kathy Makover has been processing Cycle 2 applications, Cycle 1 grant contracts and FY 2019 final reports.

Disaster Preparedness

Kathy Makover assisted a municipality with records damaged due to a pipe break in the basement storage area, confirming that all records were eligible for disposal. The disposal request was expedited to allow for immediate clean up.

State Records Center

The State Records Center provides off-site inactive records storage for state agencies free of charge. During this reporting period, Doug Yaeger and Mike Soltesz accessioned 1,057 cubic feet of agency records; deaccessioned 331 cubic feet of agency records; processed 485 reference requests; and processed 356 re-files and inter-files.

Professional Activities and Outreach

Staff continued to work with municipal and state agency personnel on records management issues related to policy and procedures, retention, disposal, preservation, disaster recovery, records storage and vaults. This work includes creating and updating retention schedules, reviewing records disposal requests, researching and issuing 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.

LeAnn Burbank and Kathy Makover presented a records management workshop for Public Library and Library Association staff in Middletown on September 11th. The training covered basic concepts; statutory requirements; and best practices concerning records retention, management, storage and disposition.

LeAnn Burbank, Kathy Makover and Elise Marzik attended the Fall Conference of the Town Clerks Association in Westbrook on September 19th. They staffed an information table,

addressing questions from town clerks and records vendors related to agency policies and procedures and the grant program.

LeAnn Burbank and Elise Marzik attended a meeting with State Archives staff at the Office of the State Comptroller on October 4th to review records retention requirements and determine historically significant records for transfer to the State Archives.

Kathy Makover held a number of conference calls regarding vault project planning or preliminary reviews, including new construction and renovation projects in East Hampton, Newington, Putnam and Suffield. The office also reviewed and issued final approval for the Voluntown vault HVAC system on November 7th.

LeAnn Burbank and Elise Marzik along with Kandace Yuen, Steve Rice, and Jenny Groome from Access Services attended a Digital Government Summit on September 23rd at the Connecticut Convention Center. The event featured national speakers as well as key state government executives. The breakout sessions focused on policy, management and technology issues surrounding the future of digital government in Connecticut.

State Archives.

Accessions:

RG 007, Office of the State Treasurer state land deed records, circa 1919-1995, 2 file cabinets and 8 cubic feet

RG 008, Office of the State Comptroller. Fiscal Policy Services records, circa 1860-2019, 39 cubic feet

The records consist of official signed memorandums by the Comptroller, 1972-2016; state owned building construction records including costs, 2013-2017; Task Force for Autonomous Check Writing Project for all State Colleges and Universities due to statute change; collective bargaining policies and procedures and other pay items, circa 1960-2019; state agency files; reconciliation of state land; Software Committee update; software manuals; awards; procedures; Internal Revenue Service (IRS) policies, procedures, and guidelines on changes to the IRS code; state employees' called to active duty military service compensation program records which pays the difference between employees' state salary and military pay, 2001-2019; Public Act 91-2 to pay state employees' the difference in state salary and military pay during Operation Desert Storm-Desert Shield program records, 1991; ledger, circa 1860 to 1940; Federal Works Project Administration (WPA) work records from the State Planning Board, 1935-1942; Fairfield County Home for Tuberculosis payroll records, 1911-1914; manuals; directives; reports; and cash management procedures and meeting minutes, 1996-2001.

RG 009, Office of the Attorney General press releases, 1991-2018, 3 cubic feet

RG 021, Dept. of Mental Health and Addiction Services. Connecticut Mental Health Center master patient index card files, circa 1960-1999, 3 file cabinets.

RG 062:138, Town of Stratford records, 1842-1964, 175.5 cubic feet

The records consist of administrative records, 1842-1939; poor relief records, 1937-1964; land record indexes, 1886-1888; military enrollment commutation lists and military canvass for roll and commutation tax, 1880-1910; births, marriages, deaths, and burial records, 1885-1905, undated; voter lists, 1886-1909, 1948-1949, undated; rate books, 1900-1945; tax abstracts, 1867-1945; and tax lists, 1895-1945.

RG 070:086, New London Second Congregational Church records, 1835-2018, 15 cubic feet

The records include Sabbath and Sunday school record books, baptism records, meeting minutes, church council records, pew rents, member registers and records, wedding applications, correspondence, letters of dismissal, funeral and obituary records, women's league/fellowship scrapbooks, men's club records, missionary records, deeds, hymns, prayer books, annual reports, financial records, budgets, building committee records, photographs, oil painting of the church, memorabilia, newspaper clippings, programs, yearbooks, scrapbooks, and guest books.

RG 177, Dept. of Administrative Services. Employees' Review Board records, 1956-2004, 2 cubic feet

The records consist of board decisions, 1956-2004, and regulations development process history, 1991-1993.

RG 183, Connecticut River Valley Flood Control Commission records, circa 1950-1959, 2 cubic feet

The records include annual reports, meeting minutes, and flood data and elevations.

New Finding Aids Online:

Billie (Helen) Hill Political Memorabilia Collection, 1943-2013, bulk 1943-1988, 10 cubic feet (RG 069:165), https://ctstatelibrary.org/RG069_165.html

This collection is comprised of papers and materials relating to Billie Hill's career working for several Democratic politicians, as well as her personal interests in and relationships with various political candidates. The collection contains personal and political papers, clippings, correspondence, photographs, publications, and artifacts.

Betty Hudson Papers, 1961-2006, 16.25 cubic feet (RG 069:175), https://ctstatelibrary.org/RG069_175.html

This collection is comprised of papers relating to Betty Hudson's career as a local and state politician and a human services employee, as well as her personal views on feminist and social issues such as gender titles, sexual assault, domestic violence, child support, gay rights, disabled rights, and equal rights.

The collection contains personal and political papers, bill files, campaign files, clippings, editorials, correspondence, photographs, publications, and artifacts.

Processing Completed:

Digital Records Archivist Barbara Austen completed ingesting the following collections and materials into the Connecticut Digital Archive [CTDA]: Records of the General Assembly's two special sessions in September 1920, where they approved the 19th Amendment giving women the right to vote, and one file plus some correspondence with Governor Marcus Holcomb on the same topic; scanning was done with the help of Maritza Pagan. Also online are audio files of Governor Malloy giving press conferences or being interviewed in 2011. forum held at Yale on October 24 and 25 to learn more about digital forensics.

Electronic Content Management [ECM] Project

Lizette, Allen, Damon, and Barbara continue to devote time to the ECM system development project with Public Records and DAS BEST staff. Currently, staff is working with BEST and the project's first agency pilot group from the Sex Offender Registry Unit [SORU] with the Department of Emergency Services and Public Protection [DESPP] to implement the disposition module which would include transfer of records from SORU's FileNet Document repository to the Connecticut Digital Archive [CTDA].

Preservation Standards Development

The State Archives staff, especially Allen and Barbara, continue work on establishing preservation standards and workflows for permanent digital and digitized public records. Barbara has access to the Forensic Recovery Evidentiary Device [FRED] one day a week to process the Governor Malloy records.

Archives Month

The State Archives celebrated Archives Month during the month of October with a number of events in conjunction with the CT SHRAB (State Historic Records Advisory Board). The CT SHRAB developed a poster on preserving digital family records, which was published as the centerfold of the fall issue of Connecticut Explored magazine, and co-hosted the monthly Third Thursday presentation on the same topic. Staff distributed posters and information on digital records preservation on October 10th which is designated by the Council of State Archivists (CoSA) as Digital Records Day (10.10).

Van Block Roof Leak Update

BELFOR USA delivered the restored records damaged by the May 20 and June 11 water leaks at the Van Block facility on October 18. The records had been freeze dried, which safely removed the water from the paper or air dried for materials that cannot be freeze dried. The dried documents were then placed into new boxes of the same size and in the original order. We continue to work with our property agent at DAS Leasing and Property Transfer, landlord, and roofing company to pay for the recovery work through the roofer's insurance company. Archives staff are now shelving the boxes and rolled architectural drawings, checking boxes against the inventory lists, and putting labels on the new boxes.

Aetna Corporate Records

The Aetna Insurance Company records were delivered to the Van Block facility on November 4 from Virginia where they had been stored at the History Factory's facilities. The University of Connecticut Archives & Special Collections received their portion of the records on November 1, directly from the History Factory's facilities. History Factory is an archival management consulting firm that works with large corporations to digitally preserve corporate records.

Professional Activities and Outreach

State Archivist Lizette Pelletier gave a talk on the State Archives and its collections to students in Professor Leah Glazer's Public History Class at Central Connecticut State University on October 1.

Assistant State Archivist Allen Ramsey and Digital Records Archivist Barbara Austen co-presented a Council of State Archivists (CoSA) webinar on October 8, describing how the State Library managed Governor Dannel P. Malloy's social media during the administrative transition.

Archives staff prepared and provided security for a selection of documents related to woman suffrage at the launch of the Woman Suffrage Centennial at the State Capitol on September 12.

Barbara provided consultation to the Archivist for the Knights of Columbus on Monday, September 16.

Lizette and Allen met with the State Librarian and the current editor of the Public Records of the State of Connecticut, Douglas Arnold, on October 2, to discuss the future of the project including a transition to a new editor.

Lizette chaired a meeting of the State Historical Records Advisory Board (CT SHRAB) on October 3. Allen and Barbara, who are members, also attended. CT SHRAB awarded 8 Traveling Archivist Implementation grants. The grant program runs through July 2020. The Board is revising its goals and objectives.

LeAnn Burbank, Elise Marzik, Allen Ramsey, and Damon Munz met with Elizabeth Daly with the Office of the State Comptroller to review records retention requirements and determine historically significant records to transfer to the State Archives on October 4.

On October 21, Allen and Damon met with Marva Balfour with the Office of the State Treasurer to review and arrange the transfer of state deed files to the State Archives. DAS delivered the file cabinets and boxes containing the records on November 1 to the Van Block facility.

Allen and Barbara met with Secretary of the State staff Kristin Karr, Publications Division Manager, and Barbara Sladek, Records & Legislative Services Coordinator, and Michael Kemezis, CTDA Repository Manager, on November 6 to discuss the preservation of the electronic Regulations of Connecticut State Agencies (e-regs) and next steps to resume the ingestion of regulations into CTDA.

Barbara attended the National Association of Government Archives and Records Administrators (NAGARA) regional forum in Burlington, Vermont, on November 8.

Library for the Blind and Physically Handicapped (LBPH)

The annual circulation for the federal fiscal year ending September 30th reached the highest level ever. In summary, the key statistics for this past fiscal year are:

Circulation: 207,610 (up from 157,740 last FY)
Number of active patrons: 5,849
Books physically borrowed per patron: 35
Number of patrons downloading books: 369
Books downloaded per patron: 79
Number of new patrons: 460
Inventory of playback machines: 10,469
Number of titles in LBPH inventory: 98,574
Number of audio book copies in physical inventory: 154,200
Number of titles available for downloading from National Library Services (NLS): 105,749

The transition to multiple-book cartridges, called Duplication-on-Demand (DoD), which began on August 19, 2019, is now virtually complete. Circulation by DoD instead of mailing single title digital books, now accounts for the overwhelming majority of physical books distributed. In October, 17,832 titles were sent by DoD while only 1,424 titles went out on the old method of individual books. The preparation for this transition, most notably the repurposing of cartridges and containers, has been greatly facilitated by students in a work education program from Options and other volunteers. Over the past three months they have repurposed about 11,000 cartridges and 13,000 containers. Feedback from patrons has been positive except for just a few who have trouble navigating the multiple titles. The system is quite flexible thus we can easily accommodate those having difficulties. The DoD system is a complete success. In the new year we will begin recycling the single-title digital books from the shelves.

The roof HVAC (Heat, Ventilation, Air Conditioning) replacement project has progressed into the bid solicitation stage with a pre-bid meeting of contractors held on October 30th. The Department of Administrative Services (DAS) construction services estimates completion of a new HVAC system to be in the spring of 2020 mainly because of the lengthy time of the procurement process.

At this time, the front rooftop HVAC unit is still inoperative and has been so since late January 2019. The rear rooftop unit is working. Earth Core Energy Services, Inc., has tried many times to fix the front unit with no success but are still trying to find the solution. They claim to be just about done. The problem is that the unit is 36 years old and no spare parts or manuals are available so identifying the exact problem has been a trial-and-error process.

Should the front rooftop HVAC unit remain inoperative, then heat in the LBPH will only come from the rear unit and based on last year's experience that is inadequate to properly heat the building. Inside temperatures last winter ranged from 55 to 60 degrees, much below the OSHA (Occupational Safety and Health Administration) recommended office temperature range of 68 to 76 degrees. This year we're looking at the possibility of an entire winter season with inadequate heat which will adversely affect staff morale and productivity. Frank Calvi has already notified DAS of this issue and that portable heat sources may become necessary.

The LBPH Friends group met on October 8th. The Friends group is planning a tour of the Mark Twain house in December.

The LBPH Advisory Committee met on October 18, 2019.

Professional Activities and Outreach

Gordon Reddick and Kathy Hotchkiss attended the quarterly board meeting of the Connecticut Volunteer Services for the Blind and Handicapped (CVSBH).

Gordon Reddick participated in the annual convention of the Connecticut Chapter of the National Federation of the Blind on November 2nd.