



Report to the Connecticut State Library Board

July 27, 2020

Maureen Sullivan
Interim Connecticut 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 July 27, 2020, meeting of the Board, covers the period of May 19, 2020, through July 24, 2020. It presents highlights of a significant amount of work accomplished by agency staff in a challenging time of telework, very limited access to the facilities, and serious uncertainty. The managers submitted detailed reports for their areas. Their reports are the basis for this summary and they are available to you upon request.

The Connecticut State Library, in compliance with the Governor's Executive Orders, continued to manage its work as best as possible. Staff have had access to all four facilities, but most staff have followed the Governor's guidance to telework as much as possible. Managers have worked closely with members of the staff in their areas to ensure that everyone had meaningful work to accomplish. Managers performed their own work with schedules that effectively combined telework and work on site.

The managers and I reviewed everyone's needs for technology resources at home and ordered what was needed. Initially, many staff were able to work at home because they were able to use their own devices to do so. When it became clear that the telework option would continue for a longer period, we ordered the equipment that would support the telework.

On June 2, the Governor's Office convened a group of library leaders via teleconference to review the draft of the *Re-Opening Libraries* document. This was a very useful conversation because participants were able to add significant substance to the guidelines. The document prepared by the Division of Library Development staff in April, *CT Libraries: A Road Map to Re-Opening and Recovery*, is cited as a resource in the Governor's document.

Members of the Council of Connecticut Academic Library Directors (CCALD) and the Connecticut State Colleges and Universities (CSCU) Library Consortium raised a number of concerns and questions about their work to re-open their libraries. Alice Pritchard, Chief of Staff to CSCU President Mark Ojakian, met with me and Patrick Carr, Executive Director of the Consortium, to discuss the concerns. A key outcome of the discussion is the start of a process to address the needs of academic libraries in the re-opening of the State's colleges and universities.

The Connecticut State Library received \$322,154.00 in CARES Act funding. The Division of Library Development allocated the funds to the purchase of Chromebook devices and hotspots for distribution to libraries.

The State Bond Commission canceled its meetings scheduled on May 29 and June 26. The Commission is scheduled to meet on July 21. The agenda includes action to fund four library projects:

- Glastonbury's Welles Turner Memorial Library – Renovation and expansion project to accommodate modern library programs and services. \$1,000,000
- Meriden Public Library – Renovation and expansion project to keep pace with growing needs of the community. \$1,000,000
- New Britain Public Library – Exterior maintenance project to repair windows, slate roof and terra cotta. \$250,000
- Warren Public Library - Accessibility project to bring the building into ADA compliance. \$49,400

Connecticut's libraries, with significant support from CSL staff, continued to provide service to their communities. The Governor's decision to allow libraries to open beginning on June 20 and the issuance of the *Re-Opening Libraries* guidelines prompted the libraries to develop their individual plans to re-open. Staff fielded many questions and provided guidance to library leaders across the State.

Highlights of the Agency's work include:

The **Division of Library Development** in June launched the **CT Futures School® Applied Foresight Accelerator** program, the first of its kind in foresight training



specifically designed for librarians. Librarians from public libraries in Avon, Bethel, Danbury, Fairfield, Stamford (Ferguson), Granby, Hamden, Middlebury, Monroe, Simsbury, Waterford, and Weston participated. Academic librarians from Gateway Community College and Central CT State University, along with librarians from the CT Education Network (CEN) and DLD, also participated in the six-day, live online training program.

*The **Middletown Library Service Center** opened for curbside service by appointment only on June 1. On June 29th, **deliverIT CT** resumed regular service of "3 bins in, 3 bins out up to 5 days a week." The deliverIT CT routes were modified to streamline delivery with the goal of providing the best possible service within available resources to our participating libraries. The service is 99.9% contact-less to ensure the health and safety of State Library staff and local library staff.*

On July 13 **Access Services** staff started answering the main telephone number 5 days a week (Monday 9:30 a.m. - 4:30 p.m. and Tuesday - Friday 9:30 a.m. - 1:30 p.m.) Clerks and Agency staff will be welcomed to come in person on July 22. Staff processed 84 new CT State Library card applications during May-June 2020.

Collection Services successfully closed the fiscal year with an expenditure total of \$568,708.40 of the allocated library materials budget. To supplement the FY20 allocation, Collection Services used approximately \$34,000 of CEPF (Capital Equipment Purchase Funds) to acquire essential print and microfilm resources of long-term value, such as state statutes and Connecticut newspapers.

Staff continued to scan new content from the library collections to meet requests and to preserve digitized materials in the Connecticut Digital Archive (CTDA). Staff have created a new collection in the CTDA of previously digitized maps and cartographic content from the CSL collections: <http://hdl.handle.net/11134/30002:cslmaps>.

Discovery Services staff continued their work to process materials, including reports from the Congressional Research Service, the Global Legal Research Center, and Governor Lamont's *Sector Rules for Re-Opening*.



Office of the Public Records Administrator 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. The collaboration with Department of Administrative Services, Bureau of Enterprise Systems & Technology (DAS/BEST) continues 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 store and manage electronic records more effectively and efficiently in order to ensure compliance and support state agency requirements.

The **Historic Documents Preservation Program** supports municipal records preservation and management projects throughout the state. In the FY2020 grant year, the program awarded a total of \$942,000 in targeted grants to 150 municipalities. More than sixty towns received extensions of their grants from June 30 to September 30, 2020. For these towns, the final report deadline was also extended from September 1 to December 1, 2020. Many towns had completed their FY20 grants and, therefore, did not require an extension.

State **Archives** staff have continued to provide core services to state agencies, municipalities, and the public. Online finding aids, digital collections, and databases remain accessible via the agency webpage. Lizette Pelletier and Allen Ramsey met with Barbara Sladek of the Secretary of the State's office in June to discuss a potential project to digitize election return records from the mid to late 19th century. This will help the Secretary of the State to provide comprehensive historical election data on its website.

On June 16, the State Archives agreed to partner with the Congregational Library and Archives for the next phase of its *New England's Hidden Histories* project which will be funded by a grant from the National Endowment for the Humanities [NEH]. The project director approached the State Archives because CSL is the only repository in the United States with such a large, centralized collection of colonial-era church records. There is special interest in finding African-American related records.



The Connecticut OSHA office within the Dept. of Labor (CONN-OSHA) delivered its safety and health inspection report of the **Library for the Blind and Physically Handicapped** (LBPH) facility on June 12, 2020. An informal agreement to settle the citations was approved in early July. New roof HVAC (Heat, Ventilation, Air Conditioning) units were installed on June 25.

LBPH was able to continue audio book circulation to patrons with about 13,000 audio books loaned in May and another 11,000 audio books loaned in June.

In early July, the National Library Service for the Blind and Print Disabled (NLS) LBPH agreed to provide audio book duplication services for the New Jersey LBPH. This service began on July 6. The New Jersey LBPH had been completely closed and had accumulated a backlog of book requests from over 2,000 patrons.

Retirements

Stephen Cauffman of the Division of Library Development will retire on July 31, 2020.

Kathryn Hotchkiss of the Library for the Blind and Physically Handicapped will retire on July 31, 2020.

