

Report to the State Library Board

September 23, 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 September 23, 2019 meeting of the Board, covers the period of July 23, 2019 through September 20, 2019.

Office of the State Librarian

Digging into History: WWI Trench Restoration in Seicheprey, France For three weeks in July this innovative experiential learning program brought fifteen Connecticut high school students, entering grades 11 and 12 this fall, together in France, to the site of the first German offensive against American troops to restore a section of trench once occupied by Connecticut's 102nd Infantry Regiment. This program, the only one of its kind in the United States, was a spectacular success and resulted in a life changing experience for students and chaperones alike. The program was led by Christine Pittsley with support from the Connecticut Heritage Foundation, American Legion, Connecticut Council for the Social Studies and private donors.

The trench restoration work, led by local military historians Phillippe Dourthe and Denis Meyer, resulted in more than 100 meters of trench restored; two wattle walls built and a shelter rebuilt. A number of artifacts were found, including an American boot, a French spoon with a bullet hole and even a Napoleon III coin dating to the 1850s. Students cataloged the finds and documented their work through photos and video that will become part of the Connecticut State Library's permanent archives. The Connecticut students lived and worked side by side with sixteen French students from villages within the Communauté de Communes Mad et Moselle, the French administrative organization that funded this portion of the journey. Just as the doughboys formed bonds with the village 100 years ago, our students formed lifelong friendships with their French peers as they worked to clear rubble from the trenches, relaxed at Lake Madine or performed in a talent show at the lodge in Beaumont, where the group stayed.

"While most experiences abroad expand one's own mindset and worldview, our trip to France brought about not only personal growth, but state and national growth as well." said Aaron Cohen, a student from Ridgefield High School who took part in this program. *"In a project which, on day one, I thought unlikely or impossible, our group restored a trench from World War One: a crucial piece of history, and the missing link between different places across the world from one another. All in all, the trip taught me that reaching back and reconnecting is imperative- after all, you might find friends you didn't even know existed."*

Next summer Connecticut will welcome and host the French students, who will step back in time to learn about the French contributions to the American Revolution and visit sites along the Washington-Rochambeau Revolutionary Route.

Christine Pittsley attended the American Association of State and Local History annual conference in Philadelphia from August 29-31, where she accepted an Award of Excellence for the Remembering World War One: Sharing History/Preserving Memories (RWWI) program. She also gave two short presentations about the RWWI program and the Digging Into History program.

129 Lafayette Street. I was informed by the Office of Policy and Management that the Department of Administrative Services will move forward with the disposal of the church property. The City of Hartford would be given an opportunity to purchase the property and if they decline, then it will be marketed to the general public. I was not given a timetable.

Macmillan Publishing EBook Embargo. In July, Macmillan Publishing announced that they would only sell one copy of a newly released eBook to a library within 2 months of publication. In response I announced that the State Library would stop purchasing Macmillan eBooks and I encouraged all libraries in the state to do the same. I also spoke with Michele Segal, Commissioner of Consumer Protection. She said there is nothing her office can do since eBooks are licensed and as such, Macmillan can set whatever conditions it wants. Additionally, I sent a communication to Macmillan CEO John Sargent saying that I found his company's actions repugnant and that they discriminate against the citizens in our state who do not have the means to purchase their own eBooks. I said, "Connecticut has a proud tradition of breaking down barriers to discrimination. I will do everything I can to break down the barriers you are erecting through this misguided lending model. "

Commission for Education Technology (CET). On Monday, September 9, the CET unanimously passed a resolution that I helped draft, acknowledging the public library role in ameliorating the digital divide. The resolution further states the CET will work with the State Library and CT Library Association to develop a comprehensive statewide initiative to provide public libraries with equipment, software, and infrastructure to leverage their place in the community, their expertise, and their mission as a key means to facilitate access to digital capabilities and education in digital literacy to advance digital citizenship in communities throughout Connecticut.

Public Utilities Regulatory Authority. I submitted responses (attached to this report) to the Public Utilities Regulatory Authority's Notice of Request for written comments in connection with the administrative guidelines for the Public, Educational and Governmental Programming and Education Technology Investment Act Grant (PEGPETIA). Funding for this program has been swept by the legislature for many years, but this biennium the legislature provided \$5 million for the program. My understanding is that the program will then be eliminated after this round of funding. My main point was that public libraries be named as eligible entities. Currently it is implied, but I thought it should be made clearer.

Chief Officers of State Library Agencies (COSLA). I am honored to host the annual Fall Meeting of COSLA, November 3-6, here in Hartford. This is the first time COSLA has met in Connecticut. Jane is assisting me with the local arrangements.

Professional Activities

The State Library report for the 2018-2019 Digest of Administrative Reports to the Governor was completed and submitted by the deadline.

Met with the Trustees of the Westbrook library to discuss the recruitment for a new director.

Spoke at the following events:

- Ground Breaking for the Park Street Branch Library, Hartford
- Ribbon cutting for Simsbury Public Library's Tariffville Room

Attended:

- Ground breaking at Mason Beekley Library in New Hartford
- Sneak preview of the new addition to Blackstone Library, Branford

Presented:

- Federal Grants Forum, August 1st at the Lyman Allyn Art Museum, New London, CT through the auspices of Rep. Courtney's office. I spoke about IMLS and State Library grants

Division of Library Development (DLD)

Connecticut Digital Newspaper Project (CDNP). The Connecticut State Library is pleased that the CDNP received a 4th two-year grant from the National Endowment for the Humanities (NEH) to continue the project. As CDNP project staff, Christine Gauvreau and Gail Hurley attended the Awardee Conference in Washington D.C., from September 10-12, presented on a panel, as well as presented a lightning talk and poster session. The 3rd grant ended August 31 and the new one will run September 1, 2019, to August, 31, 2021. At the end of the 3rd grant, some final public outreach was done by exhibiting at the Monday night Jazz Festival at Bushnell Park in Hartford, July 8, and exhibiting at the Stafford Blues Festival on August 3rd.

2019 National Book Festival: Maria Bernier and new DLD staff member Kymberlee Powe represented the Connecticut State Library (CSL) at the 2019 National Book Festival in Washington D.C. on Saturday, August 31. The theme of this year's Festival was "Changemakers". CSL showcased Connecticut authors and Connecticut cultural institutions at the Parade of States where children fill up their 'passports' while visiting all 50 states. As always the hit of the Festival were Linda Williams' Connecticut Authors book lists and the "I Visited Connecticut at the National Book Festival" pencils.

Professional Activities

Dawn La Valle:

- Attended Hartford Public Library's Park Street Branch Groundbreaking.
- As CSL's hiring manager representative, participated in the Department of Administrative Services (DAS), Lean Recruitment and Selection to develop a strategy to streamline and make more efficient the agency recruitment process. LEAN is a process improvement approach that identifies and minimizes wasted time and effort. Through a week-long

exercise, cross functional staff teams identify needed improvements and develop a one-year plan to implement the improvements.

- Along with Gail Hurley, met with Senator Chris Murphy's, Director of Economic Development, David Tusio, to discuss the Digital Newspaper Project grant, as well as the LSTA grants and other grants awarded to DLD.
- Chaired the inaugural Urban Library Task Force meeting and discussed potential programs and grants, as well as defining needs.
- Facilitated Advisory Council for Library Planning and Development (ACLPD) Resource Sharing Committee meeting.
- Administered construction grant program including accepting and reviewing construction grant applications for the 2019 grant cycle.
- Conducted orientation with Southern Connecticut State University (SCSU) intern who in cooperation with select libraries, will be conducting a 3-month long, intensive data study for deliverIT CT.
- Conducted a Board Basics Training for the Fairfield Public Library Board of Trustees.
- Participated as a partner in the Institute of Museum and Library Services (IMLS) funded Veterans Forum planning session with colleague Sarah Lemire, Texas A&M University Library.

Stephen Cauffman:

- Worked with Gail Hurley on DLD's Continuing Education offerings and tasks. Gail took over responsibility for Continuing Education on August 1.
- Following the retirement of Eric Hansen, took over responsibility for researchIT CT and eGO on August 1.
- Compiled RBDigital monthly statistics and the FY2019 eBook and eAudio report.
 - Created a new spreadsheet in the statistics workbook that lists a library's name and their corresponding eAudio and eBook totals so that library staff members can easily get their circulation numbers.
- Participated on a conference call with Bibliomation to discuss testing and eventual roll out of the Evergreen-Fulfillment connector. The connector is being tested now.
- Compiling deliverIT volume statistics and researchIT usage statistics for FY2019 and hope to have the final versions of each completed by early September.

Gail Hurley:

- NASA @ My Library project (NaML): Continued to circulate the National Aeronautics and Space Administration (NASA) STEM kits to libraries in the State for their programming needs. On August 16, co-presented a workshop at Eastern Connecticut State University (ECSU) called *Know Your Stem: Where to Find STEM Resources in CT* and featured the NASA Kits along with the STEM Kits available to borrow from the Middletown Library Service Center. Workshop held at ECSU at their NASA Education Resource Center. Attended monthly calls with NASA @ My Library staff and state partners. Visited the Cora J. Belden Library on August 20 to watch one of the children's programs using the NASA Kits.
- Professional Development: Worked with DLD Staff to arrange the following programs for late summer and Fall: Introduction to Cataloging; Stop Burnout: Five Steps to Re-Energize Your Work for Your Best Year Ever; Book Trailers for Advanced Beginners; Media & News Literacy Fair; Tech Petting Zoo & Instruction Workshop; and Planning & Promoting Early Literacy Programs Using the Mother Goose on the Loose Method.

Maria Bernier:

- Distributed CSL Statistical Annual Report form and information to library directors and Conntech on July 24, and answered questions from individual libraries about situations specific to their statistics, such as a change in fiscal year period.
- Updated Tableau visualizations for National Public Library Data and Public Library Statistics for States using 2017 Public Library Survey data from the Institute of Museum and Library Services (IMLS).
- With Dawn, offered grant information session at the Middletown Library Service Center (MLSC) on July 9.
- Supported Fiber Consortium project as needed through calls and emails with individual libraries, particularly regarding East Hartford's fiber application.
- Participated in monthly conference call of the American Library Association (ALA) E-rate Task Force, and contributed data about Connecticut public libraries at the E-rate Category 2 funding floor.
- With Gail Hurley, talked with Connecticut Data Collaborative about future data workshops for library workforce.

KyMBERLEE Powe:

- Sent out survey to evaluate service center use and program needs. According to the results the strongest need was for additional STEM kits, workshops on how to practically introduce the STEM products into library programming, more book discussion books, and early childhood programs.
- Sent out the 2019 Summer Reading survey.
- Working on scheduling a program on assisting youth on the Autism spectrum.

Access Services

We wish to acknowledge the passing of Brian Jones, State Archaeologist. Our resources for colonial and early state papers and maps allowed many library staff a chance to know Mr. Jones through his library visits.

Kate Corey from the Department Of Correction was temporarily assigned to the State Library. Her stay with us started the end of July and will run through mid-September. She has been very helpful in the law area. One of her tasks has been to assist in loose-leaf filings of legal materials. Lack of staff lead to a large backup of these loose-leaf materials.

With the help of Carol Trinchitella, Collection Services, the law unit has been looking at using electronic versions of paper loose-leafs products. She supplied a few product samples for the law librarians to review. They are looking for a user friendly interface for both the professional and lay users. IT was very helpful in installing the vendor recommended e-book reader on two of the Public Access Computers. The review is still in process.

The law unit will be getting a ScanPro 3000. 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.

The database Heritage Quest, carried by Research-IT, was dropped. For FY2019 there were 11,500 views with the CSL library card. Carolyn Picciano (H&G) suggested that we subscribe to this database for one year and then review. We subscribed to the database which can be used remotely. Already, we have received "thank you" messages from CSL patrons.

H&G and Archives staff worked with the Dodd Center at UCONN to move aerial survey photos to the State Library. The photos are housed in the probate vault. Staff will be working on an inventory/index for the combined collection.

The Department of Emergency Management and Homeland Security (DEMHS) worked with Archives to transfer some of their records and publications to the State Library. The Government Information Unit received 16 boxes of materials. Staff have been working on reviewing and processing these items.

Access Services has created a research guide on the suffrage movement. Jenny Groome has been the point person. Included on the guide are some digital resources.

<https://libguides.ctstatelibrary.org/womansuffrage> One example is the notebook of (Mrs. R.) Gladys Bragdon with handwritten entries of prominent Connecticut men's views on suffrage. Another example is the "Report of the Joint Special Committee on Woman's Suffrage, 1870" located through the guide's reports tab.

We have a new display area. Besides the display cases in H&G and the Law Unit, we have a display table on the balcony. For September, Kris Abery has gathered display materials for Constitution Day. This includes a 1937 proclamation by Gov. Wilbur Cross proclaiming September 17 as Constitution Day.

Professional Activities

Law Librarian Debra Pond met with UCONN Fire Marshals to show them fire codes and regulations.

Steve Mirsky and Nancy Liefert gave a tour to the Law Clerks of the Supreme and Appellate courts.

Collection Services

Acquisitions. During July-August 2019, we reviewed and updated our mass renewal lists for our EBSCO, West, and LexisNexis print subscriptions.

Circulation. Collection Services and Reference Service staff processed 109 new CT State Library card applications during July-August 2019.

FDLP (Federal Depository Library Program). During July-August 2019, Collection Services approved 6,383 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 33 offers from other libraries, enabling us to replace missing or deteriorating Federal documents in our collection.

State Library Digital Collections. On August 13, we received our first usage statistics report for our content in CTDA (Connecticut Digital Archive). Michael Kemesis, Repository Content & Participant Administrator at UConn, supplied us with the following statistics covering activity for fiscal year period 2019:

- 159,673 digital objects were added to the repository by the CT State Library between July 2018 and June 2019
- 10,001 individual objects were visited at least once by the public.
- In total, objects in the repository belonging to CT State Library were viewed 211,826 between July 2018 and June 2019.

Connecticut Digital Newspaper Project (CDNP). During the months of July and August, the newspaper project focused on completing the third round two-year grant cycle (September 2017-August 2019) from the National Endowment for the Humanities to digitize and contribute Connecticut newspapers to the Library of Congress (LOC) for inclusion in *Chronicling America*. CDNP also received word that it has been awarded a fourth grant, which will allow the project to continue from September 2019 through August 2021.

Professional Activities

Chris Gauvreau

- Wrote a CDNP blog post, "A Working Families Guide to Savin Rock, Summer 1919." In an effort to deepen ties to New Haven business in the summer of 1919, the *Connecticut Labor Press* published ads and commentary on the recreational delights that Savin Rock might hold for their readers. (July 1, 2019)
- Researched, organized and facilitated a talk by Robert Kinney, Outreach Librarian, entitled "Episodes in Connecticut African American History, What Newly Digitized Newspapers Can Tell Us" for Third Thursday presentation. (July 18, 2019)
- Wrote a CDNP blog post, "Excursions to Osprey Beach, 1881-1885," highlighting an August 2, 1883, article in the *Stafford Springs Press* extolling the pleasures of Osprey Beach. The summer resort was located on the west side of the mouth of the Thames River and said to be graced with broad pavilions from which one could view the "magnificent panorama of the river and sound, and all kinds of sail craft, near and far." (July 31, 2019)
- Exhibited for CDNP at the Stafford Spring Blues Fest (August 3, 2019)

Discovery Services

Note: Alma/Primo is CSL's cataloging system (Alma) and online catalog (Primo)

Staff Notes: William Anderson was promoted to the full time position of Librarian 2 in the Cataloging Unit. Bill had cataloged historical material, maps, and newspapers during his nine years as a Librarian 1. His new responsibilities include cataloging complex legal material. Bill assumes the position vacated by Shaozhong Ma upon his February 1 retirement.

Town Codes and Documents. In addition to federal and state documents, the State Library collects and catalogs official publications of Connecticut Towns including planning reports and budgets. We also collect municipal legal publication: codes, charters, ordinances.

For this report period we added planning documents and municipal codes for Cheshire, Guilford, Hartford, Harwinton, Kent, Killingly, Ledyard, Manchester, Marlborough, Meriden, Middletown, New Milford, North Canaan, and Norwalk.

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 2,000 CRS or Global Legal Research Center reports, including the following titles of interest added to Alma/Primo in July or August:

- *Reaching the debt limit: background and potential effects on government operations*. Primo link: https://cscu-csl-primo.hosted.exlibrisgroup.com/permalink/f/1aj269h/01CSCU_NETWORK_ALMA71135328400003451
- *Federal laws relating to cybersecurity: overview of major issues, current laws, and proposed legislation*. Primo link: https://cscu-csl-primo.hosted.exlibrisgroup.com/permalink/f/1aj269h/01CSCU_NETWORK_ALMA71135328380003451
- *Federal labor relations statutes: an overview*. Primo link: https://cscu-csl-primo.hosted.exlibrisgroup.com/permalink/f/1aj269h/01CSCU_NETWORK_ALMA71135328830003451
- *The Speaker of the House: house officer, party leader, and representative*. Primo link: https://cscu-csl-primo.hosted.exlibrisgroup.com/permalink/f/1aj269h/01CSCU_NETWORK_ALMA71135328470003451
- *Foreign assistance to North Korea*. Primo link: https://cscu-csl-primo.hosted.exlibrisgroup.com/permalink/f/1aj269h/01CSCU_NETWORK_ALMA71136058680003451
- *The Freedom of Information Act (FOIA): background, legislation, and policy issues*. Primo link: https://cscu-csl-primo.hosted.exlibrisgroup.com/permalink/f/1aj269h/01CSCU_NETWORK_ALMA71136046730003451
- *Common questions about federal records and related agency requirements*. Primo link: https://cscu-csl-primo.hosted.exlibrisgroup.com/permalink/f/1aj269h/01CSCU_NETWORK_ALMA71136045410003451
- *The measles: background and federal role in vaccine policy*. Primo link: https://cscu-csl-primo.hosted.exlibrisgroup.com/permalink/f/1aj269h/01CSCU_NETWORK_ALMA71136046440003451

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 Specific Schedules to comply with the Atlas requirements continues along with the requests for service to make changes and test defects and enhancements in Atlas. Major defects have been addressed and the Atlas application will be available on a limited basis in mid-September. The initial rollout will include all Agency General Schedules and selected Agency Specific Schedules. Additional Agency Specific Schedules will be available upon completion of agency reviews of reformatted schedules.

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. Personnel changes have caused delays, but the work is moving forward.

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

- Department of Energy and Environmental Protection (DEEP), Schedule 14-2-4R, effective 7/25/2019
- Secretary of the State (SOTS), Schedule 19-2-1, effective 8/21/2019
- Department of Emergency Services and Public Protection (DESPP), Schedule 16-7-1R, effective 9/3/2019
- General Schedule S10: Public Safety and Emergency Services Records, effective 9/6/2019

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 on June 28, 2019.

Cycle 2 grant applications are being accepted through the closing date of September 30th.

Kathy Makover is processing FY 2019 final reports, FY 2020 Cycle 1 contracts for execution and payment, and FY 2020 Cycle 2 applications.

The Historic Documents Preservation Advisory Committee met on July 24th. Consisting of town clerk representatives and State Library staff, this committee provides input regarding the program and other issues related to municipal records preservation and management.

Training, Outreach & Site Inspections. 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.

After confirming that corrective actions were completed, final approval was issued for the new vault for the Town of East Haddam on August 1, 2018.

Kathy Makover held a conference call meeting for the Town of Suffield vault project on August 8th. She held a conference call meeting for the Town of Newington vault project on September 6th. Kathy continued work with other towns on vault construction, renovation or modification projects currently in various stages of planning or construction.

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 Soltész accessioned 625 cubic feet of agency records; deaccessioned 1,662 cubic feet of agency records; processed 479 reference requests; and processed 427 re-files and inter-files.

State Archives

Accessions:

RG 062:035, Town of Darien building permits, 1937-2008, 1 cubic foot

RG 089, Dept. of Transportation aerial photograph mosaics, 1934, 1 cabinet

RG 161, Department of Public Safety, Division of Emergency Management and Homeland Security records, circa 1952-2012, 72 cubic feet
The records consist of emergency management director files; files on specific natural disaster events; September 11, 2001 response; disaster declarations; emergency response plans; emergency broadcast system; Y2K planning; nuclear safety and communication exercises, plans, reports, and training; Superfund Amendments and Reauthorization Act (SARA) Title III (Emergency Planning and Community Right-to-Know Act) records; Civil Defense records; memorandums; communications plans; photographs; clippings; organizational charts; policies; and procedures.

Women Suffrage Centennial. Archives staff participated in the Women Suffrage Centennial Community Leaders meeting on September 12, in the House chamber of the Capitol building. The program was jointly sponsored by Lieutenant Governor Susan Bysiewicz, Secretary of the State Denise Merrill, and First Lady Annie Lamont. Five documents selected from *Record Group 002, Records of the General Assembly* and *Record Group 005, Office of the Governor* related to women suffrage in Connecticut were on display during the event. The documents included the first proposed amendment to the state constitution from 1857 that would have added the feminine pronoun to the section regarding elections; the 1877 petition from sisters Julia and Abby Smith of Glastonbury to the General Assembly asking for the return of property seized when they refused to pay their property taxes after being taxed at a higher rate than the male landowners in town and for the right to vote for the officials who taxed them; a letter from a young working woman, Mary Donoughue, thanking Governor Simeon Baldwin for mentioning the issue of suffrage in his inaugural speech in 1911; Governor Marcus Holcomb's explanation of why he called a special session of the General Assembly in September 1920 to consider ratification of the proposed 19th amendment; and the concurrent joint resolutions from the September special sessions adopting the 19th amendment. State Archives staff escorted the

documents during the event and answered questions. A handout about the document and the State Archives collections was also made available.

Van Block Roof. The project to install a new roof over the existing roof at the Van Block Storage Facility that started back in April 22, was completed around July 25. State Archivist Lizette Pelletier and Government Records Archivist Damon Munz met with Executive Director Brenda Miller and Jennifer Sharp from the Hartford History Center on July 30th to discuss the roof leaks that occurred at the Van Block facility in the spring, staff response during the events, and what staff learned from the experience.

Processing Completed. Governor Malloy's Flickr and YouTube accounts have been added to the Connecticut Digital Archive for access and preservation.

Electronic Records. 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.

Aetna Corporate Records. Allen and Lizette sat in on a teleconference on September 5, to finalize the Aetna Corporate Archives transfer to CSL and the University of Connecticut. The President of Aetna, Karen Lynch, signed the agreement on August 14, which included a \$75,000 donation to be split between our two institutions for the care and preservation of the records. The Heritage Foundation will receive \$40,000 on behalf of the State Library. Arrangements are being made for the physical transfer of the records from Virginia where they have been stored at 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

Lizette Pelletier

- Attended the annual Public History Soiree on September 6, at Central Connecticut State University. Professor Leah Glaser's fall semester class will be working with State Archives staff to transcribe handwritten documents from the State Archives' collection related to the women suffrage movement in Connecticut.
- Continues her work as the Grant Director of Traveling Archivist Implementation grants funded by a federal grant from the National Historic Publication and Records Commission [NHPRC]. Barbara serves on the grant advisory committee which met on July 15, as well as a number of conference calls regarding the grants in July and August. The grant program runs through July 2020. In addition to administering a regrant program, Lizette is working closely with Project Manager Kathy Craughwell-Varda to develop a digitization workshop that will give participants practical hands-on digitization experience. Lizette, Kathy and Barbara, as well as Christine Pittsley, met on August 16 with various representatives from the cultural heritage organizations in Connecticut including the Executive Director of the Connecticut League of History Organizations [CLHO], Elizabeth Rose, Robert , the new Chief Executive Officer at the Connecticut Historical Society [CHS]. Robert Kret, and Michael Kemezis from the Connecticut Digital Archives [CTDA] to discuss innovative ways to teach digitization.

- Attended a meeting with Public Records and Department of Energy and Environmental Protection [DEEP] staff on July 25th regarding revisions to DEEP agency specific retention schedule and issues with the agency's approach to the schedule.

Allen Ramsey

- Participated on a panel discussion for the September Third Thursday program on September 19, regarding the History Day in Connecticut program run by the Connecticut Public Access Network (CPAN) with support from the Connecticut State Records Advisory Board (CT SHRAB). Allen has served as a Connecticut History Day (CHD) judge of senior and junior division papers and junior group division documentaries at both the regional and state competitions since 2015.

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 progressing rapidly. The bulk transition of active patrons to Duplication-on-Demand (DoD) began on August 19 at a rate of 150 patrons per day and is anticipated to be completed by the end of September. The preparation for this transition, most notably the repurposing of cartridges and containers, has been greatly facilitated by five to six volunteer high school students during the summer and by students in a work education program from Options. The use of multiple-book cartridges is already changing the mix of books being mailed daily with multiple-book cartridges now outnumbering single-title books by almost 3:1.

Circulation for the month of August reached the highest level ever recorded and literally off the chart. There were 25,633 books circulated. The scale of the circulation tracking chart only goes up to 20,000. There's several reasons for this 9,000 title increase from July, but the largest impact is the transition to multiple-book cartridges. When a patron is transitioned, they are sent two cartridges each with six books as their initial distribution. Each title on a cartridge is counted as one circulation.

Audio books recorded by the non-profit Connecticut Volunteer Services for the Blind and Handicapped (CVSBH) are continuing to be uploaded into the NLS online audio book collection. The total on the Braille and Audio Reading Download (BARD) will be 186 audio books with another 49 audio books still in production. These audio books are available for download by all NLS patrons nationwide. For the period July 2018 to June 2019, CVSBH audio books were downloaded 1,145 times. Given that patrons can choose from over 105,000 items on BARD, this is a significant number of downloads reflecting the high quality and popularity of the books being recorded.

Unit Head Gordon Reddick presented the family of Michael Conway a memorial plaque on behalf of the State Library and the LBPH on August 17 at a well-attended celebration of life event in Torrington. Michael Conway was a recent President of the CVSBH and passed away this past February. He was also a former two-term Mayor of Torrington.

Jennifer Hurta joined the LBPH on August 16 as a Storekeeper Assistant to refill the position made vacant by the retirement of Brian Morris last May. She transferred to the LBPH from the DeliverIT team. The LBPH now has a staff of 8 persons.

The roof HVAC (Heat, Ventilation, Air Conditioning) replacement project has seen no progress and is still in the hands of the Department of Administrative Services (DAS).

The LBPH Friends group met on August 13. The Friends group is planning a tour of the Connecticut Science Center in October and the Mark Twain house in December.

The LBPH Advisory Committee will meet on October 18, 2019.

Museum of Connecticut History

Malloy Portrait. Museum staff along with Judicial building services staff were able to re-adjust a section of gubernatorial portraits in Memorial Hall to allow the Malloy portrait to be hung. Additionally, a Trumbull portrait that came back from a loan to UCONN was re-hung and the Gov. Snow portrait that had to come down when room was initially created for the Malloy portrait was also re-hung.

History on the Move. The wrap on the van has been completed and a number of mechanical issues have been resolved, now putting the vehicle in good working order. The next phase is to complete the interior of the van. A ribbon cutting event is being planned for October.