

Report to the State Library Board

March 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 March 25, 2019 meeting of the Board, covers the period of January 15, 2019 through March 22, 2019.

Office of the State Librarian

Digging into History

The Digging Into History: WWI Trench Restoration In Seicheprey France program, organized by the State Library under the leadership of Christine Pittsley, has selected fifteen Connecticut high school students from around the state to participate in this one of a kind program. These students will travel to the small French village of Seicheprey, which was the site of the first German offensive against American troops. The students will work side by side with fifteen French students to restore a section of the trenches once occupied by the Connecticut soldiers who fought in that battle. Digging Into History: WWI Trench Restoration in Seicheprey is a unique and innovative learning opportunity that will teach the history of WWI through hands-on activity. Over the next four months the students will learn the personal stories of the men who fought there and how their own communities responded to the battle and the war. They'll then spend two weeks in the village of Seicheprey working with local historians to restore a section of trench, touring other WWI battlefields, and immersing themselves in French culture.

Grow with Google



Google held three Grow with Google events in Connecticut - Hartford Public Library (2/11), New Haven Public Library (2/13) and New London Public Library (2/15). The Grow with Google initiative is designed to help create economic opportunity in communities across the United States. Each event is being hosted by Grow with Google and local libraries around the country to help job seekers and small business owners improve their digital skills.

Connecticut was the second state on the Grow with Google tour. I attended the New Haven event along with Governor Lamont and Mayor Harp. Google is now accepting applications for the #LibrariesLead with Digital Skills funding Digital Skills Grants. CT libraries could receive \$1,000 to promote small business development in their community.

(Left to Right) Ken, Shana N. Schneider, President, NHPFL Board of Directors, Governor Lamont, and City Librarian Martha Brogan

Welcome Aboard

Frank Calvi joined the State Library staff on March 1st as Fiscal Administrative Manager heading up our Business Services Group. Frank has extensive state government experience. Most recently he was a Fiscal Administrative Supervisor at the CT Military Department. Prior to that, Frank held the position of Associate Accountant for the Department of Motor Vehicles. Frank also worked in the Department of Social Services. He is a graduate of the University of New Haven.

Doralis (Doris) Hernaiz joined the State Library staff on March 1st as Fiscal Administrative Assistant (FAA) in our Business Services Group. Most recently Doris was a FAA at the Department of Social Services. Prior to that, Doris held the position of Administrative Assistant at the Department of Mental Health and Addiction Services. Doris also held a secretarial position at Central Connecticut State University and the Department of Developmental Services.

Professional Activities of Note

Measures that Matter. I continue to co-chair the Implementation Group. We have biweekly conference calls and had a face to face meeting in Baltimore on February 26-28. We will be issuing recommendations in early May.

Attended the grand opening of the East Side Branch Library of the Bridgeport Public Library.

Division of Library Development (DLD)

EXCITE Transformation for Libraries

The Connecticut State Library in partnership with Innovation Builder's EXCITE Transformation for Libraries Institute of Museum and Library Services (IMLS) 21st Century Laura Bush Library Programming grant project, Cohort 2's Shark Tank pitch session is in the books! Six teams completed the in-person session component of the project and are on the way to implementing their innovation projects:

- Baltimore County Library (MD) "B Involved"
- Bryant University Douglas and Judy Krupp Library (RI) "Team Up (Tools to Engage and Activate Meaningful University Partnerships)"
- Cranston Public Library (RI-Host) "You Are Here"
- East Hartford Public Library (CT) "Propel East Hartford"
- UMass Medical School Lamar Soutter Library (MA) "Fur Get the Stress"
- Westerly Library (RI) "Community Spotlight"

This project is made possible in part by the Institute of Museum and Library Services, grant #RE-95-17-0068-17.

Dubai Public Library Sister State/City Consulting Project with the New Jersey State Library and Strategy & Co.

In August of 2018, Dawn La Valle was contacted by Rasha Towfic, Managing Partner of Strategy & Co., a global consulting firm to collaborate on a library strategy project in Dubai, United Arab Emirates (U.A.E.). Rasha had been approached by a leading government entity in

Dubai, U.A.E to develop the public libraries and in her search for a Subject Matter Expert to work with her on this exciting mandate, she came across Dawn's profile on the Aspen Institute, Aspen Dialogue experts contact page. After several conversations discussing the project and some possible approaches, Dawn and Rasha agreed that the Aspen People, Place and Platform would be an excellent model for the strategy project moving forward. In addition to the Aspen Re-Envisioning Public Libraries model, Dawn suggested a Strategic Foresight, Natural Foresight methodology for future readiness planning as well as, the Best Practice for Connecticut Public Libraries document as a foundation to establish a strategy for the Dubai Public Libraries. In order to enhance the project team with a truly innovative perspective, we brought on Peggy Cadigan, Deputy Director, Innovation and Outreach for the New Jersey State Library. Peggy's work with Futures initiatives and her understanding that libraries and librarians need to explore beyond the traditional approach added value to the project.

In February, Dawn and Peggy traveled (at the expense of Strategy & Co.) to Dubai to survey the libraries, meet the library leadership and continue work on the strategy with Connecticut and New Jersey as the "sister states" and Hartford, CT; Stamford, CT; Princeton, NJ and Newark, NJ as the "sister cities." The project team is currently finishing the roadmap forward portion of the project and a full report will be forthcoming.

DeliverIT CT Update FY2018

Volume

- 1.5 million total average number of items delivered
- 1,493,405 incoming items
- 1,519,676 outgoing items

Frequency of service (number of stops libraries receive based on volume and use):

- 67 – one day a week service
- 56 – two days a week service
- 50 – three days a week service
- 7 – four days a week service
- 36 – five days a week service

Recorded mileage for FY2018 is 305,954 – highest recorded mileage for delivery operation in 27 years of record keeping.

DeliverIT was close to 85% (on average) route coverage for 249 days of service, taking into account losing 1 full-time driver (refilled later in the fiscal year); weather; library accessibility issues; vacation and sick leave; mandated training; vehicle service requirements and a full-time driver out on extended leave later in the year.

Construction Grants - There are five library projects awaiting State Bond Commission funding approval. The new administration has cancelled the January and February meeting dates and there is some concern that we might see significant delays in getting Bond Commission funding

approval moving forward. The five libraries that have reached their matching funds objective are Danbury, Greenwich, Putnam, Ridgefield, and Weston.

Library Statistics

- Annual Report and Statistics - Tom Newman reports that the new “Connecticut Public Libraries: A Statistical Profile, July 2017- June 2018” was made available in early January and has been downloaded over 600 times. Many other resources based on its data, including new Chart and Report creators, were made available at the same time on the [statistics web page](https://libguides.ctstatelibrary.org/dld/stats) (https://libguides.ctstatelibrary.org/dld/stats).
- Both the Public Library Survey and the State Library Administrative Agency survey were due in February. All data for the surveys has been collected and uploaded into the IMLS survey instruments. Thanks go out to all the State Library staff that helped provide data for the State Library Administrative Agency (SLAA) survey.
- borrowIT CT - February is the final month of the borrowIT CT year and libraries will be submitting non-resident loan reports in early March. Reimbursement payments should go out in April.

requestIT Update:

The first connector will be developed in the second quarter of calendar 2019 for the Evergreen Integrated Library System (ILS), which is the library system that the Bibliomation network uses as their ILS. Forty-two Bibliomation libraries currently participate in requestIT, the interlibrary loan (ILL) service in the findIT catalog. Connectors are computer code that allows Fulfillment to interoperate with a library's ILS. Connectors will automate some ILL processes and they also may be used to keep the findIT catalog up to date. requestIT statistics can be found at <https://libguides.ctstatelibrary.org/dld/requestitct/statistics>.

Professional Activities

Dawn La Valle:

- Attended American Library Association (ALA) Mid-Winter “Preconference on Implicit Bias” professional development training as part of the National Network Libraries of Medicine (NNLM) *All of Us* Community Engagement initiative consumer health reference issues for public librarians.
- Attended National Network of Libraries of Medicine (NNLM) New England Regional Advisory Council (RAC) meeting at UMass Medical School to discuss upcoming RAC initiatives and training.
- As part of the Veteran’s Caucus Leadership team, successfully petitioned the ALA Committee on Organization to officially recognize the Veteran’s Caucus group.
- Attended Access to Justice (ATJ) Commission Meeting to discuss upcoming ATJ initiatives including an ATJ Public Service Announcement campaign to include public libraries as resources for legal information.
- Participated in New England Region resource sharing issues conference call to discuss potential regional resource sharing initiatives.

Stephen Cauffman:

- Offered half-day requestIT training for staff members at Bakerville Library in New Hartford.
- Continued to add relevant, free webinars, Connecticut Library Consortium Roundtable meetings, and Division of Library Development (DLD) offerings, to the Continuing

Education calendar. Announce DLD classes on Conntech and the Connecticut Association of School Librarian (CASL) e-mail lists.

- Added requestIT statistics for February to the requestIT webpage at <https://libguides.ctstatelibrary.org/dld/requestitct/statistics>
 - Number of list messages for FY 2018 for the two largest e-mail discussion lists that he co-administers:
 - Conntech (general Connecticut library discussion list): 1,961 messages
 - CT-ILL (Connecticut Interlibrary Loan discussion list): 3,573 messages
- These lists are powered by Listserv software and are provided free to the Connecticut State Library by Connecticut's Department of Administrative Services.

Gail Hurley:

- Prepared NASA @ My Library STEM kits for circulation to public libraries. Reserved all kits from June through August to libraries for "Universe of Stories" summer programming. Submitted project plan for kit circulation and for reaching underserved Science, Technology, Reading and Math (STEM) populations in the State. Submitted request to exhibit at the New England Air Museum's Space Expo on April 6, 2019, and at the Connecticut Library Association Annual Conference April 29 and 30, where she will also be presenting a program on the project. Participated in State Library partner webinars and calls in January and February. Updated NASA @ My Library Libguide with newest materials.
- Worked on setting up two newly created Connecticut Digital Newspaper Project (CDNP) 2-sided exhibit banners in the Museum of Connecticut History with plans to move them into the History & Genealogy department for a temporary display. Worked with IT Staff and Jeff Lin on setup of a kiosk in the Museum which will display CDNP content.
- Participated in Connecticut Saves partners' conference calls during January and February. Exhibited financial literacy resources at the Department of Banking's Financial Expo at the Legislative Office Building, on February 20, as a kickoff to Connecticut Saves Week. Submitted an article on DLD's Financial Literacy activities for inclusion in the Connecticut State Library's monthly newsletter. Updated the Financial Literacy Libguide with Money Smart Week @ Your Library information.

Eric Hansen:

- Worked with Dawn La Valle, Ken Wiggin, and Aimee Cunningham (Department of Administrative Services) to formalize researchIT CT resources request for proposal (RFP), which was released March 1.
- Coordinated the temporary addition of four EBSCO downloadable eBook collections into researchIT CT.
- Coordinated the title selection by eGO Selectors in Digital Public Library of America (DPLA) Content Exchange.
- Coordinated the account creation and title selection training webinar for eGO selectors by Follett Baker & Taylor (B&T). Selectors' B&T carts are vetted by Eric, and then submitted for purchase. Seven such carts have been purchased at this writing.
- Coordinated configuration of eGO circulation managers and B&T service to add B&T content to eGO. Coordinated LYRASIS Catalyst Fund grant proposal to add Indie Authors content to eGO. Outcome remains pending at this writing.
- Presented researchIT CT and eGO to teachers on professional development day at Torrington Middle School computer lab on February 15, 2019.

Maria Bernier

- With Dawn, presented grant information sessions at Eastern Connecticut State University on January 9 and at the Middletown Library Service Center (MLSC) on January 15, January 30 and February 21.
- Worked with Year 4 libraries on their E-rate Productivity Center (EPC) profile updates and readiness to apply for funding.
- Revised and distributed Funding Year 2019 instructions for E-rate Forms 471 for new fiber, fiber maintenance, and internet service.
- Hosted E-rate drop-in help at MLSC on January 24 and 30, Mansfield on February 11, MLSC on February 20, and Canterbury on February 26.
- Participated in a conference call between state coordinators and Universal Service Administration Company (USAC) staff, and a conference call of the American Library Association (ALA) E-rate Task Force.
- Helped set up for Connecticut Education Network (CEN) quarterly training webinar/workshop on using the Broadband Toolkit, and hosted one of the viewings at MLSC on February 22.
- Helped to implement new LibCal instance for MLSC equipment and room bookings.

Access Services

In response to the contested election in Stratford, the General Assembly was looking into how this kind of problem had been handled in the past. Of particular interest were the records of contested elections in 1985. Connecticut General Assembly (CGA) librarians came to the State Library looking for related records and only found part of what they were looking for. Ann Clark, the House Permanent Clerk, emailed us with dates of hearing transcripts that were not part of our bound collection. After careful searching by CSL reference staff and archives staff, the records were found - some had ended up in different boxes. Having staff who understand how things should work and how things can get misplaced was the key to finding the records.

Pvt. William Webb, portrayed by Kevin Johnson, has been an ambassador for the State Library and its historical resources. Kevin did four W. Webb and one Jordan Freeman performances. With the help of Jeannie Sherman and Maria Paxi the website for Pvt. William Webb has been updated and incorporated under the CSL logo.
<https://libguides.ctstatelibrary.org/WilliamWebb/Home>

Robert Hunt, from CPTV, did a short video about genealogy and included an interview with Kevin Johnson. This took place on Saturday, February 9, with the help of Mel Smith. Part of the video was to be aired in February. The State Library is to get a copy.

The Hearst newspaper group informed us that they will no longer microfilm their papers. They want to give us the paper on a hard drive. Carol Trinchitella and Carolyn Picciano are working with the company.

We have received new book scanners for the reference areas. This allowed one of the old scanners to be moved to the balcony and has worked out well.

Each year Region 15 brings middle and high school students to the State Library to do History Day research. This year they came in three groups. (2/5, 2/26 and 3/5) totaling about 60 students.

Debra Pond has been investigating the eFiling for the system used by the courts. We have had several patrons who are having a hard time with the new system. We are considering coming up with a referral sheet for patrons with the phone numbers for the court support service centers.

Collection Services

Acquisitions

As funds permit, we purchase selected eBook titles à la carte through EBSCO and offer these remotely with a CT State Library borrowing card. Recent acquisitions include:

- Lenzi, Richard. [*Facing toward the Dawn: the Italian Anarchists of New London*](#). 2019.
- Pavia, Tony, and Pavia, Matt. [*An American Town and the Vietnam War: Stories of Service from Stamford, Connecticut*](#). 2018.
- Renzoni, Tony, and Ken Evans. [*Connecticut Rock 'n' Roll : a History*](#). 2017.

At subscription renewal time, we added remote access to the [National Consumer Law Center Digital Library](#). This online resource provides full text of 20 consumer law treatises covering debtor rights, deception and warranties, consumer litigation, credit and banking.

Circulation

Collection Services and Reference Service staff processed 148 new CT State Library card applications during January-February 2019. Following the retirement of Ursula Hunt, Reference Librarian Jerry Seagrave is assisting in issuing new library cards and adding patron records to ALMA.

FDLP (Federal Depository Library Program)

From January to February 2019, Collection Services approved 3,938 discard requests from FDLP libraries in Connecticut and Rhode Island using FDLP eXchange, an online tool developed by the Government Publishing Office (GPO) for the needs and offers process. Our FDLP Coordinator, Kris Aberly, reached out to GPO and the selective depositories on our behalf to help resolve system issues and streamline the process. Searching and shelving Federal Documents was accomplished with the help of our library aides, Elizabeth Esquilin and Eric Paiva.

State Library Digital Collections

During January and February 2019, Jane Cullinane, Preservation and Digital Projects Librarian, and Chris Gauvreau, Project Coordinator, Connecticut Digital Newspaper Project (CDNP), completed the upload of *The Bee*, June-September, 1877 and the *Newtown Bee* for the year 1904 to CTDA (Connecticut Digital Archive).

CSL staff from the Preservation Office, Archives, and IT Support attended a CTDA virtual training session on Feb. 27, 2019, presented by Michael Kemezis, the CTDA Repository Content & Participant Administrator. He demonstrated the new CTDA spreadsheet ingest

module. This new tool offers users the ability to batch ingest content into the repository using a spreadsheet provided by the CTDA and does not require files to be compressed into individual zip packages.

Connecticut Digital Newspaper Project (CDNP)

During January and February 2019, the newspaper project had 3 batches accepted and uploaded by the Library of Congress (LOC) to the database Chronicling America. This brought our total number of batches online for this cycle to 6 out of our final 10. In addition, we finished the final Quality Review (QR) on a seventh batch and shipped it to LOC. The eighth and ninth batches are currently with the scanning vendor and we expect to receive, finalize QR, and ship each of these to the Library of Congress in the March/April period. New titles online include the Italian language weekly *La Sentinella* from 1920-1930, a series of rare issues of labor weeklies that span the period from 1836-1925, and the daily *New Britain Herald* for the first three months of 1920.

Based on the issues now digitized for the decade of the 1920s and some small runs from the 1930s and 1940s, we have been able to continue our monthly blogging and otherwise promoting our newest digitized titles. Two significant publicity efforts have been achieved. Our collaboration with an AP reporter, Susan Haigh, resulted in a February 10 story headlined "Connecticut WWII-era Newspapers Offer View of Black Life." The piece appeared in many state newspapers because of this wire service coverage of our project. In addition, our graphics vendor finished a set of 4 free-standing panels with newspaper content and images illuminating Gilded Age, Progressive Era, and Roaring Twenties-era Connecticut. This exhibit will soon be displayed for several months in the History Center of the Bridgeport Public Library. Finally, we exhibited at the Transit Equity forum at Capital Community College on February 11, 2019. The Project Coordinator created a short slide show of newspaper images of Connecticut transit history and the powerpoint was projected behind our table.

The newspaper project co-directors submitted an application to the National Endowment for the Humanities for a fourth grant, which would allow the project to continue from September 2019 through August of 2020.

Preservation

We acquired 320 reels of newspaper microfilm masters and service copies of the *Bridgeport Standard*, 1895-1918 and *Bridgeport Telegram*, 1930-1931. Glenn Sherman, Library Technician, completed a detailed inventory of the master microfilm and prepared the reels for transfer to the vault at the State Records Center in Rocky Hill.

Binding efforts continue. During January-February 2019, Maritza Pagan, Library Aide, and Glenn Sherman processed 178 items from the collection for transit to/from Acme Binding Company.

Professional Activities

- Carol Trinchitella, Unit Head, Collection Services, attended an ExLibris webinar, *Analyze Fund Expenditures by Physical or Electronic Types* (Feb.5)
- Chris Gauvreau, CDNP Project Coordinator and Glenn Sherman, Library Technician, Preservation Office, along with staff of Archives and CSL IT Support, attended training on the new CTDA spreadsheet function to batch ingest metadata and files (Feb. 26-28)
- Chris Gauvreau attended *Teaching American Politics in 2019*, a three-part webinar series presented by an experienced panel of high school and university instructors. The series presented teachers with the tools to help their students understand the complicated nature of the American political system today. (Feb.6, 13, and 27)

Discovery Services

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 February we set about cataloging these resources and have added to Alma/Primo comprehensive and special activity plans for the Ansonia region, for Bridgeport, for Seymour, and for Torrington.

Archival "Crawls" of State Agency Web Sites.

Links to periodically captured versions of these State agency web sites as stored in Archive-It, the Internet Archive web collection, were added to Primo: The Connecticut Agricultural Experiment Station, Department of Developmental Services, Connecticut Department of Banking, Connecticut State Department of Education.

Congressional Research Service Reports.

The Library of Congress (LOC) Congressional Research Service (CRS) serves as nonpartisan shared staff to U.S. congressional committees and Members of Congress. In September 2018, LOC began releasing CRS reports to the public. The Government Publications Office (GPO) now catalogs these reports, and CSL makes them available through Alma/Primo.

To date CSL has cataloged 813 CRS reports, including the following titles of interest added to Alma/Primo in February:

- *U.S. sanctions on Russia*. Primo link: https://cscu-csl-primo.hosted.exlibrisgroup.com/primo-explore/fulldisplay?docid=01CSCU_NETWORK_ALMA71132418720003451&context=L&vid=CSL_V1&search_scope=CSL_ALMA&tab=default_tab&lang=en_US
- *Cryptocurrency : the economics of money and selected policy issues*. https://cscu-csl-primo.hosted.exlibrisgroup.com/primo-explore/fulldisplay?docid=01CSCU_NETWORK_ALMA71132418780003451&context=L&vid=CSL_V1&search_scope=CSL_ALMA&tab=default_tab&lang=en_US

- *Modes of constitutional interpretation.* https://cscu-csl-primo.hosted.exlibrisgroup.com/primo-explore/fulldisplay?docid=01CSCU_NETWORK_ALMA7113243860003451&context=L&vid=CSL_V1&search_scope=CSL_ALMA&tab=default_tab&lang=en_US
- *Community Services Block Grants (CSBG): background and funding.* https://cscu-csl-primo.hosted.exlibrisgroup.com/primo-explore/fulldisplay?docid=01CSCU_NETWORK_ALMA71132418860003451&context=L&vid=CSL_V1&search_scope=CSL_ALMA&tab=default_tab&lang=en_US

Professional Activities

Connecticut State Colleges and Universities (CSCU) Staff Retreat.

CSCU, our Alma/Primo sharing group, met for a staff retreat at Naugatuck Valley Community College in Waterbury on January 17. The retreat proved a valuable opportunity for conversations with other librarians on the ongoing effort to provide high quality and efficient Alma/Primo services. The CSCU fulfillment (or circulation) team presented an especially fluent and comprehensive overview of consortium practices for interlibrary borrowing.

Office of the Public Records Administrator (OPRA)

Records Retention Schedules

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

- Department of Correction (DOC), Schedule 19-1-1, effective 1/8/2019

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.

State Agency Records Management Liaison Officers (RMLOs) are continuing their review of the reformatted General and Agency Schedules to comply with the Atlas requirements. The State Library is submitting and testing the changes implemented by BEST to address identified defects and enhancements. The expanded go-live date is dependent on the completion of the agency reviews 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 identify the requirements for implementing 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

With the increase in projected revenues as a result of the land recording fee increase effective December 1, 2017, grant award levels for FY2020 were raised by \$1,000 in each size category. Award levels have been set at \$5,500, \$7,500 and \$10,500 for Small, Medium and Large towns respectively.

These grants support the preservation and management of local government records. The grant guidelines and forms were announced to Municipal CEOs and Town Clerks in February

and are posted on the State Library website. The program is now accepting FY2020 Cycle 1 applications from municipalities through April 30th.

For the current FY2019 grant year, the program has awarded a total of \$811,000 in targeted grants to 154 municipalities; and a total of \$24,732 in disaster recovery grants to 2 municipalities. Remaining grant contracts and payments are being processed for the Cycle 2 grants.

Outreach

Staff continue to work with municipal and state agency personnel on records management issues related to policy and procedures, retention, disposal, preservation, disaster recovery, storage and vaults.

This work includes creating and updating records schedules, reviewing records disposal requests, researching and setting policies and guidelines, and working closely with state and municipal staff on issues and questions on a daily basis. This work is ongoing and only selected scheduled meetings and events are noted below.

Kathy Makover held a series of conference calls with staff at a quasi-public agency in January and February to answer questions concerning their electronic records management; and developed a written set of procedures as a resource for their electronic records disposition project.

Public Records Administrator LeAnn Burbank and State Archives staff met with the Records Management Liaison Officer (RMLO) for the Secretary of the State's office on January 25. The discussion focused on records retention, records preservation, and the office relocation project.

LeAnn attended a meeting regarding Microsoft Exchange Software 0365 and cloud servers on February 25. The meeting included representatives from the Office of Policy and Management, the Department of Administrative Services, Bureau of Enterprise Systems & Technology and the State Archives.

Kathy held a conference call with staff regarding the retention and management of health records at the University of Connecticut on February 27; and provided additional research on specific records series.

Staffing

The Office of the Public Records Administrator is currently recruiting for a full-time Electronic Records Analyst position.

Disaster Recovery

Kathy Makover assisted two towns with questions and follow up regarding mold-damaged records.

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 786 cubic feet of agency records; deaccessioned 1,678 cubic feet of agency records; processed 545 reference requests; and processed 478 re-files and inter-files.

Professional Activities

LeAnn Burbank and Kathy Makover attended a webinar, "Blockchain Fundamentals," offered through the National Association of Government Archives and Records Administrators [NAGARA].

LeAnn and Kathy attended a webinar, "Recorders: Collaborate with IT to Understand Records Preservation in an Electronic World," offered through the Property Records Industry Association (PRIA).

LeAnn and Kathy attended a webinar, "IT: What You Might Not Know about Electronic Records Preservation," offered through the Property Records Industry Association (PRIA) .

Kathy attended a webinar, "Local Government Preservica Showcase," offered by Preservica on March 6.

State Archives

Other Accessions:

RG 005, Office of the Governor Dannel P. Malloy records, 2010-2019, 227 cubic feet.

RG 005:013, Office of the Lt. Governor Nancy Wyman records, 2010-2019, 53 cubic feet.

RG 011, Dept. of Insurance Legal Division records, 1986-2014, 1 cubic foot and 30.3 MB
The records consist of the Connecticut Guaranty Association plan of operations and minutes.

RG 062:093, Town of New Haven School records, 1853-1983, 250 cubic feet
The records consist of school attendance registers, meeting minutes, circular letters, ledgers, card catalogues, account books, and reports.

RG 062:148, Town of Wallingford School records, 1993-2010, 1 cubic foot
The records consist of video cassette tapes (VHS) of the Superintendent Live Call in Show, 1993-1998; Ask the Superintendent, 1994-2010; and Superintendent's Press Conference, 1992-1996.

RG 079:016, Dept. of Environmental Protection Bureau of Natural Resources records, 1900-2007, 6 cubic feet
The records include project files, meeting minutes, historical files, Natchug State Forest compartment cards, time cards, audio cassettes, and 227 signs for trout, salmon, bass fishing, no fishing, warnings such as zebra mussels, protected areas, Spanish language, handicapped, bird nesting, etc.

RG 161:001, Connecticut State Police Troop D arrest log books, 2002-2006, 1 cubic foot

Outreach:

State Archivist Lizette Pelletier attended a meeting of the Advisory Committee for the Northeast Documents Conservation Center [NEDCC] on February 1, in North Andover, MA.

Lizette attended a meeting of the Women's Suffrage Centennial Commission sponsored by the Secretary of the State Denise Merrill on February 19 and March 18.

Lizette, Allen and LeAnn met with Barbara Sladek from the Office of the Secretary of the State on January 25, regarding the agency's upcoming relocation from Trinity Street to the renovated State Office Building.

Lizette, LeAnn, and Allen met with Lt. Governor Susan Bysiewicz and her staff on February 22, regarding records retention and archival transfer requirements.

Processing Completed:

Barbara Austen completed the intake of the following collections and materials into the Connecticut Digital Archive (CTDA): Blizzard of 1888, 35 photographs; Bradley Field World War II Activities, 1942-1945 (PG 048), 217 photographs; Herbert Randall Survey of New Haven and Environs, 1880-1920 (PG 380), 141 photographs; Office of the Governor Dannel P. Malloy Facebook page, 2011-2019; and William H. Thompson Photographs of Hartford, 1903-1906 (PG 430), 102 photographs.

Professional Activities:

Archives staff participated in the following webinars:

Council of State Archivists [CoSA]:

What's on Tap for CoSA in 2019

State Historic Records Advisory Board (SHRAB) Town Hall

Other webinars

National Association of Chief Information Officers: - "Technology Forecast 2019: What State and Local Government Technology Officials Can Expect."

Property Recording Industry Association (PRIA): *Recorders: Collaborate with IT To Understand Records Preservation in an Electronic World,* on January 17 and "IT: What You Might Not Know about Electronic Records Preservation."

Society of American Archivists [SAA] workshop on Digital Forensics:

Barbara Austen.

Barbara attended a CTDA Unconference at the Connecticut Historical Society.

Lizette chaired the Council of State Archivists [CoSA] Development Committee meeting on January 22, and attended the CoSA Board of Directors meeting on January 30. She attended the mid-year director's meeting in Washington, DC, on March 24-25.

Allen attended the CoSA Education and Training Committee meeting on February 20 and March 20, and CoSA State Electronic Records Initiative [SERI] Steering Committee meetings on February 13 and March 13; Tools and Resources Subcommittee meetings on February 12 and March 12; and Archives Collaborating and Cooperating with External Strategic Stakeholders (ACCESS) grant implementation team meetings on February 8 and March 15.

Lizette chaired and Allen attended a meeting of the State Historical Records Advisory Board on February 14.

Aetna Corporate Records

Lizette and Allen participated in conference calls with staff from UConn Libraries Archives and Special Collections, Aetna, and the History Factory on February 11, to continue discussions regarding transfer of the Aetna Corporate archives to the State Library and UConn Libraries Archives & Special Collections. Both institutions submitted proposed deed of gift agreements to Aetna's legal staff for review on March 4.

Damaged Records - Van Block Facility

Allen and Damon dealt with 55 boxes of records damaged as a result of a roof leak at the Van Block facility on February 13. Fortunately, the boxes absorbed most of the water and only 6 boxes of damp records required the individual folders to be air dried. The boxes were replaced and the items re-shelved. The Department of Administrative Services (DAS) Leasing and Property Transfer notified the landlord on February 19, that it will be withholding rent payments until appropriate remediation of the roof is completed.

Legislation - Access to the Archives

Allen and Lizette attended a meeting on February 21, regarding potential legislation to open access to restricted records in the State Archives with Ken; Central Connecticut State University history professor Matt Warshauer; and Connecticut Council on Freedom of Information (CCFOI) advocates Jeff Daniels and Michele Jacklin. Lizette testified on Ken's behalf before the Government Administration and Elections (GAE) Committee public hearing on February 27, on H.B. 7211 (Raised) An Act Concerning the Preservation of Historical Records and Access to Restricted Records in the State Archives.

Other:

Lizette, Assistant State Archivist Allen Ramsey, Government Records Archivist Damon Munz, and Digital Records Archivist Barbara Austen continue to devote time to the Electronic Content Management [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].

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

The project to install compact shelving at the Van Block Storage Facility was substantially completed on March 7.

Library for the Blind and Physically Handicapped (LBPH)

Heating, Ventilation, Air Conditioning (HVAC) units replacement project is in the engineering design stage. On Feb. 26, the engineering consultant from Salamone & Associates visited the LBPH and stated that they should complete the HVAC design work in a couple of weeks.

The front roof HVAC unit has been inoperable since late January -- about six weeks so far. The rear unit is functioning normally. The typical interior temperature has been around 60 degrees with the main front staff area colder. Two major problems with those units: They're 36 years old, very fragile and break easily. Often when one thing is fixed, it leads to another part breaking. The second complication is that spare parts haven't been made in decades and are thus very difficult to find. As of March 8, Earth Core found and installed the latest needed part but they are awaiting a specialist to give instructions on how to correctly do the wiring.

National Library Service for the Blind and Physically Handicapped (NLS) media blitz is having good results with over 700 requests for applications received.

The transition to multiple-book cartridges by NLS is set to begin this coming April. Another common name for this is Duplication on Demand (DoD). This new audio book production process is designed to put up to ten audio books on one four-gigabyte cartridge instead of using ten cartridges. NLS will provide the equipment and software to allow highly automated duplicating of audio books by our staff directly from the NLS collection. Ultimately, the goal is to have 100% of our cartridge circulation done by these custom-made multiple-book cartridges within six months to a year. When that happens, we'll no longer have any physical audio books in stock except for the cartridges used to make the duplications (about 25,000 cartridges and containers instead of the 170,000 books we have now). Our staff will be re-trained -- there's no reduction in staff needs. This change to multiple-book cartridges is only possible because of our migration last year to the WebREADS library circulation system.

The LBPH Friends group met on February 19. The annual solicitation for member dues is in progress.

The LBPH Advisory Committee met on January 18. The next meeting is scheduled for April 19 but that will be changed due to it being Good Friday.

The Connecticut Volunteer Services for the Blind and Handicapped, Inc. (CVSBH) continues to produce audio books at a high rate with 14 more books pending NLS approval for inclusion in Braille and Audio Reading Download (BARD) and about two dozen in various stages of production. Under the guidance of Kathy Hotchkiss, a major reason for this increased production is that CVSBH was able to obtain grant money from local foundations which was

used to pay for a private company (Potomac Talking Books) to have the recordings comply with strict NLS technical specifications.

CVSBH audio book downloads: Being on BARD, the audio books recorded by CVSBH are available to all NLS patrons nationwide. Since the beginning of this federal fiscal year, CVSBH recorded books have been downloaded 416 times. With over a 105,000 audio books on BARD, the entire NLS collection, it's considered a significant success to have this many downloads out of just 60 CVSBH books uploaded.

Marrakesh Treaty: In February 2019, the United States signed the Marrakesh Treaty which makes it easier for the NLS and other organizations to share books in accessible formats across international borders. The treaty becomes effective on May 8, 2019, and signatories include 48 other countries and the 28-member European Union. Thus the recorded books by CVSBH will become available internationally through mechanisms being developed by NLS. Please note that CVSBH books are annotated in the NLS catalog as being a production of the Connecticut State Library, Library for the Blind and Physically Handicapped.

Museum of Connecticut History

Education Report

- Recent outreach program visits have included schools in Madison, Rocky Hill, Wolcott, Vernon, Litchfield and Enfield.
- A weekly class on Connecticut history will begin on March 18th at the Lutz Museum in Manchester. The class will be presented to home school children ages 8-11. The class will run through May 13th.
- The Museum Mobile is tentatively scheduled to be "wrapped" in a graphic design on or about March 26th. Body repairs and preparation will take several weeks followed by the graphics wrap.