

Report to the State Library Board

May 21, 2018

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State Librarian

This report is prepared bi-monthly in conjunction with the regular meetings of the Connecticut State Library Board. The report, which will be included in the minutes of the May 21, 2018 meeting of the Board, covers the period of March 27, 2018, through May 18, 2018.

Office of the State Librarian

Governor's Summer Reading Challenge

On May 8, Governor Dannel P. Malloy, Commissioner of Education Dianna R. Wentzell, and Connecticut State Library Director of the Division of Library Development Dawn La Valle kicked off the 2018 Governor's Summer Reading Challenge at the Connecticut State Library. Students and school representatives from nineteen schools were recognized for their participation in the 2017 Summer Reading Challenge.

Professional Activities

National Library Legislative Day

On Tuesday, May 8, along with members of the Connecticut Library Association, I visited the Connecticut Congressional delegation to discuss library issues. Key issues were the reauthorization of the Museum and Library Services Act which includes Library Services and Technology Act (LSTA) funding; funding for LSTA in the next fiscal year; and broadband access in libraries.

Chief Officers of State Library Agencies

The Spring meeting was held in the Jefferson Building of the Library of Congress. There was a presentation by the Census staff to discuss how libraries can help encourage participation in the 2020 Census.

Division of Library Development (DLD)

Strategic Foresight – Following up on the 2017 Futures Conference, Dawn La Valle was invited to attend the Futures School, Powered by Kedge, 3-Day Strategic Foresight designed to “Unlock the Future Mindset.” The Detroit Futures School was made up of future futurists from companies, universities and organizations such as UAW Ford National Programs Center, Carhartt, Columbus College School of Design, Purdue University, Capgemini, Whirlpool, 24G, and American Auto Association. The common thread among our very different industries is that we are all experiencing disruption during a time of acceleration which creates amplified volatility. Social, technological, economic, environmental, and political drivers factors related to acceleration, are driven by the complexity of our environments which magnifies the uncertainty and ambiguity of variables affecting the disruption. Dawn's fellow futurists are facing the similar issues of these volatile and complex times that libraries across Connecticut and the country are

facing. The challenge is that in order to lead our organizations through disruption and acceleration, we need new approaches and mindsets to remain focused on what is next.

That is where Strategic Foresight, an enduring discipline that allows practitioners to create functional views of alternative futures and possibilities come in. Strategic Foresight provides organizational leaders the ability to navigate an uncertain future through strategy development, disruptive innovation and cultural transformation. We spent 3 days immersed in external environmental scanning; identifying trend clusters and partners; developing strategy scenarios; identifying personal and organization biases; scanning the environments for emerging issues; mapping the probable, preferred and provocative futures of identified focal issues; and designing scenarios and action plans to accommodate our futures into productive outcomes that are essential to creating a culture of future thinkers.

Moving forward, the Division of Library Development consultants will become familiar with Strategic Foresight and will ultimately receive Foresight training and in turn implement the tools in a wide array of activities including designing and executing a DLD scenario based strategic focus action plan; consulting, including applying Strategic Foresight to library issues; professional development and implementation of the Strategic Foresight skills in DLD's task force groups, committees and councils. Dawn will also capitalize on connections made with chief executive officers of Capgemini, 24G and North Highland, who expressed interest in doing pro-bono work in innovation with public libraries. The Strategic Foresight work nicely complements the work DLD is doing with Aspen, EDGE, EXCITE and Best Practices for CT Libraries.

EXCITE Transformation for Libraries – Dawn La Valle, Gail Hurley and Maria Bernier, in partnership with Jeanine Esposito of Innovation Builders, wrapped up the 3rd Cohort 1 Session, with their project pitches, more information is available from Dawn on request. Cohort 1 will move into the implementation phase of the program. DLD is in the process of recruiting for the Stand Alone Bootcamp and Cohort 2 which will be taking place in Rhode Island.

Dawn La Valle:

- Hosted final EXCITE Cohort 1 session at the Middletown Library Service Center and began recruiting process for Cohort 2 which will take place at the Cranston Public Library in Rhode Island.
- Served as grant reviewer for the Institute of Museum and Library Services Leadership grant program.
- Conducted 3 eResource focus groups with Eric Hansen.
- Attended Northeast Region Advisory Council meeting for the New England Library of Medicine group.
- Attended the Urban Librarians Unite Conference at the Brooklyn Public Library.
- Attended the Futures School Powered by Kedge in Ann Arbor, Michigan and received recognition as Strategic Foresight Practitioner.
- Received certification as a Consumer Health Information Specialist by the Medical Library Association.
- Presented 3 programs at the Connecticut Library Association Conference – “Build a Better Library through EXCITE Transformation for Libraries”, “Working Together for Stronger Libraries: Everything you need to know about how the unique roles of library directors and trustees foster an effective and positive library environment”, and “CSL’s IT Services: Fair, Equitable and in Demand.”

Tom Newman:

- Construction Grant- The State Bond Commission approved funding for four library construction grants during April. Funding was approved for grants to James Blackstone Library in Branford, Belden Public Library in Cromwell, E.C. Scranton Library in Madison, and the Portland Public Library. Funding requests are still pending for Brainerd Memorial Library in Haddam and the Stratford Library. The Connecticut State Library (CSL) expects to have approximately \$6 million dollars available for grants this year with Notice of Intent forms due at the end of June and applications due September 1. The application forms and guidelines for the 2018 construction grant program will be made available in late May.
- Annual Report, State Aid, and Statistics- The Institute of Museum and Library Services has just released data from the FY2016 National Public Library survey. The State Library is using the data to provide a number of data visualization tools on our website, including state by state comparison of library service and resource data. Currently, Connecticut ranks in the top 10 in many service measures, but has dropped to 39th in per capita direct state funding to public libraries.
- borrowIT CT- The 2018 reimbursement payments to public libraries went out during April. Payment and statistical information for individual libraries are now available on the borrowIT web page. Funding for FY2019 is still unknown, though the Office of Legislative Research has sought and received a substantial amount of information on how the program operates over the last few weeks.

Gail Hurley:

- Prepared for the Connecticut Digital Library Advisory Board (CDLAB) meeting and brought forth a nomination to CDLAB in the *Business community or library user* category. The nomination was approved and will be brought before the State Library Board at their May meeting for final approval.
- Attended the Connecticut Library Association Annual Conference on April 23 in Danbury. As current Chair of the Connecticut Library Association (CLA) Technical Services Section, ran two programs at the conference, and also assisted with the EXCITE session.
- Exhibited at the 48th Northeast Regional Conference on the Social Studies in Hartford on April 13, to promote the Connecticut Digital Newspaper Project. A bonus of being at this event was networking with Civics-related organizations and teachers.
- Loaded first set of newspapers into the Connecticut Digital Archive (CTDA) for the Enfield Public Library.

Eric Hansen:

- Continued testing of circulation managers and iOS app updates for installed libraries.
- Attended the CLA 126th Annual Conference in Danbury on April 23-24, 2018. Co-presented with Steve Cauffman, Carl DeMilia, and Dawn La Valle in "CSL's IT Services: Fair, Equitable and in Demand" on April 24: Discussed researchIT CT and eGO.

Maria Bernier:

- Received literacy grant applications, coordinated grant reviewers and risk assessments, and served as a reviewer. There were no planning grant applications submitted for the April deadline.

- Revised brochures for each Connecticut congressional district for Library Legislative Day, including E-rate information.
- Attended Library Services and Technology Act Coordinators gathering in Milwaukee, April 23-25, and promoted the findIT statewide catalog and EXCITE program during state projects showcase.
- Continued to serve on planning committee for the Connecticut Education Network conference, developing sessions on filtering, online safety, and Makerspaces that feature librarian panelists.

Steve Cauffman:

- Resumed requestIT CT training and held a session at the Middletown Library Service Center on April 11 and at the Groton Public Library on April 25.
- Continue to add relevant, free webinars, Connecticut Library Consortium Roundtable meetings, and DLD offerings, to the Continuing Education calendar. Announced DLD classes on Conntech and Connecticut Association of School Librarians e-mail lists.
- Presented at the Connecticut Library Association Annual Conference on April 24 with Dawn La Valle, Eric Hansen, and Carl DeMilia on "CSL's IT Services: Fair, Equitable and in Demand."
- Continue to update requestIT CT LibGuide web pages on an ongoing basis with information for libraries participating in the service.

Linda Williams:

- Attended and participated in the Collaborative Summer Library Program Annual Meeting in Denver from April 9-13. The meeting was longer than usual because of some big changes being made in the structure of the program. I do not think the changes will have a big impact on us, but may be good for the organization as a whole.
- Agreed to be on the Humanities Council's Connecticut Book Award committee to select two winning children's books by Connecticut authors.
- Created 5 new online book discussion guides for new Nutmeg nominees.
- The Summer Reading Lists have been completed and sent to Joanne White at the State Department of Education. They will go up on the Governor's Summer Reading Challenge website on the day of the kickoff at the Connecticut State Library.
- Linda is exploring a reading management software program that was brought to her attention and demonstrated. This one was called [Book Taco](#). The graphics were excellent, but it did not have prize management capability.

Access Services

Kevin Johnson (H&G) has two characters that he portrays, William Webb and Jordan Freeman. He does these presentations for schools and agencies. This year he was asked to give his Jordan Freeman presentation to the Jordan Freeman Chapter of the D.A.R. of Old Saybrook. The chapter was celebrating 10 years as the Jordan Freeman Chapter. This is the first and only DAR chapter named after an African-American patriot.

Kris Aberly (GIRS) continues to work with ProQuest on the Supreme Court docket project. Along with the usual docket requests we were able to supply 40 dockets from the 1974-1978 court terms. The Preservation Steward program, another federal documents project, also continues. To date over 800 Connecticut and Rhode Island documents have been cataloged and added to

the collection. In addition, the University of Rhode Island recently became a Preservation Steward for National Oceanic and Atmospheric Administration documents. CSL will be working with them to coordinate our collections. The Preservation Steward program involves doing original OCLC records.

The State Library has a wealth of information housed on its shelves. Over the years many librarians have made that information available by creating card files, finding aids, or indices. Most of the unique materials we preserve will not be digitized for many years. In order to alert more people to those materials Access Services is putting indices and other finding aids online. We hope in the coming months to have several up for the Connecticut Documents collection and to continue adding to the History and Genealogy finding aids.

Kevin Johnson (H&G) has finished a database for the 29th regiment's enlistment papers. RG 13. Mel Smith (H&G) and Barbara Austen (H&G) are indexing Tolland County divorces from 1910-1937. RG 003. Barbara Austen is indexing Loyalists found in RG 003.

Lindsay Young (Law) and Eric Paiva (GIRS) are converting the subject card index for state legislation (started in 1911) into a database that can then incorporate newer data that is already digitized by either the State Library or the General Assembly. Instead of checking nine different locations that may include online or onsite resources, the goal is a single relational database with a web-based search interface.

Outreach: Presentations/ Groups/Tours

Jerry Seagrave (H&G) presented an overview of the State Library's genealogy resources at the Essex public library.

All three reference areas were involved with the Region 15 students for their History Day research. Twenty five students and 3 staff attended.

History and Genealogy staff assisted with the New England Historic and Genealogy Society's research tour.

Kevin Johnson (H&G) presented Pvt. William Webb at the New Haven Federal Court in New Haven for a Cultural and Diversity day. He presented Jordan Freeman to the Jordan Freeman Chapter of the D.A.R. of Old Saybrook at the Westbrook Public Library in Westbrook, CT. Twenty five high school and middle school students along with chapter members attended. He presented Pvt. William Webb at the State Comptroller's Office for their "take your child to work day".

Kevin presented Jordan Freeman to the Brooks- Green DAR Chapter of Torrington, in Winsted, CT. He presented Pvt. William Webb at the Hartford Federal Court for a Cultural program. He presented Pvt. William Webb at Pleasant Valley Elementary School in South Windsor. Seventy five 5th graders attended.

Christopher Roy (Judicial law librarian), Lizette Pelletier (Archives) and Nancy Lieffort (GIRS) presented "Connecticut State Court Records: Where Are They Now?" at the Connecticut Library Association annual conference. Thirty librarians attended.

Nancy Lieffort (GIRS) attended the Secretary of the State's focus group on the publication of the Connecticut State Register and Manual.

4/18-20 Kris Aberly (GIS) attended the digital conference for Federal Depository Regional Libraries.

4/23 Jerry Seagrave (GIRS) attended the Connecticut Library Association annual conference.

4/24 Kandace Yuen (Law) attended the Connecticut Library Association annual conference.

Internal: Staff Webinars/ Training/ Meetings

4/2 Asaf Aliev (Law) assisted Christine Pittsley in preparation for a Sgt. Stubby event.

4/11 Kris Aberly (GIS) attended the webinar "What is the Federal Register" produced by the Government Printing Office (GPO).

Steven Rice (GIS) took several Archive-It tutorials.

Collection Services

Electronic Resources

As funds permit, we continue to reinstate subscriptions that were previously postponed in Fall 2017 due to state budget delays. Reinstatements in March and April 2018 include Commerce Clearing House, LegalTrac, Historic Map Works, and Statistical Abstracts databases.

In April 2018, we negotiated an upgrade to our existing LexisNexis online subscription to allow walk-in patrons at 231 Capitol Avenue to access LexisNexis National Primary Enhanced, a comprehensive online collection of legal research sources.

To fill staff and patron requests, we acquire selected eBook titles à la carte through EBSCO and we offer these remotely with a CT State Library borrowing card. Recent acquisitions include:

DeLuca, D., Deluca, D., & Longley, D. (2008). [The old leather man : Historical accounts of a Connecticut and New York legend.](#)

Kahrl, A. (2018). [Free the beaches : The story of Ned Coll and the battle for America's most exclusive shoreline.](#)

Piersen, William Dillon. (1988). [Black Yankees : The development of an Afro-American subculture in eighteenth-century New England.](#)

State Library Digital Collections

From March-April 2018, we preserved 403 volumes and newspaper issues (62,660 master digital files, 637 GB) in the Connecticut Digital Archive (CTDA). This includes newly scanned

and previously scanned volumes that will be preserved for the future. The new volumes are also put in our online public access site, CONTENTdm.

New online:

- *Index for 1712-1900 divorces found in New Haven County, Connecticut Superior Court, papers by subject, civil case files and non-appearance civil case files located in the Connecticut state archives.* CSL Call no.: ConnDoc St292hg auin
<http://cslib.cdmhost.com/digital/collection/p128501coll2/id/550166/rec/1>
- *Index to accidents reported to the Railroad Commissioners, 1858-1893* CSL Call no.: Conn Doc St292ara inac [Cage]
<https://cdm15019.contentdm.oclc.org/digital/collection/p128501coll2/id/558161>.
- *History of the Twenty-second Regiment of the Connecticut Volunteer Infantry 1862-3.* CSL Call no.: E499.5 22nd .H57 1896.
<https://cdm15019.contentdm.oclc.org/digital/collection/p4005coll11/id/956/rec/1>

Connecticut Digital Newspaper Project (CDNP)

We are working to prepare, scan and send digital files to the Library of Congress for inclusion in Chronicling America <https://chroniclingamerica.loc.gov/>. Our first batch of about 10,500 pages has been scanned will be here soon for its final quality control check. This has issues of the *Stafford Press* for most of 1883-1922 and the *Connecticut Western News* for 1871-1883. We are hopeful this will be online late this summer. The second batch is at the scanning vendor and the third batch is well underway.

Our two recent blogs include a May Day entry “Introducing the New Haven *Workmen’s Advocate*”, one of the labor newspapers selected for scanning and a story about “St. Patrick’s Day in 19th Century New Haven”. Two study guides for our newspapers were posted as well, on the topics of “Industrial Education, North and South: The Connecticut Connection” and “Library War Service, 1917-1920.” See the CDNP website at <http://ctdigitalnewspaperproject.org/>. Mary Mahoney, the author of one of the study guides spoke at the State Library’s Third Thursday Lunch Lecture on March 15th on the topic “Prescribing from the Bookshelf: Louise Sweet and Connecticut’s role in the Library War Service.”

Meetings, Presentations, Workshops, etc.

- Christine Gauvreau and Gail Hurley (CDNP Project Co-Director), of the Division of Library Development, served at the CDNP exhibit table for the Northeast Regional Conference on the Social Studies, held in Hartford.
- Christine Gauvreau (CDNP Project Coordinator) presented to the Social Justice Librarians Roundtable of the CT Library Association.

Discovery Services

We increased the federal documents collection available in Primo by 958 new electronic titles, with catalog records supplied by the US Government Printing Office. Seventy of these documents are also available in print or microfiche at CSL, 888 are distributed in electronic format only. Interesting federal publications now available in electronic format in Primo include *Decasualization of longshore work in San Francisco*, a WPA National Research Project from

1939, available in the State Library bookstack, and online as digitized by the Internet Archive from a copy at the San Francisco Public Library.

Verna Thomas-Green cataloged the contents of 33 federal depository shipping lists comprising 325 physical titles of which 273 are also available online. Most of these titles are documents, reports and hearings from the current session of the 115th Congress.

Federal Depository Coordinator Kris Aberly cataloged 142 titles for the Federal Information Preservation Network (FIPNet) project.

Office of the Public Records Administrator (OPRA)

Staffing

The Public Records Office hired Records Management consultant Robert Williams on a Personal Service Agreement for a one year period beginning in early March. Bob will assist the office on developing records retention schedules and working with staff on the Enterprise Content Management (ECM) system with the Department of Administrative Services, Bureau of Enterprise Systems & Technology (DAS/BEST). Bob is a Certified Records Manager and has extensive experience in records management work.

Enterprise Content Management Implementation Project

The State Library and 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 agency requirements.

Security and configuration requirements have been completed and tested and Public Records and Archives staff are working with BEST to identify and implement enhancements that will improve the functionality of the application and meet the needs of the state. User acceptance testing will be completed and CSL will serve as a pilot agency for the soft launch in Production at the end of May. The soft launch will include the Agency General Retention Schedules. Agency Specific Schedules will be added as they are updated and approved.

Historic Documents Preservation Program

The Historic Documents Preservation Program is now entering its 18th year and has awarded over \$16,000,000 in grants to municipalities to improve local government records preservation, access and management.

For FY2019, award amounts have been increased from FY2018 and are set at \$4,500, \$6,500 and \$9,500 for small, medium and large towns respectively, for projects supporting the preservation and management of local government records.

Kathy Makover is processing FY2019 Cycle 1 grant applications and FY2018 amendments and final reports.

Staff met with the Historic Documents Preservation Advisory Committee on March 14. The committee is comprised of town clerk representatives and State Library staff and provides input regarding the program and other issues related to municipal records preservation and management.

Training, Outreach & Site Inspections

Staff continue to work with municipal and state agency personnel on records management issues related to records retention, disposal, formatting, storage and vaults. This work includes assisting state agencies that are managing reorganization and relocation of facilities, often resulting in the need to expedite retention schedule updates and disposal request authorizations.

LeAnn Power attended a Town Clerk Certification meeting held at the Deep River Town Hall.

LeAnn Power and Kathy Makover inspected the newly completed East Haddam vault on March 20. Kathy is following up on items to be completed by the town prior to approval of the vault.

Kathy Makover consulted with town officials or design professionals on vault projects in 9 additional towns currently in various stages of vault construction, renovation or modification projects.

LeAnn Power and Bob Williams attended a meeting with the Department of Energy and Environmental Protection to discuss their retention schedule for the Materials Management division

LeAnn Power and Bob Williams met with representatives of Connecticut Health and Educational Facilities Authority (CHEFA), a quasi-public agency. LeAnn and Bob reviewed their current retention schedules and provided them with input on updating the schedules.

LeAnn Power and Kathy Makover attended the Spring Conference of the Town Clerks Association in Southbury staffing an information table and speaking with town clerks and records vendors to address questions related to the grant program and agency policies and procedures.

LeAnn Power and Kathy Makover held a meeting with representatives from the Department of Correction to revise their agency-specific retention schedule. Kathy prepared and sent the resulting new draft for continuing work on the revisions.

LeAnn Power and Bob Williams attended a meeting with the Department of Children and Families to go over the process to update their current retention schedules.

Disaster Preparedness

Kathy Makover responded to a call from a municipality regarding water damage to Mylar maps, providing guidance on records recovery services and monitoring of environmental conditions in the storage area. The maps were recovered through on-site air drying.

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 842 cubic feet of agency records; deaccessioned 1,668 cubic feet of agency records; processed 835 reference requests; and processed 420 re-files and inter-files.

State Archives

Accessions:

RG 079:016, Dept. of Environmental Protection, Wildlife Division public hearing records, 1987-2015, 3 cubic feet.

RG 181, Dept. of Public Works, Connecticut Juvenile Training School Energy Center Program, 1999-2018, bulk 1999-2001, 3 cubic feet.

The records consist of request for proposal, responses to proposal, vendor interview schedule and notes, energy cost analysis and comparisons, proposal evaluations and clarifications, correspondence, notes, clippings, and State of Connecticut v. The Energy Network (TEN) court case documents.

Outreach:

State Archivist Lizette Pelletier along with Assistant State Archivist Allen Ramsey and Christine Pittsley of the Remembering World War I project participated on a panel discussion, **History Speaks: The Making of CRIS Radio's "Voices of WWI,"** on March 23 at the Spring New England Archivists Conference, regarding CSL's partnership with the Connecticut Radio Information System [CRIS], Connecticut's radio-reading service and IDEAL Group, a technology company dedicated to enhancing independence for individuals with disabilities to provide access to CSL's rich collection of World War I archival documents and publications for individuals unable to read print materials, using human-narrated recordings and e-books. Panel members also included Diane Weaver Dunne, CRIS Executive Director and Christopher Kelly, Director. They discussed the process, challenges, and benefits of collaborating among diverse organizations and working with and creating transcripts from various document formats. CRIS staff played some of the recordings and demonstrated the free open-source e-book and knowledge mining tools developed for the project. Government Records Archivist Damon Munz also attended the conference.

Lizette, with CRIS Executive Director Diane Weaver-Dunne, recorded a segment of the weekly "Lion Around Connecticut" radio show on April 2, for broadcast by Torrington community access radio station WAPJ 89.9 FM regarding the "Voices of WWI" project and to promote the website. The segment aired on Monday, April 16th.

Lizette participated in a session on *Connecticut State Court Records: Where Are They Now?* at the Connecticut Library Association 2018 Conference on April 24. This session provided an overview of current and historical Connecticut state court records at the courthouse, at the Connecticut State Library and online. Other presenters included Nancy Liefert, Access Services Unit Head and Christopher Roy, Law Librarian II, Connecticut Judicial Branch, Law Library Services Unit.

Training:

Archives staff participated in the following webinars:

Council of State Archivists [CoSA]:

Leadership and Management: How They Work Together, March 22

Advocacy for Archives, April 26.

National Association of Government Archives and Records Administrators (NAGARA):

2018 Spring Regional Forum, May 4. Sessions included the records manager's role in e-discovery, cyber security information, shutting down a shared drive and moving forward strategically, email records management, and two case studies of records management in action.

Other:

Detective James Nolting of the Connecticut State Police was able to locate the purchaser of the five New London County Court Overseer documents related to the Pequot tribe sold on eBay last April. Det. Nolting delivered the documents to Lizette on April 23rd. Lizette has shared information about the sale and recovery of the documents with our Assistant Attorney General Ralph Urban and the Council of State Archivists [CoSA]. Due to similar circumstances with other state and local archival records, CoSA has formed a Replevin committee to develop guidelines and standards regarding the issue and hopes to develop a partnership with the National Association of Attorneys General [NAAG] on this matter.

Lizette, Allen, and Christine Pittsley concluded their work on the Connecticut Radio Information System's [CRIS] National Historical Publications and Records Commission [NHPRC] grant to make historic records more accessible to individuals with visual impairments and learning disabilities.

Lizette, Allen, and Damon devoted considerable time to the Electronic Content Management [ECM] system development project with Public Records and DAS BEST staff.

Lizette began working on the next State Historical Records Advisory Board's [CT SHRAB] programming grant from the National Historical Publications and Records Commission [NHPRC]. The purpose of the grant is to provide advanced training to museum, historical society, and public library staff and volunteers that participated in SHRAB's three previous NHPRC grants from 2010-2017. The grant will also support History Day in Connecticut and promote Archives Month over the next two years.

Library Aide Lisa Lew completed re-filing the New Haven County Superior Court criminal case file records that were restored by BELFOR USA from the October 25th water leak at the Van Block facility. A number of files previous to the water damage were out of order in the boxes and are now in order by term or year making them more accessible to researchers. We continue to work with our property agent at the Department of Administrative Services (DAS) Leasing and Property Transfer to receive reimbursement for the work through the landlord's insurance company.

Lizette, Allen, and Damon along with DAS Procurement Services staff held a pre-bid meeting on March 19, with vendors on contract for installation of new compact shelving at our Van Block facility. Proposals were due May 1.

Lizette attended Council of State Archivists [CoSA] Development Committee meetings on April 24; and CoSA Board of Directors meetings on March 28 and April 8-10.

Allen attended CoSA State Electronic Records Initiative [SERI] Steering Committee meetings on April 12 and May 10, and Tools and Resources Subcommittee meetings.

State Archives staff submitted their fingerprint and background check information to the Department of Emergency Services and Public Protection [DESPP] as required by the Federal Bureau of Investigation [FBI] in compliance with its Criminal Justice Information System [CJIS] access requirements. Staff received conditional clearance on April 23rd. In addition, new access restrictions are now in place for the archival storage areas at the Van Block facility.

Allen attended the Society of American Archivists [SAA] Tragedy Response Initiative Task Force meetings.

Library for the Blind and Physically Handicapped (LBPH)

WebREADS software for LBPH: The library software migration from CUL (Consortium of User Libraries) to WebREADS (Reader Enrollment and Delivery System) was completed by the end of March. The LBPH went "live" on WebREADS on Monday, March 29. Almost a week's worth of online training was held and the staff's proficiency is steadily improving. The migration did have a number of issues most of which were resolved quickly. There is one major issue still outstanding and that is the method in which a patron's request list is populated. The current WebREADS configuration uses a manual method that has proven to be very inefficient and ineffective. Data Management, the vendor, is in the process of upgrading us to an automatic method where the computer populates the request list. This should significantly increase our circulation which is well below normal in April due to the migration.

Connecticut Volunteer Services for the Blind and Handicapped (CVSBH) is continuing to process newly recorded books for uploading to BARD (Braille and Audio Reading Download). Their quarterly board meeting was held on April 27.

The LBPH Friends met on April 10. They've had 24 membership renewals for 2018 for a total of \$395 collected in dues and donations.

The Advisory Committee met on April 27.

Outreach included a display at an educational event sponsored by the Southington Commission on Disabilities with Rafal Warchol representing the LBPH.

