

Report to the State Library Board

July 23, 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 July 23, 2018 meeting of the Board, covers the period of May 22, 2018, through July 20, 2018.

Office of the State Librarian

Roof Replacement Project

On June 1, the Bond Commission approved \$1,123,100 for roof replacements at the State Record Center and the Library for the Blind and Physically Handicapped. These roof replacements are long overdue and will address critical water infiltration issues at both sites. The State Library initially requested funding for this work in 2007.

Sexual Harassment Awareness and Prevention Training

As part of the Agency's ongoing commitment to the prevention of sexual harassment in the workplace, Jennifer Taplin, from the Department of Administrative Services Equal Employment Opportunity Office, conducted five workshop sessions for all line staff and supervisors and managers. In preparation for the training, all of the Agency's related policies were updated and posted on the State Library's website.

Connecticut Open House Day

Each year the Connecticut Office of Tourism sponsors Connecticut Open House Day. The one-day statewide event, held on Saturday, June 9th, is designed to showcase Connecticut's diverse world of history, art, and tourism. Robert Kinney coordinated the State Library's participation and staffed a table in the Museum of CT History that included information about the library, Frisbee's with State Library logo and a "Coloring Book: Drawings by Children taken from scanned CT newspapers, 1917-1919" prepared by Jane Cullinane (Preservation and Digital Projects Librarian).

New Editor for the CONNector

Ursula Hunt will be retiring from state service in August. She has been the editor of the CONNector for the past 5 years. Ursula instituted many changes to the newsletter over the years including implementing Constant Contact as the platform for the CONNector. Robert Kinney, Community Services Librarian, will be the new editor starting with the Fall issue.

Professional Activities

- Attended the Ives Squared ribbon cutting at the New Haven Free Public Library.

- Spoke at the dedication of the library in the Dr. Reginald Mayo Early Childhood School, New Haven.
- Facilitated a panel of archivists who had served as traveling archivists as part of a SPARKS grant project at a workshop for the grant participants.
- Participated in a discussion on teaching Connecticut history in public schools.
- Attended the ILS Advisory Board meeting at Southern Connecticut State University.

Division of Library Development (DLD)

EXCITE Transformation for Libraries Grant Cohort 1 Wrap Up:

Connecticut State Library in partnership with Innovation Builders, “EXCITE Transformation for Libraries” grant project, culminated in a project pitch session similar to the television show “Shark Tank” where EXCITE library teams made their project pitch for seed grants to implement innovative and creative library programs. Teams from the State Library of North Carolina; Charles County Public Library, Maryland; Ossining Library, New York; Springfield City Library, Massachusetts; Hall Memorial Library, Ellington, Connecticut; Burritt Library, Central Connecticut State University, vied for grants of up to \$3,000 each.

Projects include:

Adulthood 101 - Hall Memorial Library, Ellington, CT

Project focuses on young adults ages 23-29, missing social connections, feeling lonely and insecure. "Adults without a handbook." Series of interactive workshops of their choosing in a conversational, not lecture approach comfy setting to learn together.

ConnectU: Fall Into The Library - Central Connecticut State University, New Britain, CT

Focus on Junior Faculty. Repeatable series of discussions in the Fall semester among faculty on issues important to them, in a comfortable and relaxed setting in the library. Each team concept was created with the collaborative input of their respective communities resulting in customer driven projects.

Drop the Mic Recording Studio- Charles County Library System, MD

Recording Booth with media software for recording music and podcasts, and programs and themes will be designed by the teens and they will have ownership of their creativity to showcase to the public.

Parent Connections - Ossining Public Library, NY

Project focuses on connecting parents with their children, themselves and their community. Parents were feeling overwhelmed, having no time, guilty being away from the kids, isolated, etc. This is a three part program where parents and their children start with "Together Time" which may entail a story time or short activity to do together.

Forward Together - State Library of North Carolina

Librarians wanted a way to address complex community issues and form meaningful partnerships with their community. A 2.5 day intensive seminar will be developed where library staff will attend with a community partner to look at an issue in-depth. This will be followed up with virtual meetings.

Unite Teens - Springfield City Library, Springfield, MA

A Springfield teen mental health survey showed teens felt sad or hopeless, engaged in self-harm, seriously considered suicide or attempted suicide. The library could provide a safe space with consistent staff to lead them in team building or inspirational activities and make connections with community members and organizations.

Upcoming EXCITE Activities:

EXCITE Standalone Bootcamp, 24 participants from CT, MA, and NY attended training July 17-19th.

Recruitment completed for EXCITE Cohort 2 which will take place at the Cranston Public Library, Rhode Island. Applications from 4 academic libraries; 8 public libraries and the Division of Public Libraries, U.S. Virgin Islands were received. Cohort 2 begins September 11th, 2018.

Teams selected to participate in Cohort 2 are:

- Baltimore County Public Library, MD
- Bryant University Library, RI
- Cranston Public Library, RI (Cohort 2, Host Location)
- East Hartford Public Library, CT
- UMass Medical School Library, MA
- Westerly Public Library, RI

Construction Grants -The State Bond Commission approved the funding for two State Library construction grants on June 1. Funding was approved for grants to Brainerd Library in Haddam and the Stratford Library. The Bond Commission also approved an Urban Development direct grant of \$2.4 million to Bridgeport for a new branch library. The State Library will be administering the grant.

Professional Activities and Outreach

Dawn La Valle:

- Conducted a Futures Strategic Foresight primer exercise for DLD staff to introduce them to the process of creating functional views of alternative futures scenarios and possibilities to begin planning. DLD staff will undergo Strategic Foresight module training by the Kedge Futures School this fall.
- Completed planning and secured speakers for the 2018 ACLB Leadership Conference "Nuts and Bolts of Being a Library Board," which will take place on November 2nd at the University of Hartford Gray Center.
- Met with Dr. Joshua Elliott, TechInPedagogy to finalize evaluation data for EXCITE Cohort 1. Discussed framework for scholarly article to present the findings of the first evaluation and its potential to revolutionize Masters of Library Information and Science curriculum focusing on 21st Century skill sets.
- Working with fellow Access to Justice (ATJ) Working on Public Libraries chairs and Libby Post, Communications Services to develop a public service announcement to communicate the activities of ATJ as well as to highlight the role of public libraries in providing self-represented person's information and access to legal resources in CT.
- Attended the Dept. of Consumer Protection's 4th Annual Cross-Culture Communications Symposium.

- Hosted and assisted in facilitation of EXCITE Transformation for Libraries Stand Alone Bootcamp.

Tom Newman:

- Construction Grants - Thanks to an additional \$2.5 million in the recent budget revision, the State Library expects to have approximately \$9 million 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 are available now on the construction grant web page.
- Annual Report, State Aid, and Statistics. According to web analytics, the “Connecticut’s Public Libraries: A Statistical Profile” has been downloaded 670 times and the “Chart and Report Creator” 171 times since December. The data visualizations available online via Tableau Public regarding CT public library statistics have been viewed a combined 2,676 times.
- borrowIT CT -The revised budget for FY2019 has frozen the borrowIT allocation at \$703,638. This is the same amount expended in FY2018, but further rescissions may occur during the year.

Maria Bernier:

- Served on planning committee for the Connecticut Education Network conference, recruited library panelists and attendees, and attended conference on May 18 as chair of sessions on Makerspaces and filtering.
- Joined a new committee led by the Commission for Educational Technology (CET) to consider ways to increase E-rate participation in CT.
- Prepared and distributed seed grant contracts to Cohort 1 teams.

Gail Hurley:

- Presented and demonstrated to the eResources Task Force the historic newspapers from the Newspapers of Connecticut digital collection of the State Library and the grant-funded Connecticut Digital Newspaper Project, at their May 24 meeting.
- Assisted libraries with sending in holdings updates for findIT CT that will be accepted through June 1.
- Advertised and started working with libraries on getting their FY19 OCLC CatExpress orders together for June.
- Continued to load newspapers into the Connecticut Digital Archive (CTDA).
- Worked on getting bids for marketing materials for the Connecticut Digital Newspaper Project.
- Created a new libguide on virtual reality resources at <http://libguides.ctstatelibrary.org/VR>

Steve Cauffman:

- Presented a requestIT CT training on May 31, at Otis Library in Norwich.
- Coordinating a half-day session "Do's and Don'ts of requestIT" for staff members who have been using requestIT. Sessions will be taking place at the Middletown Library Service Center (MLSC) on June 13, Pomfret Public Library on July 13, and Plumb Memorial Library, Shelton on August 8, with more sessions in the works for the fall.
- Helped to plan and hosted the Interlibrary Loan (ILL) Roundtable Combined (East and West) meeting, which took place at Van Block on Thursday, May 17. More than 45

people attended. Updated attendees briefly on findIT, requestIT, deliverIT, upcoming Continuing Education (CE) classes, and the Excite boot camp.

- Continued to add relevant, free webinars, Connecticut Library Consortium Roundtable meetings, and DLD offerings, to the CE calendar. Announced DLD classes on Conntech and Connecticut Association of School Librarians e-mail lists.
- Continued to update requestIT CT LibGuide web pages on an ongoing basis with information for libraries participating in the service, which includes compiling and posting monthly requestIT statistics.

Eric Hansen:

- Converted researchIT CT EBSCO database links in researchitct.org and library vendor direct links document to https://.
- Purchased all Nutmeg award winning titles for 2018 available in either format (eAudio/eBook) and all Nutmeg Award nominees available in either format in Recorded Books for RBDigital collection.
- eGO, installed and tested 15 new public libraries in an internet operating system (iOS) app.
- Conducted Digital Public Library of America (DPLA) eBook pilot and Connecticut State Library (CSL) conference call on May 15. Planning for the future of DPLA/LYRASIS/CSL eGO collaboration.
- Presented researchIT CT and eGO to Combined East West ILL Roundtable Wednesday, May 16, in Hartford.
- Staffed CSL table at the CT Education Network (CEN) annual conference Friday, May 18, in Hartford.

Access Services

Public Hearing Transcripts

In May, after the legislative session had ended, we found out that the Office of Legislative Management decided that they would no longer transcribe the public hearings of the Connecticut General Assembly's committees. These transcripts are used by a wide range of Connecticut citizens. Law reference staff provided a list of questions for the State Librarian to present to Jim Tracy, Executive Director for the Office of Legislative Management. Answers to these questions are helping us form plans on how to handle the loss of this resource. During the calendar year 2017, Bill Room staff counted 692 Legislative History cards that had been used. (Online access to many legislative histories are provided through a research guide. Online use is not included in the card count.) It is the considered opinion of the staff that the public transcripts are a well used and an important resource in maintaining government transparency.

Staffing

We have been short staffed in the Access Services' reference areas for some time and several retirements in the upcoming months will further impact Access Services. Meetings were held and will be held to formulate plans to compensate for staffing shortages. This will require time away from regular duty assignments for additional training. Staff in all the units have been flexible and understanding. The Law librarians have been extremely accommodating in juggling reference desk schedules between three people. We had to reduce Law desk coverage during

our open hours. A short information list was put together so Government Information staff could assist patrons with basic law questions. We put the following announcement on our website:

The law reference desk will be staffed between 10-12 and 2-4 on Thursday, July 5 and Friday, July 6. At other times you may call 860-757-6500 and leave a message or email your question to csl.lawref@ct.gov There will be no law librarian on staff on Saturday, July 7.

Staff shortages on the Judicial side of the building have affected both maintenance and security at the library.

Archive-It

The Connecticut State Library was able to reach an agreement with Archive-IT. Archive-IT will fill our need for a tool to harvest state agency websites. Archive-IT can also provide archival storage space for these digital harvests. Starting in June, Steve Rice began tackling the learning curve for this product. His experience will be shared with other library staff to develop a workflow that can be used by Access Services and Archives in preserving digital resources.

New Research Guides

Staff contribute to developing research guides and compiling indexes for patron use. Jeannie Sherman and Kris Aberly combined resources to increase patron awareness of genealogy resources in federal documents. <https://libguides.ctstatelibrary.org/fedgen>.

Professional Activities and Outreach

Kevin Johnson (H&G) presented Pvt. William Webb at Orchard Hill Elementary School, South Windsor, for a Civil War day Encampment. Kevin Johnson (H&G) presented Jordan Freeman at McAlister Intermediate School, in Suffield as part of Revolutionary War Day. He also presented Jordan Freeman at Litchfield Intermediate School.

Nancy Liefert of Government Information Reference Services (GIRS), gave a tour for staff of the Office of Legislative Management. This was arranged with Jennifer Bernier (Office of Legislative Research Library).

Nancy Liefert (GIRS) attended the workshop 'Hands-On Legal Reference for Public Librarians' at the Southbury Public Library.

Nancy Liefert (GIRS) and Debra Pond (Law) gave a tour to six interns from the Office of the State Attorney General.

Lindsay Young (Law) attended Southern New England Law Librarians Association (SNELLA) meeting.

Kris Aberly (GIRS) and Jenny Groome (GIRS) attended a Government Publications Librarians of New England (GPLNE) meeting held at UCONN.

Kris Abery (GIRS) attended a symposium "Cross-Cultural Communication" sponsored by Dept. of Consumer Protection.

Collection Services

Acquisitions

The Library purchases selected eBook titles à la carte through EBSCO and offers these remotely with a CT State Library borrowing card. Recent acquisitions include:

Benes, Peter. (2016). [*For a Short Time Only : Itinerants and the Resurgence of Popular Culture in Early America.*](#)

Driscoll, K. (2018). [*Mark Twain among the Indians and other native peoples.*](#)

Grandjean, Katherine. (2015). [*American Passage : The Communications Frontier in Early New England.*](#)

Newell, Margaret Ellen. (2015). [*Brethren by Nature : New England Indians, Colonists, and the Origins of American Slavery.*](#)

Plane, Ann Marie. (2014). [*Dreams and the Invisible World in Colonial New England : Indians, Colonists, and the Seventeenth Century.*](#)

Winiarski, Douglas Leo, and Omohundro Institute of Early American History & Culture. (2017). [*Darkness Falls on the Land of Light : Experiencing Religious Awakenings in Eighteenth-century New England.*](#)

Federal Depository Library

On June 20, Collection Services staff began using Federal Depository Library Program (FDLP) eXchange, a new online tool developed by the Government Publishing Office (GPO) for the FDLP. FDLP eXchange is a one-stop site for the **entire needs and offers** process and includes many benefits, such as automated matching of needs and offers and instant notifications when a match has been made. As the regional federal depository library for Connecticut and Rhode Island, the CT State Library reviews and approves all discard requests from the selective depositories in our region. We look forward to how much FDLP eXchange will streamline the process and make collection management easier for all libraries involved.

State Library Digital Collections

We are working to scan new content from the library collections. New files and our legacy files from earlier scanning efforts are being preserved in the Connecticut Digital Archive (CTDA). However, CTDA was closed to new content for most of May-June 2018, while they conducted a major system upgrade. Our partners at the Univ. of Connecticut were working to change the underlying software and hardware. Our staff were just beginning to add new content at the very end of June.

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 has been approved by the Library of Congress and we hope it will be online soon. Our second batch has been scanned and will need approval. The scanning vendor is working on our third batch of about 10,000 pages. The film duplication vendor is making duplicate negatives for batch four which will be ready for scanning as soon as the new film is approved. Chris Gauvreau (CDNP Project Coordinator) is preparing essays about the history of each of the newspapers we are scanning to be posted on the Library of Congress site. Five essays have been approved and more are in the works.

Matthew L. Carter of the state Dept. of Public Health, contacted us to tell us how useful our digitized newspapers were for a presentation he gave on the "Influenza Pandemic of 1918". His presentation is posted on our website at <https://ctdigitalnewspaperproject.org/2018/06/influenza-pandemic-of-1918/>.

Professional Activities and Outreach

Christine Gauvreau (CDNP Project Coordinator)

- presented to the Granby Senior Center on The War at Home: Era Stories from CT.
- staffed the CDNP exhibit table for the 2018 Homeschool Conference, held in Middletown (June 16).

Discovery Services

United States Labor Bulletins

Prominent in the State Library print collections are historical US document serials and monographs that the U.S. Government Printing Office's (USGPO) partner institutions are digitizing, with USGPO guaranteeing access and distributing cataloging records for these electronic versions. One of the most productive GPO's partner is the Federal Reserve Archival System for Economic Research (FRASER), a service of the Federal Reserve Bank of St. Louis. Among the serials digitized by FRASER, and receiving ongoing cataloging by GPO for use of depository libraries, is the *Bulletin of the United States Bureau of Labor Statistics*. This title began publication in 1913, with the State Library receiving printed issues until 1990.

From 1913 to 1958, State Library bindery workers periodically gathered the *Bulletins* into a set of over 100 bound volumes, all of which are labeled *United States Labor Bulletins*. GPO's distribution of the FRASER scans is allowing the State Library to catalog the print series and to provide access to the electronic versions in Primo from the same records as the print. By utilizing and refining the host record capability in the Alma bibliographic software, we are able to inventory and provide access to the individual titles in the series as well as to the locally assigned spine titles.

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 municipal code updates for Bristol, East Haddam, Hartford, Rocky Hill, Stamford, and Westport.

Also, we added annual reports from the towns of Columbia, Danbury, Darien, East Granby, East Haddam, East Hartford, Fairfield, Farmington, Hartland, Lebanon, Lisbon, Lyme, Madison, Salem, Thompson, and Union.

"Other States" Statutes

The State Library maintains an ongoing collection of primary legal publications from all states. During this report period we released revised state statutes or codes for Alabama, Arizona, the District of Columbia, Florida, Hawaii, Idaho, Illinois, Minnesota, Mississippi, Missouri, Montana, Nevada, New Jersey, New York, North Carolina, North Dakota, Ohio, Oklahoma, Pennsylvania, Rhode Island, South Dakota, Tennessee, Texas, Virgin Islands, Vermont, Virginia, Washington, and Wisconsin.

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 Social Services (DSS), Regional Offices, 18-1-1, effective 5/10/2018.
- Department of Mental Health and Addiction Services (DMHAS), Capitol Region Mental Health Center, 18-2-1, effective 6/20/18.
- Office of the Attorney General (OAG), Entire Agency, 13-3-1R, effective 6/29/18.

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.

There was a significant delay during the installation of the Atlas Production System related to the Security sign-on requirements. BEST worked with IBM to resolve the issues and the application is now moving into production with the enhancements that will improve the functionality of the application and meet the needs of the state. Staff completed user acceptance and the State Library will serve as a pilot agency for the soft launch in production in July. 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 supports municipal records preservation and management projects throughout the state. For FY 2019, the program is awarding grants in the amounts of \$4,500, \$6,500 and \$9,500 for small, medium and large towns respectively.

Kathy Makover processed targeted grant applications from 122 municipalities for FY 2019 Cycle 1, following up with towns regarding project plans or other required information or adjustments. Following application approvals by LeAnn Power, award letters and contracts were mailed to the municipalities on June 29th for grant awards totaling \$657,000.

Cycle 1 grant contracts are being processed for signature by Ken Wiggin. Applications for FY 2019 Cycle 2 grants are being accepted through the closing date of September 30th. For FY 2018, final reports are being processed from 153 towns for grants totaling \$666,500.

Outreach & Site Inspections

Staff continue to work with municipal and state agency personnel on records management issues related to records retention, disposal, reformatting, 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; and assisting municipalities with town hall vault projects often operating on tight schedules.

Kathy Makover has been working with town officials or design professionals on vault projects in seven towns currently in various stages of vault construction, renovation or modification projects, including new vault planning and construction, HVAC and window remediations.

In response to a request by the Department of Administrative Services (DAS) for re-inspection of a records storage facility on state contract, Kathy Makover presented documentation for review at a meeting held on May 17, with LeAnn Power and DAS representatives. A formal re-inspection was completed at the facility on May 18.

Disaster Preparedness

Kathy Makover assisted a state agency with water-damaged medical records, providing guidance regarding mold conditions and disaster recovery vendors; assisted a municipality considering recovery options for permanent records stored under poor conditions; and provided information and resources to a municipality starting to plan for records disaster preparedness.

State Records Center

The State Records Center provides off-site inactive records storage for state agencies free of charge. During this reporting period, Doug Yaeger and Mike Soltesz accessioned 1,241 cubic feet of agency records; deaccessioned 547 cubic feet of agency records; processed 805 reference requests; and processed 337 re-files and inter-files.

Professional Activities and Outreach

LeAnn Power assisted with the administration of the Town Clerk Certification Exam at the Newington Town Hall on June 13. One section of the exam covers "Records Management in the Town Clerk's Office."

State Archives

Accessions:

RG 062:054, Town of Glastonbury aerial maps, circa 1950-1959, 1 compact disc.

RG 062:110, Town of Plainville tax abstracts, 1869-1989, 122 volumes.

RG 062:125, Town of Sharon school biographical records, circa 1923-1971, 1999, 2.5 cubic feet.

New Finding Aids Online:

Letters and Other Submissions to The Newtown Bee in Response to the Sandy Hook Shootings Collection, 2012-2014, 2.25 cubic feet (RG 069:170),

https://ctstatelibrary.org/RG069_170.html

On the morning of December 14, 2012, a lone gunman shot his way into the Sandy Hook Elementary School in Newtown, Connecticut, and proceeded to shoot and kill 26

people, including 20 children. The local newspaper covered the story –both in print and in web format – from the moment the first responders were called to the school. People from around the world wrote to the paper in response to the coverage. The collection contains letters, poetry, and artwork.

Woodstock Theft Detecting Society, 1793-1865, 3 volumes (RG 169:008),
https://ctstatelibrary.org/RG169_008.html

The 39 men who met on May 20, 1793, agreed to form themselves “into a Society for the purpose of Detecting those who may steal horses or other Property. . .” They named the organization the Woodstock Society for Detecting Thefts and although the stated purpose has changed, the Society still exists today. The collection consists of the original and subsequent constitutions, one volume of meeting minutes, lists of members, and account records of fines levied on members for not attending meetings.

Processing Completed:

Archives volunteer Sarah Morin completed processing the "Letters and Other Submissions to The Newtown Bee in Response to the Sandy Hook Shootings Collection," 2.25 cubic feet.

Professional Activities and Outreach

Allen Ramsey and Damon Munz attended a half-day International Foundation for Cultural Property Protection (IFCPP) Library Protection Workshop at Manchester Community College. Topics included how to enhance or supplement the agency's policy manual; why people steal from institutions, how staff can recognize theft, and how to prevent it; balancing access & security; and fundamentals in emergency planning.

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

Lizette is working with Chris Fenison of the Pediment Group regarding the inclusion of items from the State Archives pictorial collections for "[Greater Hartford Memories: A Photographic History of the 1800s through the 1930s](#)". The State Library is a partner on this project with the Hartford Courant, the Harriet Beecher Stowe Center, the Hartford History Center, the Windsor Historical Society, and others.

Lizette began work on the next State Historical Records Advisory Board's (CT SHRAB) programming grant from the National Historical Publications and Records Commission (NHPRC). The primary purpose of the grant is to pilot small grants for museums, historical societies, and public libraries that participated in SHRAB's three previous NHPRC grants from 2010-2017. The grant will also support advanced training for museum, historical society, and public library staff and volunteers, the History Day in Connecticut program, and promote Archives Month over the next two years.

Lizette attended Council of State Archivists (CoSA) Development Committee meetings on June 26; and CoSA Board of Directors meetings on May 23 and June 27

Allen attended CoSA State Electronic Records Initiative (SERI) Steering Committee meetings on June 14 and July 12; Tools and Resources Subcommittee meetings on June 5 and July 11; and Archives Collaborating and Cooperating with External Strategic Stakeholders (ACCESS) grant implementation team meetings on June 4, 18, and 25.

Lizette and Allen met with Linda Ferraro and staff of the Drinking Water Section of the Department of Public Health (DPH) to discuss digital imaging requirements and the transfer of historical sanitary engineer reports to the State Library. State Library staff was able to inform the section that early records from the 1920s in that series had been previously transferred to the Government Documents unit rather than misplaced as the DPH staff had thought.

Allen, Lizette and Damon met with Department of Administrative Services (DAS) procurement staff to review and rate bids submitted to install mobile shelving at the Van Block facility.

Lizette conducted a series of phone conversations between May 30 and June 21 with the state or territorial archivist from Colorado, Florida, Guam, Delaware, Washington, DC and California as part of the Council of State Archivists (CoSA) Board of Directors annual "Calls to the States." The information collected helps CoSA determine where to best use its limited resources for the coming year in support of its member institutions.

Lizette attended a panel discussion on June 25 for participants in CSL's Institution for Museum and Library Services (IMLS) [SPARKS! Ignition grant](#) at the Middletown Library Service Center. The grant funded a group of traveling archivists to assist local cultural heritage organizations with creating and converting existing collection inventories and finding aids to fit the Connecticut Archives Online template. Lizette is a member of the grant advisory panel.

Lizette and Allen participated in a meeting on July 12 with the State Librarian and representatives from the Governor's staff and the Bureau of Enterprise Systems and Technology (BEST) regarding issues related to the preservation and transfer of Governor Malloy and his executive staff's email and electronic documents at the end of his term in January 2019.

Library for the Blind and Physically Handicapped (LBPH)

WebREADS software for LBPH: The staff are becoming more efficient with the WebREADS software and the occasional issues discovered are promptly rectified by Data Management Inc, the software vendor. The major deficiency regarding patron request lists has been resolved with the installation of the new automatic book selection software, at no cost to us. In essence, this software greatly increases the number of audio books available for computer selection thus increasing the number of books circulated. The audio book circulation during June 2018 surged by 36% over May to 13,190. Much of this is likely due to the filling of the backlog of patron requests. We anticipate July to be higher than previous months but not as high as June.

Braille service from Utah LBPH was renewed on July first for the 5th year. Utah acts as our distribution point for braille books to our patrons. Patrons will request books through our reader advisors per normal but they get shipped to them from the Utah LBPH regional library. Our

collection of braille books is being donated to libraries overseas that serve the blind and persons with disabilities, primarily to Bangladesh of late. Over the past 3 years, along with the recycling of some 270,000 obsolete cassette books, we have cleared about 27 rows of double-wide shelving (about 5,500 linear feet) that are now available for other uses. There are two rows of braille books remaining to donate.

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). In the past two months, 34 CVSBH-produced audio books have been uploaded to BARD with 10 more awaiting approval. These are the product of the CVSBH contract with Potomac Talking Books, Inc. The next quarterly board meeting is scheduled for July 27, 2018.

The National Library Service biannual conference was held in Nashville, TN in late June and attended by Paula McLean. The focus of the conference was the developments in progress to modernize the delivery of books via the "cloud". These include wi-fi capable book players, braille e-readers, and audio book duplication on demand with the corresponding reduction of physical books on the shelf. Ideally, in about 10 years, most patrons will be served by electronic means.

The LBPH Friends group met on June 12.

The Advisory Committee will meet on July 20.

Outreach included the display at the semi-annual Connecticut Society of Eye Physicians Scientific and Socio-economic meeting on June 8.