

Report to the State Library Board

July 22, 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 July 22, 2019 meeting of the Board, covers the period of May 21, 2019 through July 19, 2019.

Office of the State Librarian

Executive Order No. 1

Governor Lamont signed Executive Order No. 1 (EO 1) on April 24, 2019, directing executive branch agencies “to recommit to and expand the Lead by Example program for the efficient use of energy, materials, and water and in the reduction of waste disposal, GHG emissions, and other pollution, in order to reduce the costs and environmental impacts of state government facilities and operations.” EO 1 established a Steering Committee on State Sustainability and the Steering Committee is charged with meeting the following state agency goals of greenhouse gas emission reductions, water consumption, and waste disposal by 2030:

- 45 percent reduction in GHG emissions below 2001 levels by 2030, equivalent to a 34 percent reduction below 2014 levels;
- 25 percent reduction in waste disposal by 2030 from a 2020 statewide baseline;
- 10 percent reduction in water consumption by 2030 from a 2020 statewide baseline inventory, or alternatively, such goals as shall be established in coordination with the state Water Planning Council in furtherance of the State Water Plan; and
- state agency specific goals that support the long-term reduction in operating and maintenance costs for state government facilities and operations, and shall be developed in recognition of the need to carefully manage the state’s fiscal resources.

I have designated Frank Calvi, the State Library’s Fiscal/Administrative Manager, as the agency’s Senior Sustainability Officer (SSO). His role as SSO is to represent the agency at Steering Committee meetings, ensure that the baseline data for the agency is provided, develop and implement the agency’s Sustainability Performance Plan, provide quarterly reports to the Steering Committee, and drive the agency’s compliance with both the agency’s Sustainability Performance Plan and the goals of EO 1. In 2015, the State Library took advantage of the State Agency Energy Savings Program and replaced the lighting in all of our buildings, with the exception of 231 Capitol Avenue, at no cost to the agency. We will be looking for additional ways to meet the targeted goals.

CSL Network Clean Up Project

The agency will be migrating all of our data stored on the current in-house servers to the State’s data center starting this summer. In order to reduce the amount of data to be transferred, IT Support Staff have been working with various units to clean up the number of outdated web

pages, the amount of duplicate images, as well as materials past their retention periods or that should be transferred for permanent preservation. This also requires cleaning out individual drives and all shared network drives assigned to various units and groups. In order to ensure a smooth transfer and improve future workflows and efficient use of resources, IT Support, Archives and Public Records developed a cleanup and migration plan for each phase of the work. The target deadline for completion is September 1, 2019.

Professional Activities

Attended the Friends of CT Libraries (FOCL) Annual Meeting.

Participated on two panels at the American Library Association Annual Conference.

Attended the National Medal for Museum and Library Service ceremony in Washington, D.C. The New Haven Free Public Library was one of this year's awardees. New Haven is the third Connecticut public library to receive the National Medal since the inception of the award in 1994. Hartford Public Library was a recipient in 2002 and the Otis Library (Norwich) in 2016.

Division of Library Development (DLD)

Staff Notes

Congratulations to Eric Hansen on his retirement, after 11 years of dedicated service to the State Library.

Congratulations to Maria Bernier who was selected to fill the position of Statewide Data Coordinator.

Congratulations to Kymberlee Powe, formerly of the West Haven Public Library, who was selected to be the new DLD Consultant for Children and Young Adult (YA) Services.

Urban Library Task Force

At the June Advisory Council for Library Planning and Development, (ACLPD) meeting, members voted to approve DLD's recommendation for the formation of an Urban Library Initiative Task Force to assess the needs of urban and urbanized libraries and provide access to tools and continuing education that reflect needs in their communities.

Based on the Connecticut State Library's (CSL) Library Services and Technology Act (LSTA) 5 Year Plan 2018-2022 (https://libguides.ctstatelibrary.org/ld.php?content_id=35071423)

"CSL's top priority is to emphasize the role of libraries as anchor institutions within their communities and to help librarians gain skills, knowledge, and resources in order to serve their communities' needs. Building on the Aspen Report's themes of People and Place, CSL will help public libraries cement their place as essential organizations that are central to the quality of life, civic and cultural engagement and economic vitality in every municipality."

"CSL will meet these goals through a combination of statewide services and programs, special projects and possible subgrants to libraries. Specific projects and activities may change in response to state budget conditions and CSL's continual reassessment of library needs. As in

past years, CSL will continue to pilot and test new initiatives with libraries to determine through data and feedback whether they will be useful to the statewide community. With limited resources, CSL must conduct its due diligence and lay foundations before moving forward with anything new.”

In the 5 year plan, **Goal 1** addresses the following needs identified in the needs assessment:

- The library workforce benefits from ongoing training and professional support.
- Librarians benefit from knowing how to develop and capitalize on community partnerships in order to solidify their places as community anchors.
- Librarians benefit from training, support, and tools for planning and assessment.

Goal 1. Support the impact of libraries as community anchors with increased institutional capacity, community partnerships, and programming focused on the seven literacies.

The formation of this Task Force is a key project to meet this LSTA 5 Year Plan goal and the activities the Task Force identifies, creates and implements will have a significant impact on the communities urban libraries serve.

The first meeting of the Task Force will be scheduled for September. Participating libraries are Bridgeport; Danbury; Ferguson Library, Stamford; Hartford; New Haven; New London; Russell Library, Middletown; and Silas Bronson Library, Waterbury.

Public Library Construction Grants:

Eight libraries submitted a “Notice of Intent” to apply for public library construction grants. Dawn will be working with these libraries on their formal applications that are due September 1.

Professional Activities:

Dawn La Valle

- Facilitated ACLPD Resource Sharing meetings with the result being a draft document “CT Vision for Resource Sharing” for ACLPD consideration and ultimately State Library Board consideration at the September or November State Library Board meeting.
- Participated as a panelist on “Technology for Transformational Change” and presented a session, “Creating a Culture of Collaboration” at the Teach for America Conference held at the Ford Foundation for Social Justice.
- Attended the Connecticut Department of Consumer Protection, Cross Cultural Communication Symposium and connected with Hugo Balta, CT Latino News who DLD will be partnering with to provide information and make connections for a media campaign to tell Connecticut library stories.
- Hosted the first EXCITE Transformation for Libraries Regional Bootcamp at the Monroe Township Public Library in New Jersey along with our partners Mary Chute, New Jersey State Librarian and Peggy Cadigan, Deputy State Librarian for Innovation and Outreach. Bootcamp was a resounding success with evaluations that are in line with previous Bootcamp and Cohort results.
- Worked with Eric Hansen and Aimee Cunningham, Department of Administrative Services (DAS) Contract Specialist to complete the bid process for researchIT CT databases.

Gail Hurley

- *NASA @ My Library project (NaML)*: Exhibited the project at the Open House Day at the Connecticut State Library (CSL) on June 8. The NASA @ My Library Science Technology, Engineering and Math (STEM) Kits have circulated to eight public libraries to use for summer programming to date, with more scheduled for July and August. The six kits are all reserved through October/November.
- *Connecticut Digital Newspaper Project (CDNP)*: A digital kiosk is now on display along with two project banners in the Museum of Connecticut History. The digital kiosk display has information about the project, newspaper themes, and sample newspaper clippings. New brochures were created to distribute to librarians, historians and teachers.

The CDNP staff presented a session and exhibited at the Connecticut League of History Organizations Conference on June 3, at Central Connecticut State University. Staff also exhibited at the New Haven Festival of Arts and Ideas on Saturday, June 8, and will be exhibiting at the Monday night Jazz Festival at Bushnell Park in Hartford during July and August.

- *CT Digital Archive (CTDA)*: Attended the annual CTDA Open Meeting at the Avon Library on June 17. Will be working with CTDA member colleagues on researching digital exhibits, as well as making a plan to transfer the Treasures of Connecticut Libraries digital collection from CSL's ContentDM platform to the CTDA.
- *CatExpress and requestIT CT renewals*: Prepared libraries' cataloging record renewal orders for FY20 to OCLC's CatExpress subscription service. Started gathering information for renewals to CSL's requestIT CT interlibrary loan service. Billing for CatExpress and requestIT CT services will occur in mid-to-late July.

Stephen Cauffman:

- Offered a "Dos and Don'ts of requestIT" training session at the Scotland Public Library.
- Trained staff members from the Simsbury Public Library on requestIT CT.
- Attended the Statewide ILL Roundtable Meeting (a combined meeting of the Roundtables East and West) at the State Library's Van Block facility and gave the group findIT and requestIT updates.
- Met with Gail Hurley to discuss Continuing Education in advance of her taking over those responsibilities on July 1.
- FY2019 statistics on usage of the Middletown Library Service Center (MLSC) meeting spaces:
 - 264 meetings and workshops hosted at the MLSC
 - Meeting Room used 148 times
 - Conference Rooms used 93 times
 - Computer Lab used 23 times

Maria Bernier:

- Received signed Library Services and Technology Act (LSTA) grant contracts from libraries, and checked them for completeness and accuracy.
- Supported Fiber Consortium project as needed through calls and meetings with individual libraries.
- Helped libraries respond to detailed questions from E-rate reviewers.
- Helped Year 4 libraries apply for state library grant funding.

- Attended Cross-Cultural Communication Symposium sponsored by Connecticut Department of Consumer Protection.
- Attended Data Basics workshop offered by the Connecticut Data Collaborative at the Wallingford Public Library.

Access Services

Staff Notes

One of the vacant library technician positions in the Bill Room has been filled. We welcomed Andrew Bourque in May. He has jumped into processing the Connecticut General Assembly 2019 transcripts.

New Chairs

Our History and Genealogy patrons were very pleased when 38 new chairs arrived in the reference area. These chairs are proving to be more comfortable than the mid-century modern wooden chairs they replaced.

Network Drive Clean Up

Several staff met with Archives, Public Records, and IT Support to discuss our computer network cleanup and use of SharePoint. The clean up and switching to SharePoint involves reorganizing and consolidating files on both our personal drives and our shared drives. Lindsay Young has been providing possible folder organizations and file clean-up ideas to staff. Each reference unit has unique files or databases. One such database is our RefWiki. This is a database filled with useful and hard to find information compiled since the early 1920s on 3x5 cards and translated into electronic formats. With the help of Jackie Bagwell (IT) we have moved the RefWiki information onto SharePoint. The SharePoint platform does not function like the Wiki platform. This will take some adjustment.

Connecticut Digital Archive (CTDA)

As the CTDA has matured, the State Library has made the decision to move all of its digital collections from OCLC's CONTENTdm (CDM) to the CTDA. Steve Rice is devising a workflow for transferring digital state documents from their current home in CONTENTdm (CDM) and into CTDA (Connecticut Digital Archive) system.

New Legislative Material Index

The State Library has a number of indexes that are still on 3x5 cards and efforts are under way to build electronic databases from the information on them. Law Librarian Lindsay Young is developing a database that combines all the legislative bills/acts/subject cards into one searchable index. These cards contain decades of legislative history information. For instance, if anyone does legislative research on ice cream trucks they will be alerted to bills that dealt with frozen desserts and ice cream wagons as well. Subject terms have changed overtime.

Collection Services

Acquisitions

During May and June we reconciled purchases in two different accounting systems (ExLibris ALMA vs. Core-CT) to ensure that our invoices were posted to the appropriate account, for example print vs. electronic. To turn commitments into expenditures we pushed our vendors for

expedited subscription renewal invoices. At fiscal year close we left no unexpended funds in the library materials budget.

Circulation

Collection Services and Reference Service staff processed 108 new CT State Library card applications during May-June 2019.

FDLP (Federal Depository Library Program)

During May-June 2019, Collection Services approved 3,132 discard requests from FDLP libraries in Connecticut and Rhode Island using FDLP eXchange, an online tool developed by GPO (the Government Publishing Office) for the needs and offers process. We claimed 31 offers from other libraries, enabling us to replace missing or deteriorating Federal documents in our collection.

State Library Digital Collections

Glenn Sherman, Library Technician, digitized and added to CTDA the following publication:

Grant, Lillian Gertrude. *George Seymour Godard and His Connecticut State Library*. (1936). <http://hdl.handle.net/11134/30002:22223726>

Connecticut Digital Newspaper Project (CDNP)

During the months of May and June, the newspaper project had three batches approved by the Library of Congress (LOC) and one, containing issues of the *New Britain Herald* from 1924-1926, uploaded into Chronicling America. In addition, CDNP received approval from the Library of Congress and the National Endowment for the Humanities to digitize 5,000 additional pages for this cycle, allowing us to scan all the film that we had duplicated for this two-year project. These 5,000 pages, currently enroute to us from the scanner, will be submitted within two weeks to the LOC, completing the work on the scans we owed for the 2017-2019 grant cycle.

Two essays, one on *Hartford Labor* and one on *L'indipendente*, were submitted for display on the Chronicling America website. Essays from our Italian-language consultant for *La Tribuna* and *La Sentinella* were received on time for final editing in house.

The newspaper project continued our outreach and publicity efforts. Christine Gauvreau, Project Coordinator, presented on a panel with speakers from the Jewish Historical Society and *Connecticut Explored* magazine, at the annual conference of the Connecticut League of History Organizations on how to reach the public more effectively. Christine highlighted the CDNP efforts to exhibit at festivals this summer. On June 8, CDNP exhibited on the New Haven Green as part of the Community Day opening of the New Haven Arts and Ideas festival. The CDNP also displayed its large educational banners at the June 8, 2019 Open House Day in the State Library Museum. A digital kiosk showing content from our newspapers has been permanently installed in the museum.

Christine continued the monthly blog of the project, posting on the coverage of Italy-America Day of May 24, 1920, in a newly digitized Italian-language newspaper called *La Sentinella*. A

June blog used clips from the June 1919 Connecticut labor press coverage of that year's local and national protests against Prohibition.

Discovery Services

Connecticut State Library motor vehicle catalog collection.

In May, Cataloger William Anderson added to Primo the cataloging record for the Connecticut State Library motor vehicle catalog collection. Known as the Veeder Collection, the collection of manufacturers' catalogs was given to the Connecticut State Library in the early 1950s by the Veeder Root Company. The collection contains primarily catalogs of automobiles and trucks, but also has supplementary collections of catalogs of bicycles, sidecars, and farm machinery. It comprises 5,500 catalogs stored in 77 acid-free boxes in the Library's Special Collections area. Hartford manufacturers represented in the collection include the Columbia Motor Car Company, Pope Manufacturing, Post & Lester, and Whitlock Coil and Pipe. The Primo record for the collection is here: https://cscu-csl-primo.hosted.exlibrisgroup.com/primo-explore/fulldisplay?docid=01CSCU_NETWORK_ALMA71133567010003451&vid=CSL_V1&search_scope=CSL_ALMA&tab=default_tab&lang=en_US&context=L

In the 1930s, a shelflist card catalog for this collection was typed by the Library, photocopied and issued as a separate index. The digitized version of this index is here: https://cscu-csl-primo.hosted.exlibrisgroup.com/permalink/f/1aj269h/01CSCU_NETWORK_ALMA7170521750003451

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. These monthly releases include research reports prepared by The Law Library of Congress Global Legal Research Center.

To date CSL has cataloged 1,400 CRS or Global Legal Research Center reports, including the following titles of interest added to Alma/Primo in May:

National Park System: what do the different park titles signify?

Primo link: https://cscu-csl-primo.hosted.exlibrisgroup.com/permalink/f/1aj269h/01CSCU_NETWORK_ALMA71134237670003451

U.S. immigration policy : chart book of key trends.

Primo link: https://cscu-csl-primo.hosted.exlibrisgroup.com/permalink/f/1aj269h/01CSCU_NETWORK_ALMA71134237020003451

Congress's contempt power and the enforcement of congressional subpoenas : law, history, practice, and procedure.

Primo link: https://cscu-csl-primo.hosted.exlibrisgroup.com/permalink/f/1aj269h/01CSCU_NETWORK_ALMA71134246390003451

The Advocacy of Terrorism on the Internet: Freedom of Speech Issues and the Material Support Statutes.

Primo link:

<https://cscu-csl->

[primo.hosted.exlibrisgroup.com/permalink/f/1aj269h/01CSCU_NETWORK_ALMA71133839190003451](https://cscu-csl-primo.hosted.exlibrisgroup.com/permalink/f/1aj269h/01CSCU_NETWORK_ALMA71133839190003451)

Office of the Public Records Administrator (OPRA)

Enterprise Content Management Implementation Project

The State Library and the Department of Administrative Services, Bureau of Enterprise Systems & Technology (DAS/BEST) are continuing to collaborate on a project to enhance the Enterprise Content Management (ECM) environment to manage the State of Connecticut's information assets. The ECM system will allow state agencies to more effectively and efficiently store and manage electronic records to ensure compliance and support state agency requirements.

Review of the reformatted General and Agency Schedules to comply with the Atlas requirements continues along with the requests for service to make changes and test defects and enhancements in Atlas. The list of open issues is getting smaller as DAS/BEST and IBM address issues that require resolution prior to providing Agency and Public access to the portal. The date to make the application available is dependent on the completion of Agency reviews of reformatted schedules and the changes required to address defects and enhancements.

The State Library also continued to work with DAS/BEST and the Department of Emergency Services and Public Protection (DESPP) to complete the Technical Solution Document identifying the requirements to implement the IBM Enterprise Records Management Application (IER) for one of its units which will serve as a pilot for automating the review and disposition of documents. Personnel changes have caused delays, but the work is moving forward.

Currently, Archives staff are 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].

Historic Documents Preservation Program

The Historic Documents Preservation Program supports municipal records preservation and management projects throughout the state. For FY2020, the program is awarding grants in the amounts of \$5,500, \$7,500 and \$10,500 for small, medium and large towns respectively.

Kathy Makover processed targeted grant applications from 118 municipalities for FY20 Cycle 1, following up with towns regarding project plans, required information or adjustments. Following application approvals by LeAnn Burbank, award letters and contracts were sent to municipalities on June 28th for grant awards totaling \$752,000.

FY20 Contracts and Plan of Conservation and Development (POCD) documents and FY19 Final Reports are currently being processed; and applications for Cycle 2 grants are being accepted through the closing date of September 30th.

Training, Outreach & Site Inspections

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 to address issues and questions on a daily basis. This work is ongoing and only selected scheduled meetings and events are noted below.

Staff presented a full-day records management workshop on May 15th for the Town Clerk School, Certified Municipal Clerk Institute at Central Connecticut State University. Topics included records retention, management, storage and disposition; records preservation; disaster preparedness; and a review of State Library resources and grant funding. The presenters were LeAnn Burbank, Kathy Makover, Lizette Pelletier, Allen Ramsey, Damon Munz and Mel E. Smith. The workshop was attended by over 80 town clerks and assistant town clerks.

At the request of Tim Larson, Executive Director of the Office of Higher Education (OHE), LeAnn Burbank, Lizette Pelletier and Alan Ramsey met with OHE staff on May 24, regarding digitization, preservation, records retention and disposition of historical records. State archives staff worked with agency staff to transfer the paper copy of their archival records, thereby saving the agency an estimated \$100,000.

LeAnn Burbank and Lizette Pelletier attended meetings with IT staff and all CSL departments on May 29, 30, June 4, 5, 7, and 11 to discuss the migration of all CSL data stored on the current in-house servers to the State's data center. At the meetings staff discussed the CSL network clean-up work plan such as deleting duplicate material and material that has past their retention periods. Advice was also given on best practices for setting up an organized folder structure, standard naming conventions for electronic records as well as records that need to be permanently preserved.

LeAnn Burbank and Kathy Makover presented a half-day records management training through the Police Officer Standards & Training Council at the Connecticut Police Academy in Meriden on June 25th. The workshop included presentations by the Freedom of Information Commission and the Office of the Chief State's Attorney. The program was attended by over 100 officers and staff from the state and municipal police departments.

Disaster Preparedness

Kathy Makover responded to a call from a town regarding mold issues in a basement storage area, providing guidance on retention requirements and the need to resolve underlying building issues.

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 1,078 cubic feet of agency records; deaccessioned 1,373 cubic feet of agency records; processed 512 reference requests; and processed 416 re-files and inter-files.

Professional Activities

LeAnn Burbank 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 002:006, Senator Theresa "Terry" B. Gerratana records, 2005-2017, 2.5 cubic feet
This subgroup is comprised of records relating to Senator Terry Gerratana's legislative career in the Connecticut State Senate. These records include drafts of proposed, raised, and substitute Senate, House, and Governor's bills, as well as the notes, research, testimonies, and other information Senator Gerratana gathered in the course of her work.

RG 062:033, Town of Cromwell land records 1851-1972, 91 volumes and land record indexes 1851-1956, 3 volumes

RG 062:047, Town of East Granby school registers, 1937-1952, 1 cubic foot

RG 062:112, Town of Pomfret records, 1767-1914, 1 cubic foot
Records include the following: tax lists and ratable tax lists, 1767-1852; highway tax lists, 1844-1859; lists of changes in property, 1904-1914; Tax Collectors return of collections, 1866-1907; Return of Comptroller of public accounts in Hartford from First Society School District, 1856; wagon tire affidavits, 1903; map of senatorial districts of Connecticut, undated; school district committee orders and payments, 1827-1839; school district report visitors, 1829-1840; school district warnings of meetings 1837-1849; petitions to school districts, 1839-1842; copies of votes of school districts, 1835; and abstract of school district #4 Town of Putnam, 1888.

RG 062:168, Town of Woodbury school records, 1904-1969, 5 cubic feet

RG 069:186, Edward A. Schafer papers, 1908-1988, .5 cubic feet
Edward A. Schafer served in World War One as a cook in "C" company 102nd U.S. Infantry 26th Yankee Division. The papers consist of letters, photographs, and writings from and about World War One.

RG 190, Office of Higher Education, Academic Affairs records, circa 1944-2019, 366 cubic feet

New Finding Aids Online:

Senator Terry (Theresa) Gerratana Records, 2005-2017, 2.5 cubic feet (RG 002:006),
https://ctstatelibrary.org/RG002_006_GER.html

This subgroup is comprised of records relating to Senator "Terry" Gerratana's legislative career in the Connecticut State Senate. These records include drafts of proposed, raised, and substitute Senate, House, and Governor's bills, as well as the notes, research, testimonies, and other information Senator Gerratana gathered in the course of her work.

Major Edward V. Preston Papers, 1855-1877, bulk 1861-1865, 13.25 cubic feet (RG 069:064), https://ctstatelibrary.org/RG069_064.html

The collection contains documents kept by Major Edward V. Preston, who was a quartermaster and then a paymaster in the United States Army during the Civil War. Included in the papers are muster rolls, officer pay vouchers, discharge papers, hospital notices, returns, receipts, requisitions, books, and personal papers.

Processing Completed:

Digital Records Archivist Barbara Austen completed ingesting the following collections and materials into the Connecticut Digital Archive [CTDA]: Six volumes from the Connecticut Woman Suffrage Association consisting of minutes and membership information, with the help of Maritza Pagan and Mel Smith.

Archives intern Wayne Buckmir from Clarion University Graduate School of Information and Library Science and Archives volunteer Sarah Morin completed processing the Major Edward V. Preston Papers, 1855-1877, bulk 1861-1865, 13.25 cubic feet. The collection contains documents kept by Major Edward V. Preston, who was a quartermaster and then a paymaster in the United States Army during the Civil War. Included in the papers are muster rolls, officer pay vouchers, discharge papers, hospital notices, returns, receipts, requisitions, books, and personal papers.

Archives volunteer Sarah Morin completed processing the Senator "Terry" (Theresa) Gerratana Records, 2005-2017, 2.5 cubic feet. This subgroup is comprised of records relating to Senator Terry Gerratana's legislative career in the Connecticut State Senate. These records include drafts of proposed, raised, and substitute Senate, House, and Governor's bills, as well as the notes, research, testimonies, and other information Senator Gerratana gathered in the course of her work.

Digital Records

The State Archives staff, especially Allen Ramsey and Barbara Austen, continue to work on establishing preservation standards and workflows for permanent digital and digitized public records. Barbara has access to the Forensic Recovery Evidentiary Device [FRED] one day a week to process the Governor Malloy records.

State Historical Records Advisory Board [CT SHRAB]

The Board met on June 6. The Board received 6 applicants for its Traveling Archivist Implementation grants. These grants are being funded as sub-grants as part of a larger grant the State Library received from the National Historical Publications & Records Commission (NHPRC). The applications for the sub-grants were reviewed by a sub-committee of the Board. The grant program runs through July 2020.

Training, Outreach

Lizette and Allen met on July 8 and 11, with staff from the Division of Emergency Management and Homeland Security [DEMHS] within the Department of Emergency Services and Public Protection [DESPP] to review records for transfer to the Archives.

Lizette, Allen, Damon and Ken met on July 16, with staff from the Central Connecticut State University [CCSU] regarding a partnership on its Veterans History Project.

Professional Activities

Lizette Pelletier

- Attended the CoSA (Council of State Archivists) Board of Directors monthly teleconference meeting on May 22 and June 26
- Co-chaired the CoSA Development Committee meeting on May 28
- Attended a meeting of the History Subcommittee of the Woman Suffrage Centennial Commission on July 18

Allen Ramsey

- Attended the Society of American Archivists [SAA] Tragedy Response Initiative Task Force meeting on June 12.

Barbara Austen

- Attended the National Association of Government Archivists and Records Administrators [NAGARA] annual meeting in St. Paul from July 18-20.

Van Block Roof Project

The project to install a new roof over the existing roof at the Van Block Storage Facility started on April 22, and is nearing completion.

State Archives staff responded to 2 roof leaks at the Van Block Storage Facility after heavy rain on May 20 and June 11. Both leaks were related to the roof work. A total of 355 boxes and rolled materials have been sent to a disaster recovery vendor for freeze drying or other treatment as appropriate. The roofing company's insurance will cover the restoration costs. Staff have incorporated what they learned into our disaster response plan.

Library for the Blind and Physically Handicapped (LBPH)

The transition to multiple-book cartridges by the National Library Service for the Blind and Physically Handicapped (NLS) is still in progress. Necessary supplies from NLS have just recently arrived which includes 60,000 stick-on labels which are being applied to cartridges and containers by four high school volunteers and staff. NLS is also changing the printer and the replacement printer hasn't arrived yet. We're expecting the delivery of the 180,000 address cards by the second week of July. The computer workstation's internet connection is still being configured by IT Support, taking into account security issues with a 24/7 open internet connection to NLS. The goal is still to be up and running in July with transition to full cartridge duplication during August.

The roof HVAC (Heat, Ventilation, Air Conditioning) replacement project is in the hands of the Department of Administrative Services (DAS) but seems to have had little activity since early May. Frank Calvi is working to move it along.

Staff Notes

The refill of the Storekeeper Assistant position is in progress and should be completed by the end of July.

Paula McLean represented the LBPH with a display on June 14, at the Connecticut Society of Eye Physicians annual science and socio-economic conference.

The LBPH Friends group met on June 11. Dues collected thus far in 2019 is \$265 for a total of \$2,154 in their account. The Friends group is planning to tour the Connecticut Science Center in October and the Mark Twain house in December.

The LBPH Advisory Committee met on July 19.

Museum of Connecticut History

Educational Programming

- School Program visits wrapped up in early June with trips to Seymour, Waterford and Torrington.
- The eight week class “Connecticut-Small State Big Stories” finished up in late May at the Lutz Museum in Manchester. About 100 kids took part in the course.
- Several visits to day camps are coming up this summer. Connecticut Invents and Connecticut Eats are the featured programs.
- Retooling and refining programs for next school year as school curriculums change or teachers have suggestions for better programs.

Museum Mobile

The exterior wrap has been completed. Planning for the interior of the Museum Mobile is underway as the vehicle undergoes extensive repairs. The acquisition of objects for a teaching collection to be used in the vehicle is a prime objective. Visits to flea markets and other outlets have resulted in some really neat objects of Connecticut history being gathered for very little or no money being spent.