

Report to the State Library Board

March 26, 2018

Kendall F. Wiggin
State Librarian

This report is prepared bi-monthly in conjunction with the regular meetings of the Connecticut State Library Board. The report, which will be included in the minutes of the March 26, 2018 meeting of the Board, covers the period of January 23, 2018, through March 23, 2018.

Office of the State Librarian

Criminal Justice Information

The State Library has entered into a Statewide Management Control Agreement with the Department of Emergency Services and Public Protection. The agreement serves as the Statewide Management Control agreement as required by the United States Department of Justice, the Federal Bureau of Investigation, and the Criminal Justice Information Systems Policy. The purpose of the agreement is to protect and safeguard criminal justice information held by the State Archives and the State Records Center. The State Library will be taking a number of steps to comply with the agreement relating to staff and facilities.

WWI Commemoration Activities

The State Library will be issuing a commemorative, limited edition of *Connecticut Fights, a History of the 102nd Regiment of the Connecticut National Guard* privately published by Captain Daniel W. Strickland in 1926. The State Library acquired bound and unbound copies of the book from the author in 1937 by an act of the General Assembly. Two hundred seventy five of the unbound copies are being bound along with a new Foreword by myself, and a new Introduction by State Historian Walter Woodward and a new Afterword by Brigadier General Fran Eron which brings the story of the 102nd up to the present.

Christine Pittsley has been working closely with Fun Academy Motion Pictures on the upcoming feature length animated film *Sgt. Stubby: An American Hero* (stubbymovie.com). As an official partner on the film, CSL has been included in national publicity campaigns and will be hosting a red carpet premiere in New Haven on April 8, 2018. She has been the lead planner on this event working with the Connecticut National Guard, the National Guard Association of Connecticut and the city of New Haven. This event is garnering a great deal of good publicity for the library and with this spotlight and speaking engagements around the state, Christine has been highlighting the unique role CSL has as the steward of one of the largest WWI collections in the country.

Christine has also continued the successful WWI Digitization Day events into 2018 and has held events at the Westport Library, the Bruce Museum in Greenwich, with upcoming events in Wallingford, East Hartford, Norwalk, Southington, Ridgefield and Norwich. She recently ran an event at the Rhode Island Historical Society, in partnership with the Rhode Island WWI

Centennial Commission and the Pritzker Military Museum and Library. This project has collected close to 500 individual stories of WWI service members and more than 5,000 images, all of which will be made available to the public over the course of the year.

IT Staff Training

The State Library's IT Support team has created an IT review training class especially customized for all State Library staff. The class covers topics such as networking, desktop, e-mail, cybersecurity and how to follow Best Practices. The ½ hour class is structured by tracked issues that have been reported to IT Support.

Professional Activities

Attended meetings of the Commission for Education Technology, State IT Investment Committee, State Bond Commission, Connecticut Library Association Board, Advisory Council on Library Planning and Development and the CT Digital Library Advisory Board.

Attended the winter meeting of the Chief Officers of State Library Agencies and the American Library Association Midwinter Conference, where I moderated a panel on Measures that Matter.

Attended one day of the Public Library Association Conference to present on eBooks.

Division of Library Development (DLD)

EXCITE Innovation for Libraries Institute of Museum and Library Services (IMLS) Laura Bush 21st Century Librarian Programs Grant

DLD, along with Jeanine Esposito of Innovation Builders, facilitated the second session of the immersive program sharing insights from research, fueling and transforming ideas to address community needs and turn these ideas into real initiatives for programs or services. "Design and Engage – Iterative Design" which includes modules: "Synthesize Insights"; "Create Empathy Maps"; "Collaborative, Full Group Fueled Ideation"; "Continue Idea to Initiative Process using a Concept Template and Storyboard"; "ID the Entire Ecosystem of What Needs to be in Place to Implement Program/Service/Space"; and "Identify Key Solve-Fors". Teams will then return to their communities with their ideas and seek to gain stakeholder support, setup partnerships, and develop the final implementation of their projects. The final session in May is when teams will make their pitches for project award grants.

Library Services and Technology Act (LSTA) Grants to Libraries Program

DLD will be offering \$75,000 in LSTA grants in 2 new categories this year:

1. One-year **literacy grants** will provide up to \$7,500 to assist libraries with creating strategic, sustainable partnerships and lifelong learning programs that address the seven literacies in their communities. The seven literacies are described in the Division's [2018-2022 LSTA Five-Year Plan](#) as basic, early, civic/social, digital/information, financial, health, and legal literacy.
2. Six-month **planning grants** will provide up to \$5,000 to assist libraries with planning initiatives to explore new services, assess and address the needs of changing population and patron bases, develop partnerships and collaboration, or write new strategic plans or long-range

master plans. Libraries must have completed both the [Best Practices for CT Public Libraries](#) self-assessment and the [Aspen Institute Action Guide](#) and must submit the results with their grant applications.

Maria Bernier and Dawn La Valle have been conducting LSTA grant sessions for interested libraries across the state.

researchIT CT Request for Proposal (RFP) Background Work

researchIT CT is the State Library's source for free online magazine, journal, and newspaper articles, plus eAudiobooks and eBooks for everyone in Connecticut. The State Library's main vendor license is up for renewal next year, and DLD is actively seeking input to aid in the development of a viable RFP. Based on a survey DLD sent out, trends in responses were identified and several baseline questions were established to delve further into the eResource needs of CT residents.

Dawn and Eric have been conducting focus groups around the state at public libraries, school libraries and academic libraries. Focus groups will continue into April and then feedback will be synthesized into a background document for the RFP. Early feedback from focus groups will result in some immediate researchIT CT interface revisions.

Construction Grants

The State Bond Commission approved funding for grants to Bridgeport (Newfield Branch), Simsbury, and Sharon. We have requested approval for funding for Portland, Madison (Scranton), Cromwell, and Branford (Blackstone) in the March meeting. The libraries involved have notified us that they have their local funding in place and are ready to begin their projects. Bond funding status reports were submitted to the Office of Fiscal Analysis of the CT General Assembly. The legislature currently has approved \$2.5 million in funding for FY2019 for construction grant funds and we will have some additional funds left over from last year. In addition, the Canterbury and Brookfield public libraries were forced to forfeit their long-standing construction grants because the towns were not able to achieve their local matching funds goals. The grant funds forfeit will be made available for grants in this year's grant cycle.

Professional Activities and Outreach

Dawn La Valle

- Hosted second EXCITE Session for Cohort 1 at Middletown Library Service Center.
- Developing marketing for upcoming EXCITE standalone Bootcamp and Cohort 2 recruitment; administration of grant fiscal and reporting requirements.
- Presented "Library Board Fundraising Essentials" for the CT Library Consortium (CLC) Fundraising & Development Roundtable at Wallingford Public Library.
- With Gail Richmond, Association of CT Library Boards (ACLB) President, presented "Library Board Basics" at the East Hampton Library.
- Attended Public Library Association Conference, as selected attendee for "*Stand Up for Health: Health and Wellness for Your Community PLA Pre-Conference Training*" and will be certified as Consumer Health Information specialist.

- Certified as a Partner for My Place CT Partner Network to provide assistance to the community in navigating the My Place CT website identifying services, programs and resources to help CT residents live independently.
- With deliverIT CT Supervisor Walt Magnavice, reviewing applications for part-time driver position, with a projected hire date of April 20th.

Tom Newman

- Annual Report, State Aid, and Statistics. Tom has provided about two dozen libraries with customized statistical tables, charts, and flyers in February to assist them with budget hearings.
- borrowIT CT. After a recent rescission, the budget for this program is now just \$703,638. Assuming this funding survives any further cut-backs, payments will be made in April to all those libraries that successfully report their non-resident loans during the first two weeks of March. Payments are likely to be about 10% of the amount received last year, assuming the legislature does not reduce the funds further.

Eric Hansen

- Worked with EBSCO to furnish gratis temporary access to African American Historical Serials Collection to researchIT CT users to commemorate Black History Month. Coordinated statewide authentication to it via researchIT CT EZProxy account, added links to it to selected researchIT CT web pages and Libguide.
- Coordinating academic library cost sharing proposal to sustain access to ABI/Inform, CINAHL with Full Text, and PsycINFO.
- Coordinated launch of circulation managers for Library Connection Incorporated (LCI), with Avon Free Public Library's OverDrive collection installed, and Bibliomation, with Ansonia Public Library's OverDrive collection installed. Both circulation managers also include NYPL's Open eBook collection.
- LYRASIS successfully configured SimplyE app for LCI and Bibliomation circulation managers so that the iOS version of that app correctly interacts with relevant circulation managers to search, find, checkout, and return titles. An Android version of SimplyE for those purposes is under development.

Linda Williams

- Planned Diversity Summit "Everyone Included: Talking About Diversity in Books for Children and Teens".
- Met with Connecticut Library Consortium (CLC) and Connecticut Public Broadcasting Network (CPBN) people about collaboration around summer reading. CPBN would like to sponsor a writing contest through the libraries.
- Added discussion guides for some of the 45 new Nutmeg nominees. They were announced to librarians so they can begin to purchase them, and will be officially announced on May 1.
- Currently creating Summer Reading booklists for K-12 reflecting Collaborative Summer Reading Program "Libraries Rock" theme.

Maria Bernier

- Responded to vendor questions about E-rate Form 470 for Connecticut State Library (CSL) phones, collected bid responses, and followed E-rate process to select the most cost effective option.
- Filed Forms 471 on behalf of CSL to request funding for telephones, fiber maintenance, and internet service.
- Supported Fiber Consortium project as needed, including visits to Cornwall Library, Babcock Library in Ashford, and Cromwell Library to discuss fiber connections to those libraries.
- Helped libraries file their Forms 471 for fiber and ISP, due March 22 – held help sessions at the Middletown Library Service Center, Cornwall, and Groton, and assisted multiple directors via phone, email, and individual meetings.
- Answered questions from several libraries about how to become CIPA (Children's Internet Protection Act) compliant so they can save money on internet service.

Steve Cauffman

- Resumed requestIT training in March and is developing a training guide.
- Continues to add relevant, free webinars, Connecticut Library Consortium Roundtable meetings and DLD offerings, to the Continuing Education calendar.
- Reorganized and revised the requestIT libguide and a few other pages using tabbed boxes, which reduces scrolling.
- Continues to update requestIT CT LibGuide web pages on an ongoing basis with information for libraries participating in the service.
- Continues to evaluate space and make adjustments at the Middletown Library Service Center in order to highlight services, collections and programs.

Gail Hurley

- Continued to work with Bibliomation staff and libraries on troubleshooting problems with file loads into findIT CT. Worked on creating an Excel document for Bibliomation staff to use for billing libraries in July.
- Continued loading newspapers into the Connecticut Digital Archive (CTDA). Received agreement form from Enfield Public Library to start loading the Thompsonville Press into the CTDA.
- Exhibited at the Financial Expo on February 28, at the Legislative Office Building with CT Saves partners to promote *CT Saves Week* and *Money Smart Week @ Your Library*. Participated in a CT Saves twitter chat on Feb. 22nd.
- Set up Oculus Rift (Virtual Reality) station with various controllers and apps for librarians to test while at the Middletown Library Service Center.
- Prepared an interim grant report for the Library of Congress to show progress from September 1st on the Connecticut Digital Newspaper Project.

Access Services

One of the newest indexes available through the State Library's website is the New London Superior Court Records 1874-1974. Mel Smith (H&G) scanned in this index covering civil (1874-1974) and criminal (1898-1955) court records.

The 2018 legislative session has started. This session our legislative aide is Mileyka Maldonado. She is working in the bill room.

In December, Steve Rice arranged for a demonstration of Archive IT . After review, we believe that Archive IT will fill our need for a tool to harvest state websites. Archive IT can also provide archival storage space for digital harvests. We are now seeking pricing information. Discussions about this organization have included Archives, Cataloging, Preservation, and Public Records.

Federal Depository Library Program (FDLP)

Our role as a Regional Federal Depository Library continues to function smoothly because of the teamwork and ingenuity of our Federal Depository Library Coordinator, Kris Abery, and our Collection Management Coordinator, Carol Trinchitella.

Their efforts allow us to participate in the ProQuest Supreme Court Docket project. Library aides, Griselle Colon and Eric Paiva assist with pulling and re-shelving the dockets. To date, they have sent over 2500 **paid Certiorari Denied** dockets to ProQuest for digitization. The Supreme Court Insight Database is tentatively scheduled for release in 2019. As a contributing library, the State Library will have free access to the database.

We are also continuing our participation in the Government Publications Office (GPO) Preservation Steward program (FIPNet). Federal Depository Coordinator Kris Abery is creating an inventory of the State of Rhode Island federal documents that we have in our collection. She is cataloging the items as time permits. To date, Kris has cataloged approximately 450+ Connecticut and Rhode Island depository items in our collection.

Carol and Kris participated in a telephone conference with Newport Public Library and Salve Regina University. Due to staffing and space constraints the Newport Public Library would like to explore the possibility of leaving the FDLP program.

Professional Activities and Outreach

Kevin Johnson (H&G) presented:

- Pvt. William Webb at:
 - East Lyme Middle School, Niantic and at Van Buren Moody Elementary School in Middletown.
 - Mt. Olive AME Zion Church in Waterbury.
 - State Department of Transportation for a Diversity and Black History Presentation for DOT staff.

- Corrigan Correctional Institute in Uncasville for Correctional Officers and Staff.
- Jordan Freeman at:
 - West Side Middle School, Groton
 - Silas Bronson Library in Waterbury

Nancy Lieffort was a presenter at the New Town Clerk Orientation (CT Town Clerk Association) held at the State Capitol. This was combined with the presentation by the Office of the Public Records Administrator.

History and Genealogy staff provided research assistance for the Weston Senior Center during a recent visit.

Debra Pond (LAW), Steve Rice (GIRS) and Carolyn Picciano (H&G) gave an overview of the Library's resources to UCONN Social Work graduate students.

Debra Pond (LAW) gave a tour to Interns from the Connecticut General Assembly.

Carolyn Picciano (H&G) and Barbara Austen (H&G) presented a research workshop for Franklin Academy students. The focus of the research was the Goodspeed Opera House.

Collection Services

State Library Digital Collections

From November 2017-February 2018, we preserved 719 volumes (56,231 master digital files, 716 GB) in the Connecticut Digital Archive (CTDA). This includes 59 newly scanned volumes and 660 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 to the Connecticut State Library motor vehicle catalog collection* [Vol. 1]. CSL Call no.: ConnDoc St292 inmo v.1.
<http://cslib.cdmhost.com/digital/collection/p128501coll2/id/549198/rec/1>, with vol. 2 coming soon.
- *Joint Standing Committee hearings, railroads* [1901]
<http://cslib.cdmhost.com/digital/search/searchterm/979416290> .
- *Official honor roll of New England men who died in the service of their country* [1919]. CSL Call no.: D609 .U7 O55 1919 oversize.
<https://cdm15019.contentdm.oclc.org/digital/collection/p4005coll11/id/952>

Acquisitions

We continued to acquire new eBooks on EBSCOhost. These are available remotely with a CT State Library borrowing card:

- Anderson, Virginia DeJohn. 2017. [*The martyr and the traitor: Nathan Hale, Moses Dunbar, and the American Revolution.*](#)
- Archer, Richard. 2017. [*Jim Crow North: the struggle for equal rights in antebellum New England.*](#)
- Connecticut Forest and Park Association. 2017. [*Connecticut walk book: the complete guide to Connecticut's blue-blazed hiking trails.*](#)
- Cutler, Charles L. 2017. [*Connecticut's Revolutionary press.*](#)
- Macaluso, Laura A. 2017. [*New Haven in World War I.*](#)
- Mayhew, David R. 2017. [*The imprint of congress.*](#)
- Miller, Max R. 2017. [*Along the Valley Line*](#)
- Ross, Richard S. 2017. [*Before Salem: witch hunting in the Connecticut River Valley, 1647-1663.*](#)
- White, David O. 2017. [*Connecticut's Black soldiers, 1775-1783.*](#)

Connecticut Digital Newspaper Project (CDNP)

The State Library announced the 25 newspaper titles that will be digitized and added to Chronicling America with our current grant from the National Endowment for the Humanities.

- *New Britain Herald* 1920-1930
- *Connecticut Western News* 1871-1922
- *Tolland County Press* and *The Press* from Stafford Springs 1883-1922
- Italian language papers from 1906-1930
- African American papers from 1940-1949
- and Labor papers from 1836-1932

For the full list of specific newspapers and dates, history blogs and other resources, please go to the CDNP website at <http://ctdigitalnewspaperproject.org/>. Christine Gauvreau has stayed on as Project Coordinator and Abigail Ricklin has been hired, in a part-time position, to assist in preparing the microfilm to be digitized.

Loan for Exhibition

A publication of the Connecticut State Council of Defense has been loaned for exhibition. *Beware of enemy spies and enemy eavesdroppers!* will be exhibited at the National Constitution Center in Philadelphia from March through August. See our online copy at <http://hdl.handle.net/11134/30002:5334475>.

Connecticut State Colleges & Universities (CSCU)/Ex Libris Project

CSL Project Lead, Stephen Slovasky and Carol Trinchitella continued to evaluate and streamline workflows for technical services. Collection Services staff members continued to learn and increase proficiency using Alma and Primo, our new management system and web-based discovery solution for the CT State Library's catalog.

Professional Activities and Outreach

- Chris Gauvreau gave a presentation called “The War at Home: World War I Era Stories from Connecticut Newspapers” to the Jewish Community Center and the Jewish Historical Society (Dec. 6).

Discovery Services

Connecticut State Colleges & Universities (CSCU)/Ex Libris Project

The State Library implemented a revised Primo bibliographic record display which accurately depicts the attributes of our holdings, particularly government serials and newspapers.

All Alma staff users migrated to the new Alma interface.

We increased the federal documents collection available in Primo by 1,093 new electronic titles with catalog records supplied by the US Government Printing Office. Eighty-one of these documents are also available in print or microfiche at CSL, 1,012 are distributed in electronic format only. Interesting federal publications now available in electronic format in Primo include the *Documents on the Panama Canal* digitization project from the University of Florida.

Verna Thomas-Green cataloged the contents of 23 federal depository shipping lists comprising 875 physical titles of which 771 are also available online. Most of these titles are documents, reports and hearings from the current session of the 115th Congress.

Ursula Hunt corrected over 300 "Host bibliographic records" describing newspaper microfilm titles that share a single reel of microfilm.

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 Agency requirements.

Public Records and Archives staff are working with BEST to configure the system to meet the needs of the state and to serve as a pilot agency using the Enterprise Management to manage Agency and Municipal Retention Schedules. The Atlas application has been installed in the Staging environment. The security and configuration issues have been resolved. Training for, and testing by, the State Library is in process with a revised go live target of April. The electronic repository for retention schedules is online and will be a pilot for testing the integration of the ECM application.

Historic Documents Preservation Program

For the FY2019 grant year, grant awards have been set in the amounts of \$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. The award levels and guidelines were

announced to Municipal CEOs and Town Clerks in early February and are posted on the State Library website. Grant contracts are continuing to be processed for FY2018 grants to be completed by June 30. The program is accepting Cycle 1 applications from municipalities for FY2019 through April 30.

Professional Activities and Outreach:

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.

Kathy Makover held a conference call with architects for the Town of East Hampton on January 9th, regarding plans for a new Town Hall and vault, reviewing the regulatory requirements and recommendations regarding the vault and other records storage areas.

LeAnn Power and Kathy Makover presented training at the New Town Clerks Workshop held by the Town Clerks Association on January 26th, covering records management, vaults and the grant program.

LeAnn Power and Kathy Makover held a meeting with representatives from the Department of Correction to revise their agency-specific retention schedule on January 31st.

Kathy Makover held a conference call with Facilities and Town Clerk staff from the Town of Mansfield on February 6th, regarding plans for a new vault heating/cooling system, reviewing regulatory requirements and recommended environmental conditions for records storage.

LeAnn Power attended a meeting held by the Department of Administrative Services, Bureau of Enterprise Systems & Technology (DAS/BEST) and the Commission on Human Rights and Opportunities (CHRO), to view a demonstration of eCourt software by Journal Technologies, which can be used for document management and eFiling.

LeAnn Power, Lizette Pelletier, Allen Ramsey and Ken Wiggin met with staff from the Department of Emergency Services and Public Protection (DESPP) staff regarding a Statewide Management Control Agreement between DESPP and the State Library.

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 833 cubic feet of agency records; deaccessioned 2,329 cubic feet of agency records; processed 762 reference requests; and processed 511 re-files and inter-files.

State Archives

Accessions:

RG 011, Insurance Department, Financial Regulation Division records, 1973-2017, 178 cubic feet.

The records consist of letters, memos, financial analyses, holding company filings, and corporate papers.

RG 017, Dept. of Correction, Connecticut State Farm for Women records, 1920-1984, 6 cubic feet.

The Connecticut State Farm for Women was established by an act of the General Assembly in 1917 and was opened to receive inmates in July 1918. Women committed to the farm had to be over sixteen years old and convicted or plead guilty to felonies or misdemeanors or unmarried women between the ages of sixteen and twenty-one years who were deemed in danger of falling into habits of vice. The records include board minutes, inmate movement statistics, annual reports, annual reports statistics, guest book, dental x-rays, birth records, farm reports, farm operating journal sheets of fieldwork and plantings, farm suppliers and service records, movies, newspaper clippings, automobile records, and store accounts.

RG 062:062, Town of Hamden property record cards, 1955-1965, 4 cubic feet, and aerial photograph negatives, 1989, 1 film roll.

RG 062:139, Town of Suffield list of jurors, 1940-1950, .25 cubic feet.

RG 161:001, Connecticut State Police, 86th Gubernatorial Inauguration Operation Plan, 1995, .25 cubic feet.

Van Block Damaged Records

BELFOR USA delivered the restored records damaged by the October 25th water leak at the Van Block facility on January 19. The records had been freeze dried, which safely removed the water from the paper. The dried documents were then placed into new boxes of the same size and in the original order, and the labels were replicated. We continue to work with our property agent at DAS Leasing and Property Transfer to receive reimbursement for the work through the landlord's insurance company.

Professional Activities and Outreach:

State Archivist Lizette Pelletier participated on a disaster response case study panel on March 20, at an Emergency Response and Disaster Planning Workshop held by the Northeast Documents Conservation Center at Phillips Exeter Academy in Andover, MA. She discussed the staff response and experience with BELFOR USA during the October 2017, water leak at the Van Block facility.

Council of State Archivists [CoSA] Webinars:

What's on Tap for CoSA in 2018, Lizette was a panelist and reported on upcoming activities of the CoSA Development Committee which she chairs; Allen was a panelist on *Introducing the "Attracting & Retaining Great Talent" White Paper*, and Lizette co-presented on the monthly member webinar on *State Historical Records Advisory Board [SHRAB] Town Hall* concerning Connecticut SHRAB work.

Lizette continues to work for the recovery of five New London County Overseer documents related to the Pequot tribe that were sold at auction on eBay last April.

Lizette and Assistant State Archivist Allen Ramsey continued to participate in the Electronic Content Management [ECM] system development project with Public Records and DAS BEST staff. Archivist Damon Munz participated in the Atlas Policy Module model office exercises and IBM training with Lizette and Allen.

Lizette, Allen, and Christine Pittsley continued 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 began work on the next State Historical Records Advisory Board's [CT SHRAB] programming grant from the NHPRC. The project was scheduled to officially begin in February 2018, but the lack of a full federal budget has delayed release of the funding.

Lizette attended Council of State Archivists [CoSA] Development Committee meetings on January 23 and February 27; CoSA Board of Directors meetings on January 24 and February 28.

Allen attended CoSA State Electronic Records Initiative [SERI] Steering Committee meetings on February 8 and March 8, and a Tools and Resources Subcommittee meeting on February 6.

Allen attended Society of American Archivists [SAA] Tragedy Response Initiative Task Force meetings on February 7 and 27.

Lizette met by telephone on February 22, with Benjamin Panaciera, Director of Special Collections & Archives, Connecticut College, Ilene Frank, Chief Curator, Connecticut Historical Society, Liz Shapiro, Director of Operations, Preservation and Museums, State Historic Preservation Office regarding a joint grant application to the Council on Library and Information Resources (CLIR) for funding through its Digitizing Hidden Special Collections and Archives: Enabling New Scholarship through Increasing Access to Unique Materials national grant to digitally bring together materials related to Prudence Crandall during the period of her lifetime.

Damon continues to serve on the local program committee for the National Association of Government Archives and Records Administrators (NAGARA) Regional Forum to be held in Providence, RI, on Friday, May 4, 2018

Library for the Blind and Physically Handicapped (LBPH)

WebREADS software for LBPH: The library software migration process from the Consortium of User Libraries (CUL) to WebREADS is well underway with a planned completion date of Monday, March 26, 2018. The final transfer and integration of the CUL database will be on Friday, March 23. The LBPH will be closed that day.

Connecticut Volunteer Services for the Blind and Handicapped (CVSBH) backlog of 70 newly recorded digital books are in the final processing stage by the Potomac Talking Book Services. A number of these have already been uploaded to the NLS server and are being validated for compliance with NLS standards.

The LBPH Friends group is arranging an evening at the Bushnell on March 24, where the symphony orchestra is having a pops night playing the music of Fleetwood Mac. The annual dues collection is underway with 17 members renewing their membership so far.

Braille book donations overseas is continuing with 1,605 boxes already shipped overseas. Each box holds 3 or 4 volumes, sometimes more depending on their thickness.

Outreach included a display at the annual health fair at St. Raphael parish in Milford on March 3rd, with Gordon Reddick representing the LBPH.

Museum of Connecticut History

Hartford Blooms included the Museum of Connecticut History on its tour bus route. This is a non-profit organization providing different views of the Hartford area through tours of the city. About 70-100 people visited the Museum.