

STATE LIBRARIAN'S REPORT

January 28, 2013

This report is prepared bi-monthly in conjunction with the regular meetings of the Connecticut State Library Board. Items to be routinely covered include the following: the significant activities of the State Librarian and the staff, significant administrative decisions affecting the operation of the Library, status reports regarding in-progress activities, information regarding external events having an impact on the Library, media coverage of the Library, and information of general interest to the members of the Board.

The following report by the State Librarian, which will be included in the minutes of the January 28, 2013 meeting of the Board, covers the period of November 27, 2012, through January 27, 2013.

FINANCIAL REPORT

Attached to this report.

PERSONNEL REPORT

Vacancies (State Funded)

Librarian 2

Librarian 1

Storekeeper (reclassified from Elec Tech 2)

Part time Library Technical Assistant (Law Leg Ref)

(7 full time vacancies: Library Specialist can be refilled w/ OPM approval.

*Fiscal and HR positions to be abolished (cannot abolish at this time, to keep authorized count correct)

Library Specialist (Library Consultant) (Div. of Library Development)

*Fiscal Administrative Supervisor (Fiscal)

*Fiscal Administrative Officer (Fiscal)

*Fiscal Administrative Officer (Fiscal)

*Fiscal Administrative Assistant (Fiscal)

*Administrative Assistant (Human Resources)

*Principal Human Resources Specialist (Human Resources)

Vacancies (Federal Funds)

None

Vacancies (Other)

None

POSITIONS FILLED SINCE LAST REPORT

State Library Unit Head – Gordon Reddick

Librarian 1 – Sara Cheeseman

Library Specialist – Kris Abery

OFFICE OF THE STATE LIBRARIAN

Special Tour of the Archives

Each year on Shrove Tuesday, the New Haven Free Public Library hosts a Mardi Gras celebration fundraiser complete with a live band, lots of food, a program honoring three organizations or individuals in the New Haven community who have significantly helped carry out the Library's mission, and a silent auction of items donated by area merchants such as gift certificates, hotel stays, golf lessons, etc. 2012 marked the Library's 125th Birthday. Ed Harris, former dean of the SCSU Library School, approached me about "donating" some sort of tour of the Library or Archives for the silent auction. What I came up with was "a rare opportunity to see some of Connecticut's most valuable and significant archival records." including a tour through Memorial Hall, the main Archives vault, and the Van Block Facility followed by lunch. The tour fetched the second highest donation second only to a five-day safari trip to Africa. It took a while before we were finally able to schedule the tour in December with Thomas S. Griggs, Jr., Director, Corporation and Foundation Giving, Office of Development, Yale-New Haven Hospital; Kim A. Healey, Executive Director, NewAlliance Foundation and Marryann Ott, Associate Director NewAlliance Center. Mark Jones, Paul Baran and Alan Ramsey organized a great tour. I then treated everyone to lunch. I received very positive feedback.

Regulations Modernization Task Force

I continue to contribute a considerable amount of time to this important project. A report with final recommendations should be coming out at the end of January.

Professional Activities

I gave a presentation to the Board of Trustees and the Friends of the Meriden Public Library about the future of public libraries and the challenges and opportunities for library boards.

I addressed the monthly meeting of the Connecticut Humanities Council Board about collaboration we have with CT Humanities (the new name for the Humanities Council) and the challenges and opportunities facing libraries and history organizations.

DIVISION OF LIBRARY DEVELOPMENT (DLD)

DLD Initiatives/Activities

Division of Library Development Director Dawn La Valle met with Steve Dombrowski, Director of CT State Dept. of Labor Employee and Organization Development and Patrick Flaherty, CT State Dept. of Labor Economist to discuss possible partnerships with DLD including but not limited to jobs resource sharing and promotion, economic development outreach to library community, cross promotion of services for financial, civic and social literacy.

Dawn, Mary Engels and Gail Hurley compiled a list of financial resources for **Money Smart Week** statewide initiative. Mary created a listserv devoted to this initiative and Gail created a webpage on iCONN to share resources. Mary coordinated a **Money Smart Week** Meetup on January 17th. Dawn, Gail, Michael Dowling (ALA) and Janet Hanscom of the CT Money School will discuss program resources for financial literacy.

Dawn attended grand opening ceremony of renovated Hartford Public Library's Dwight Branch Library.

Dawn rode along with Ccar driver Sammy Colon to see firsthand a day in the life of a Ccar driver. Dawn was impressed with the resourcefulness, efficiency of the driver as well as the

appreciation for our drivers and the frontline relationship the Ccar drivers have with individual libraries.

Dawn attended the Bed Bug Forum presented by the Connecticut Library Consortium (CLC). CSL/DLD provided laminated informational posters to CLC to give to libraries.

Dawn visited Westport MakerSpace and spoke with Bill Derry of the Westport Public Library regarding a statewide partnership including a maker roster, sponsored maker meetups and sharing of resources and contacts.

Dawn attended a web presence meeting. She will work with DLD staff to configure the DLD web page, ensure transition of pages to Drupal including DLD and iCONN pages. She will work with all of CSL on a –“branding“ strategy based on experience with 2 library re-brandings and a corporate rebranding.

The DLD marketing plan is moving along. Work is being done on web presence, marketing materials and enhanced outreach. DLD plans to unveil the “new look” at the Connecticut Library Association’s Annual (CLA) Conference in May. CLA has generously given DLD a complimentary exhibit space at the conference.

Working on 2012 Program Report Card Results Based Assessment (RBA) for iCONN with iCONN staff. It is due February 1st, 2013. This is for Results Based Accountability in the Connecticut General Assembly Appropriations Committee.

Dawn attended the “I Love My Librarian” awards ceremony sponsored by ALA, NY Times and the Carnegie Corporation of NY. Two CT librarians out of 10 total nationwide recipients, Rachel Hyland, Reference and Collection Development Librarian at Tunxis Community College and Rae Anne Locke, Elementary Library Media Specialist, Saugatuck Elementary School Westport were honored.

Library Building and Construction – Tom Newman

The library construction applications from the Meriden Public Library (\$50,000), Otis Library in Norwich (\$18,516), and East Hartford Public Library (\$345,666) were all approved at the State Library Board’s November meeting.

Annual Report and Application for State Aid, Statistics:

Nearly all the public libraries who normally submit annual reports did so this year. Ridgefield was the only principal public library that did not submit their report. A total of 182 libraries submitted their report, including 164 principal public libraries and 18 non-principal public libraries. A preliminary version of the Statistical Profile will be available shortly.

Web Presence Committee Report:

No news on when we can start moving content over to Drupal.

Continuing Education – Kris Abery

Workshops scheduled for December 2012/January 2013

Introduction to WordPress Websites, Redesigning Library Flyers in Photoshop 2010, Introduction to Word 2010, Effective Communication (Making Your Point Nicely), Introduction to Excel 2010, Punching Up YA Outreach with Technology, Word 2010, Basic PC Maintenance, Using PowerPoint 2010 in Library Presentations, Free iCONN Webinar: Patrons & Gale/iCONN : How to Get Users to Skip Google, Free Webinar: Homework Help with iCONN, Your Library,

Your Town: Data You Need to Know, Older Adults LSTA Grant Writing Workshop, Every Child Ready to Read Grant Writing Workshop

Tested new Drupal system/pages for Sharon Clapp

Completed 4 instructor evaluations and submitted to the Department of Administrative Services (DAS).

Completed 110 invoices

Posted 9 items to Connecticut BlogJunction

Continuing to scheduling workshops with instructors for 2013.

Updated CE Calendar with workshops/events for CSL, CLC, CLA conferences, etc.

Workshops attended:

Effective Communication: Making Your Point (Nicely), December 3rd at the South Windsor Public Library.

Redesigning Library Flyers in Publisher 2010, December 13th at the Middletown Library Service Center (MLSC).

Webinars attended:

InfoPeople: Communicating Through Infographics, November 14th (Online)

OCLC: What Would Walt Do? : Quality Customer Service for Libraries, December 12th (Online)

LSTA – Douglas Lord

The state program report (SPR) is in good shape for an early draft; Doug thanked staff who responded in a timely manner to requests for information. He is working to tie together some of the overlapping reports and complete the narrative portions.

The 2012-2013 LSTA sub grant cycle continues; though none of the libraries are out of compliance, 9 of the 17 are ineligible to receive another grant payment because they haven't expended enough funds (must expend 76% or more).

The 2013-2014 sub grant cycle will open 12/20. The grant announcement is odd this year as Every Child Ready to Read (ECRR) workshops are being held before ACLPD actually approves the grant categories.

Meetings, webinars:

- Thursday, 11/1 attended Social Media for Social Good: A How-To Webinar for Nonprofits. Doug sent a previous email documenting the best practices.
- Wednesday, 11/28: Older Adults as Community Assets summit, New Haven
- Wed 11/14 Energize Your Base: Tips and tools to raise awareness and build support for library services.
- Wed 11/14 Taking Your Show on the Road: Mobile Training Labs.

Other

Posted 21 new opportunities on the 'Funding from the Underground' blog, put some on Face Book.

Publications:

- Interviewed Beth Crowley (E.C. Scranton) and coordinated author interview with Chris Pagliuco (*The Great Escape of Edward Whalley and William Goffe: Smuggled through Connecticut*) for *CLA Today*.

- Summarized DLD's webinar viewing party, ALA's *Creating a Latino Friendly Library*.

iCONN – Bill Sullivan

The vendor that hosts iCONN.org is making a major change to its hosting service that will require a weekend to complete. As a result, iCONN.org will not be available from Friday, December 28 at 7 pm ET until Monday, December 31 at 7 am ET. We requested that weekend because we thought it would have the least impact on users. To further minimize the impact, at our request, Auto-Graphics will implement a redirect link so that when users go to either iCONN.org, they will be redirected to a temporary access page.

The iCONN bid that will result in a new contract replacing our current contract with Cengage Gale, effective July 1, 2013 was posted on 11/30 here:

http://www.biznet.ct.gov/SCP_Search/BidDetail.aspx?CID=27093

On 11/8, Eric Hansen and Bill Sullivan met with the scoring subcommittee of the iCONN Database scoring subcommittee to finalize the scoring methodology for the iCONN bid proposals.

On 11/5, Bill presented a detailed overview of iCONN's portal and authentication system to the staff of UCONN's Information Technology Services department and other staff members from UCONN's Homer Babbidge Library. All iCONN staff attended the meeting. The purpose of the meeting was to explore the possibility of UCONN hosting iCONN.org and its associated authentication services. After further deliberation, UCONN eventually decided it could not to take on this challenge due to insufficient staff resources - but it was willing to establish a "sandbox" environment on their EZProxy server so that we could explore the ability of EZProxy to "replicate" the single sign-on authentication system that Auto-Graphics is currently supplying.

On 11/15, Ken Wiggin, Dawn La Valle and all iCONN staff met with representatives from DAS/BEST to review the draft RFP for a statewide library catalog. DAS made a number of suggestions and we are now in the process of incorporating those suggestions in a new draft that will be sent to DAS/BEST soon. Our plan is still to issue this RFP in April 2013.

The "Hot Topics" web page that we created now includes a section on "Library Impact Studies": <http://www.cslib.org/iconnsitemap/staff/HotTopics.htm> We welcome any suggestions of studies to add to this page. This topic is closely related to advocacy.

Dawn and Bill Sullivan visited Janet Carlson Calvert Library in Franklin on 11/27.

All staff attended the New Directors Brunch. Bill gave an overview of iCONN. Steve Cauffman gave an overview of Connecticar (Ccar).

All staff attended All Staff day on 11/19.

Steve Cauffman:

- Attempting to coordinate a Ccar volume survey. It was postponed in October due to storm Sandy and postponed again the first week of December because LION is upgrading their Integrated Library Systems that week. We will be attempting it the week of Dec. 10.
- Spoke about Interlibrary Loan for Karen DeLoatch's Library Technical Assistant (LTA) class at Capital Community College on Nov. 13.

- Coordinated having Gale Ridge, State Entomologist from the Conn. Agricultural Experiment Station, speak about bed bugs at All Staff Day on Nov. 19.
- Steve was Eric Hansen's technical assistant for his "Linking to iCONN" webinar that took place on Nov. 27.
- With Tom Newman's assistance, Steve created a page on WebJunction for 'bed bugs in libraries.' It can be found at: http://www.webjunction.org/documents/connecticut/Bed_Bugs_in_Libraries.html. That page will be used to post selected, relevant links targeted at Connecticut libraries.

Eric Hansen:

Instruction

- iCONN downloadable audio book hands-on training session, Avon Public Library, 11/13
- Linking to iCONN webinar, 11/26
- iCONN downloadable audio books demonstration, CLC Children's Librarians' Round Table – Northwest, Morris Public Library, 12/5

Web Work

- Updated links to *Business Insights: Essentials* in ProLibraryTitles.htm
- Created temporary databases access page for use during Auto-Graphics data center relocation 12/28 – 12/31, not yet released
- Created Library Impact Studies web page
- Updated Library_Census.pdf
- Updated iCONN's database information 8 ½ x 11 flyers
- Posted November downloadable audio book usage statistics

Gail Hurley:

- Working on revision of grant application to submit in January for the National Endowment of the Humanities (NEH) newspaper digitization grant.
- Working with Doug Lord and Ken Wiggin on contract for Library Connection Inc. (LCI), for continuance of Treasures of CT Libraries and Newspaper pilot.
- Working with LCI staff to finish the newspaper pilot. Aiming to complete in December before submission of NEH grant application.
- Working with iCONN staff on revision of RFP for statewide library catalog

Willimantic Library Service Center – Susan Cormier

WLSC Collection Development

As circulation slows down during the holiday season, we are stepping up our weeding efforts. Susan expects to get rid of all video tapes and about half of the books on cassette. Susan has started raising awareness of the books on MP3, targeting the librarians who borrow regular CD's at the Center. She would like to switch from buying "regular" Books on CD "audiobooks" to all MP3s; they are significantly cheaper, and much easier to maintain as there is typically only one CD needed per title, instead of as many as 10 or 12.

Evanced *Summer Reader* Project

We have begun to publicize this project through goodnightmoon. Librarians have been notified of upcoming webinar dates and all roundtables have been contacted with the offer of a *Summer Reader* "Demo and Discussion" conducted by Linda and Susan. So far they have demos scheduled at all 4 Young Adult (YA) roundtables and 3 of the 6 Children's roundtables.

Evanced has created a site for them to use. Linda and Susan are going to create a winter

reading program for librarians so that they can see how the product works from the patron point of view.

Linda Williams

Linda and her co-chair, Katie Fargo, teen librarian at the E. C. Scranton Library held their annual full day CLA YA Section event. The program included a rising star in YA services, Gretchen Kolderup, from the New Canaan Library, who inspired teen librarians to think more deeply about what they were doing and why. More people attended than they had expected, and the evaluations were excellent. They were very pleased with the result. They are now on to submitting our conference proposals for 8-10 YA track programs.

Common Core has been a huge topic amongst children's and YA librarians recently. She has attended a couple of webinars, has been reading articles on Core, and has read through actual the Common Core State Standards document twice, to gain an understanding of what the new school requirements mean for public libraries. She put together a webpage of recommendations and other links and Tom Newman put the site up on WebJunction (<http://bit.ly/Vr2hoe>). Linda hopes to do more work on this, including putting together collection recommendation lists.

Linda also shared an extensive webpage of links to story hour plans that she put on her Dandelions & Roses blog (<http://danderose.wordpress.com/2012/11/28/storytime-themes/>). Connecticut Humanities asked her for a booklist of children's books to go with the upcoming "The Way We Worked" exhibitions in CT. She is still working on that.

ACCESS SERVICES

Space/Collections

Bill files for 2009 – present moved from Room 701 to L112 to facilitate filing

Staff

- Carol Ganz retired from the History and Genealogy area. Colleagues and patrons alike will miss her. Steve Rice has been cross-trained to serve on the H & G reference desk and will work there a few shifts a week to minimize the impact on public service.
- Many Access Services staff are contributing to the analysis, modification, and development of best practices for our new Drupal site.

Outreach

- Debra Pond and Nancy Lieffort offered tours and described our resources to staff from the Legislative Commissioners Office.
- Lindsay Young met with a representative from Connecticut General Assembly Information Technology Services to discuss how the CGS's Bill Status site is structured.
- Mel Smith attended a meeting of the Connecticut Professional Genealogists Council to describe our collections and services.

COLLECTION SERVICES

Electronic Resources

Transition to OCLC Hosted EZproxy at the State Library : Good news regarding the Connecticut State Library's remote access research databases. On Monday Dec.10, 2012, we successfully transitioned to the OCLC Hosted EZproxy service. On that date, we also removed our in-house EZproxy server from production. OCLC will support our Hosted EZproxy server 24/7 and keep

the software up-to-date. In addition, this transition means we no longer need to maintain two URLs for each database (one for staff, one for patrons) to work around the conflict between our network firewall and the in-house EZproxy server. The new Hosted EZproxy URLs contain a custom prefix (<https://cslib.idm.oclc.org/>).

Launched the list of CSL Research databases on the new State Library website at <http://www.ctstatelibrary.org/subscrindex.htm>

Connecticut Digital Newspaper Project

The State Library is submitting a grant application to the National Endowment for the Humanities to digitize 100,000 pages of Connecticut Newspapers. This is another attempt to win a grant to scan newspapers published from 1836-1922. The goal is to work with an Advisory Board to select newspapers that cover the political, economic and cultural history of the state. After scanning and metadata work is completed, the images will be combined, by the Library of Congress with the newspapers of other states and made available to the public through Chronicling America <http://chroniclingamerica.loc.gov/>

Digital Collections

Connecticut State Library Digital Collections <http://cslib.cdmhost.com/index.php>:
Our collections grew by 4,946 items from July-December 2012, including 1,538 State Publications and 1,087 new photographs added to the WPA Architectural Survey, finishing this project. New books and pamphlets put online since October include:

- ConnDoc P211 1946 -- Biennial report of the State Park and Forest Commission to the Governor, 1932-1946
- <http://www.consuls.org:80/record=b3323735~S1>
- F104 .B2 D5 1914 -- Directory for the towns of Barkhamsted and New Hartford, Connecticut [1914]
- <http://www.consuls.org:80/record=b2590000~S1>
- TH9449 .H3 A5 1944 -- Report of the municipal Board of inquiry on the circus disaster <http://www.consuls.org:80/record=b1747342~S1>

The Newspapers of Connecticut collection

<http://cslib.cdmhost.com/cdm/landingpage/collection/p15019coll9> grew by 2,231 issues, bringing this pilot project near to completion. The Division of Library Development is working with the Library Connection and we are hosting the newspapers in our Digital Collections.

The collection includes short runs of newspapers ranging from 1821-1929, with a preference for the Civil War era and the aim to cover various regions of the state and different perspectives and topics. New titles include:

- Castigator (1840, 10 issues) "Democratic campaign paper for election of 1840"
- North and South (1858, 25 issues) Anti-slavery
- Temperance gem (1878, 1 issue)

Connecticut State Library on the Internet Archive

<http://archive.org/details/connecticutstatelibrary>:

Taking advantage of the favorable pricing of the Lyris Mass Digitization Program, the State Library added 98 volumes and now has 186 volumes accessible through the Internet Archive.

The books we selected consist chiefly of state publications but a few other items from the library

collection are included. Scanning was just completed and we still have to add links to the library catalog. Examples of our new online volumes include:

- ConnDoc F40 d -- Connecticut digest of administrative reports to the Governor 1981/1982, 1983/1984-1987/1988, 1989/1990-2000/2001 (18 volumes)
- ConnDoc R26 -- Register and manual - State of Connecticut 1932-1980 (55 volumes)
- F100 .E93 -- Evening post annual ... : biographical sketches (with portraits) of the state officers, ... Connecticut 1882-1884, 1886-1889, 1892, 1895 (9 volumes)
- F104 .G362 Y6 -- Young people at work [title changes to:] Church review v.1-v.13 1893-1905
- F93 .E56 -- Encyclopedia of Connecticut biography v.4-5, v.7-v.10 (the other volumes are online elsewhere and I've added the index produced by the State Library to the queue to be scanned here.)

Outreach

Jane Cullinane spoke at a forum organized by the Connecticut Library Consortium on the topic "Bed Bugs in Your Library."

<http://www.ctlibrarians.org/displaycommon.cfm?an=1&subarticlenbr=31#CLRBuildingsBedbugs>.

Jane emphasized that the high heat usually used to kill bed bugs, can be bad for photographs, audio-tape and books in the local history collection. Instead most library collections can safely be frozen to kill pest infestations. The Division of Library Development compiled a list of resources on Bed Bugs in Libraries.

http://www.webjunction.org/documents/connecticut/Bed_Bugs_in_Libraries.html

ARCHIVES

Accessions:

Probate records:

RG 004:067, Hebron Probate Court record books, 1784-1862, 22 volumes.

Other:

RG 002:004, General Assembly papers, 2010, 19 cubic feet.

Includes original bills, public acts, special acts, and resolutions.

RG 016, Dept. of Public Health. Bureau of Administrative and Support Services.

Bureau Chief project files, 1995-2002, 1 cubic foot.

These project files cover the Quality of Work Life project, a joint project between the Dept. of Public Health and the New England Health Care Employees Union, District 1199; and the transfer of the Toxicology Laboratory to the Department of Public Safety.

RG 169, Connecticut Park and Forest Association records, 1920-2010, 42 cubic feet.

RG 181, Dept. of Public Works photographs; videos; and groundbreaking and dedication programs, 1985-2011, 9 cubic feet.

Finding Aids Online:

RG 069:158, Ruth Baker Stephan Collection of World War II Letters, 1927-1964, bulk 1941-1947

RG 069:163, Richard (McGee) Magee diaries, 1863-1869

RG 181, Dept. of Public Works, 1951-2011

RG 183, Connecticut River Valley Flood Control Commission,
1935-2010, bulk 1953-2010

Processing Completed:

Archives intern Sean Parke from Simmons College Graduate School of Library and Information Science, completed processing the Ruth Baker Stephan Collection of WWII Letters 1927-1964, bulk 1941-1947, 3 cubic feet. The bulk of the collection consists of correspondence between Ruth Baker Stephan and military service members of St. Paul's United Methodist Church of Hartford during World War II. The collection also includes photographs, publications, and Stephan's personal papers.

Digitization:

Archives intern Marcin Olechowski a graduate Public History student from Central Connecticut State University, created metadata for approximately 202 Connecticut General Assembly Portraits (PG 540). Marcin scanned a portion of the individual members' portraits and Collections Management staff scanned oversize portraits. The collection consists of historical portraits of Connecticut state officials including governors, constitutionally elected officers, executive branch officials, General Assembly members, and General Assembly committees. The images will be included in the new Portraits digital collection which will be added, over time, with portraits from the State Library's collections. The collection will be going live the last week of January.

Outreach:

None.

Training:

None.

OFFICE OF THE PUBLIC RECORDS ADMINISTRATOR

Records Retention Schedules

LeAnn Power and Lizette Pelletier met with Lisa Kessler, Records Management Liaison Officer [RMLO], for the Department of Public Health and with representatives from the Practitioner Licensing and the Infectious Disease units on January 3, to review proposed changes to the units' records retention schedules.

Training, Outreach & Site Inspections

Lizette and Damon Munz conducted a public records storage facility inspection of the InfoShred facility in East Windsor on November 15.

Lizette conducted a re-inspection of the William B. Meyer facility in Windsor on December 5.

LeAnn and Lizette conducted records management training for 90 municipal and state agency public safety records custodians at the State Police Academy in Meriden on December 12.

Lizette conducted an inspection of the Allstate Records Storage facility in East Granby on December 12.

Historic Documents Preservation Program

LeAnn, Lizette, and Kathy Makover attended a Historic Documents Preservation Advisory Committee meeting on November 28. For FY 2014 grants, it was decided to maintain the funding levels at \$4,000, \$6,500 and \$9,500 for small, medium and large towns, respectively, based on population size.

Under Cycle 2, FY 2013, 34 municipalities were awarded grants totaling \$148,500. Award letters and contracts were distributed on December 13. Grants were awarded for records projects in the areas of inventory and planning; organization and indexing; program development; storage and facilities; and preservation/conservation. Grants were awarded in the amounts of \$4,000, \$6,500 and \$9,500 for small, medium and large towns, respectively. In total for FY 2013, the program awarded \$727,500 in grants to 152 municipalities.

Disaster Preparedness

Lizette attended a CoSTEP-CT Steering Committee meeting on November 16 to discuss developing an application for an Institute of Museum and Library Services (IMLS) National Leadership Development grant. The proposed grant would develop a Train-the-Trainer program as part of CoSTEP-CT's effort to build a statewide infrastructure to improve disaster planning and response and to build awareness of the cultural heritage community with first responders (including the Fire Academy), the insurance industry, and the State Office of Emergency Management.

Lizette attended a CoSTEP-CT meeting on January 8.

State Records Center

Doug Yaeger and Mike Soltesz accessioned 1,982 cubic feet of agency records; processed 737 reference requests; and processed 415 re-files and inter-files.

Committees and Additional Staff Activities

LeAnn, Kathy and Lizette participated in the second meeting of the Vault Regulation Committee on November 16, which has been formed to assist in writing new vault regulations based on current national and state standards, codes and records management practices. At this meeting, the committee provided input and recommendations regarding draft sections covering design and construction requirements.

LeAnn, Lizette, Mark Jones and Paul Baran conducted eight interviews for the Public Records Archivist position from November 26 through December 7. On December 20, the Connecticut State Library hired Sara Cheeseman as Public Records Archivist. She begins her position on January 11. We are very pleased to have her join the Public Records staff.

LeAnn and Lizette attended a presentation on December 3 at BEST in East Hartford, which included a demonstration of the IBM Atlas records management component of the enterprise content management system that BEST is offering to the state agencies.

Kathy held conference call meetings with eight land recording and eRecording vendor representatives on several dates in early December in order to gather information for clerks

regarding the eRecording implementation procedures, to update the vendors on the regulations, and to address the questions they presented.

LeAnn, Kathy and Ken Wiggin held a conference call meeting with the Town Clerks Association's Public Records Advisory Committee on December 13, to assist them with information in planning for the implementation of eRecording in the towns once the regulation is approved.

Staff continued to take the required steps towards the adoption of the State Library's electronic recording regulation. The regulation received approval from the Attorney General's Office for legal sufficiency and was then submitted to the Legislative Regulation Review Committee for review at their next meeting. That meeting has been scheduled for January 22. When the regulation is adopted, Connecticut town clerks will have the option to accept electronic documents for recording on the land records.

LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED (LBPH)

Director Carol Taylor retired on Oct 31, 2012. Deputy Director Gordon Reddick was promoted to Director effective Nov 2, 2012.

An agency recruitment was conducted to fill the Deputy Director (library specialist) position resulting in the promotion of Kris Aberly from Librarian 2 to Library Specialist. Kris has been working as the Coordinator of Continuing Education with DLD. She will begin her duties at LBPH in early January.

A Library Technical Assistant (LTA) position was reclassified to a Library Technician (LT) and Paula McLean was promoted to that position.

The Electronics Technician 2, Gary Conway, retired on 1/1/13. His position is in the process of being reclassified as a Storekeeper to reflect the position's emphasis on inventory control now that the audio playback machines have shifted to digital machines which require minimal maintenance. Maintenance and repair will be handled entirely by the Telephone Pioneers volunteer group. At present, this position is unfilled.

Ida Turo retired effective 1/1/13. She was one of the last few persons still working who were hired under the old general worker program over 15 years ago. This position will not be refilled.

LBPH was selected by the federal Bureau of Labor Statistics to serve as a 2013 reporting site for their Survey of Occupational Injuries and Illnesses. The survey entails keeping detailed records for the calendar year of hours worked by staff and any job-related injuries or illnesses.

LBPH is scheduled as a Silver Exhibitor at the semi-annual meeting of the Connecticut Society of Eye Physicians on January 11, 2013.

At year's end, digital books have clearly become the dominant media now consisting of about 75% of total circulation. Total circulation for FY 12 was 178,776 books of all media. We have also withdrawn and recycled over 30,200 RC cassette books in 2012 as part of the ongoing four year program to remove all cassette books from inventory. There's still about 186,000 RC cassette books remaining to withdraw.

Building projects approved include the replacement of the shipping/receiving dock leveler and the installation of a new fire alarm panel with a direct tie-in to the Rocky Hill town dispatcher.

MUSEUM OF CONNECTICUT HISTORY

Outreach school programs are taking place around Connecticut. Recent towns visited include Madison, Enfield, Thompson and Newtown. Thus far 25 programs have been presented to nearly 650 fourth and fifth grade students.

Adult outreach programs recently included visits to Senior and Community Centers in Waterbury. 115 people attended in total at four different centers.

Patrick Smith recently presented and worked with students at the Tolland Middle School who were working on Connecticut Inventor research and projects.

Patrick is working with the Jeffrey School in Madison to develop a new program tentatively called "Connecticut Biographies" which will highlight the lives and contributions of famous Connecticut citizens for 3rd grade students. Following the pilot program this year it will be offered to other schools statewide next year.