

STATE LIBRARIAN'S REPORT

June 8, 2015

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 June 8, 2015, meeting of the Board, covers the period of March 24, 2015, through June 5, 2015.

FINANCIAL REPORT

Attached to this report.

OFFICE OF THE STATE LIBRARIAN

Connecticut Dialogue on Public Libraries

On Monday, April 13, 2015, a distinguished group of thought leaders gathered in the Connecticut State Capitol for the Connecticut Dialogue on Public Libraries. The dialogue was a partnership between the Aspen Institute Dialogue on Public Libraries and the Connecticut State Library. Leadership from libraries, academia, philanthropy, and economic development joined policy makers in discussing the emerging opportunities for libraries to support the health and vitality of the communities they serve. The Connecticut Dialogue identified key themes in the future of libraries, including the importance of literacy across different spectrums; maintaining the essential role as navigators, and the importance of integrating and aligning services. The intelligence gained through the dialogue will be used to shape plans for continuing to re-envision Connecticut's public libraries. We will be assembling a small working group to continue the discussion. "Based on the input we receive, we'll look at the potential for increasing leadership training, developing strategic plans, establishing benchmarks for progress, and continuing to bring library leadership together with policy makers to identify and explore ways to leverage the assets of Connecticut public libraries to build more knowledgeable, healthy, and sustainable communities. The Connecticut Dialogue on Public Libraries will serve as a model for other states to explore how their public libraries can support and advance the priorities and goals of residents, communities and state leaders. Dialogue was built on a framework established by an Aspen Institute report, *Rising to the Challenge: Re-Envisioning Public Libraries*, introduced in October 2014. A complete report on the Connecticut Dialogue is forthcoming.

reQuest

On April 16, I sent a letter to the library community announcing that reQuest would shut down on June 30, 2015, for at least two months while we bring online a new union catalog and interlibrary loan system. This decision was not reached easily and was driven in large part by reduced funding.

reQuest is the Statewide Library Catalog of Connecticut. It contains over 5.8 million titles and 23 million holdings from more than 400 academic, public, school and special libraries in the state. reQuest is a service of the CT State Library. The reQuest Main Catalog can be searched to find books, videos, music and other items. More than 200 libraries in the State participate in interlibrary loan through reQuest. Patrons of those libraries can place requests online through the reQuest Main Catalog. For fiscal year 2015, the service cost is \$510,000. Although the State Library routinely goes through a Request for Proposal process, Auto-Graphics has

provided the service for the past 25 years. The current contract with Auto-Graphics expires on Jun 30, 2015. The State Library was in the process of negotiating a new contract with Auto-Graphics.

The iCONN databases and reQuest are funded in the "Connecticut Digital Library" line item in the budget. In January, the Governor ordered additional allotment reductions which included a 5% reduction in the Connecticut Digital Library line item. A cut of \$ 99,493. The State Library had contracts in place for almost the entire original allocation. The three main contracts were with EBSCO and ProQuest for iConn databases and Auto-Graphics. In February the Governor released his budget which carried the 5% reduction in each of the next two years. Both the EBSCO and ProQuest contracts are multiyear contracts. I approached both companies to see if we could first reduce the current year contract and secondly renegotiate pricing for the following two years. The only way they were willing to do this was to eliminate databases. When I looked at the usage of all of the databases and reQuest, and considered the impact on learning and library services, I opted to maintain the current iCONN databases and replace reQuest. I contacted the Department of Administrative Services requesting that the state withdraw its offer to Auto-Graphics and that we end contract talks with them.

Although it would have been preferable to have a replacement system in place, we had exhausted all contract renewal options with Auto-Graphics and there was no way to continue the current system while a replacement system is developed. Instead of going with a commercial solution, I have decided to go with an open source solution. Fulfillment is real-time virtual union catalog built on the Evergreen library software. Bibliomation, a member-driven, non-profit organization that provides for the technological and automation needs of over 60 public libraries and 20 K-12 schools throughout Connecticut has extensive experience operating Evergreen. The State Library will become a member of Bibliomation and in partnership with Bibliomation, the State Library, through the Division of Library Development, will implement a new open source union catalog and interlibrary loan system. The current timeline is to have a static union catalog in place by September 8th.

In the interim, Division of Library Development staff are working with the library community to insure that libraries can continue to locate any interlibrary loan needed materials.

CONNECTICUT READS—the 2015 Governor's Summer Reading Challenge

On May 8, 2015, Governor Dannel P. Malloy kicked off the annual Summer Reading Challenge. During the ceremony at the State Library, Gov. Malloy, Commissioner of Education Dianna R. Wentzell, and State Librarian Kendall Wiggin stressed the importance of reading during the summer and recognized top-performing schools from the 2014 Summer Reading Challenge. The Governor's Summer Reading Challenge is a statewide program coordinated by the Connecticut State Department of Education in conjunction with the Connecticut State Library. Schools compete based on student population and grade level. The program recognizes the schools with the highest participation rates and the highest number of books read per student.

Remembering World War One

The State Library held a press conference at noon on May 27, on the South Grounds of the State Capitol, to launch Remembering World War One: Sharing History/Preserving Memories, a community centered commemorative project that seeks to build a permanent digital archive of Connecticut's role in the Great War. This project, a partnership between the Connecticut State Library and Connecticut Digital Archive, will work with institutions, organizations and individuals around the state. Local institutions and community groups will hold community submission events where the State Library will digitally capture the keepsakes and stories of Connecticut residents.

Speakers included Edwin Fountain, Vice Chairman, United States World War One Centennial Commission; Christine Pittsley, the Project Manager; and Dr. Robert G. Carroon, National Senior Vice Commander of the Order of the First World War. Anna Nichols, a 5th Grader from the Community School in Prospect, CT, recited "In Flanders Field."

The press conference was followed by a reception in Memorial Hall at the Connecticut State Library. There was also an exhibit of World War One collections from institutions around the state.

The event was preceded by a meeting in the State Librarian's Office with Commissioner Fountain and representatives from various statewide history organizations to discuss plans for commemorative activities for the next 4 years. The group is hopeful that the Governor will appoint a Connecticut World War One Centennial Commission.

eBook Platform

Following the release of the bond funds for the eBook platform, we began work on a Request for Proposal (RFP) for a consultant to help develop a scope of work and the necessary RFP's for the development of the platform. In the course of this work, the Institute of Museum and Library Services (IMLS) encouraged us to contact the New York Public Library (NYPL) about their Library Simplified project. NYPL has developed many of the eBook platform components. Their goal is to make discovering, borrowing and reading eBooks from the library as easy as possible. Through collaboration and use of open access technology and standards, they hope to provide accessible technology alternatives to public institutions seeking to provide eBooks. We have had ongoing discussions with them and they are willing to share their platform with us. They are also developing an eBook exchange platform which would serve as a sort of marketplace for publishers and libraries. Instead of having to work out our own agreements with publishers, we could buy through the marketplace. NYPL would like us to become a partner in the development of this part of the platform.

Professional Activities:

National Library Legislative Day - I accompanied the Connecticut Library Association members on our annual Congressional visits. We met with staffers from all but Senator Blumenthal's office.

(COSLA) Spring Meeting - I chaired the spring meeting of the Chief Officers of State Library Agencies. The meeting was held in the Hall of the States, in Washington, D.C. We had a particularly informative program session on interpreting and implementing the recent E-Rate orders. Jon Wilkins from the Federal Communications Commission; Chris Henderson, Universal Service Administration Company; and Marijke Visser from ALA, addressed the group.

FCC Fiber Workshop - I was a presenter at a public workshop on E-Rate funded Fiber Build Projects held at the FCC's offices in Washington, D.C. I spoke about the Connecticut Education Network and the Public Library fiber build out that was included in the Governor's capital budget.

Institute of Museum and Library Services Forum (IMLS)- I attended "IMLS Focus: Strategic Priorities 2015 – National Digital Platform" in Washington, DC.

DPLAfest 2015 - I attended the Digital Public Library of America annual "fest" in Indianapolis. I was invited to be part of the eBook track. This was a very intensive 2 day discussion about what is happening with eBooks in the library space and what role the DPLA may have.

Connecticut Academy of the Arts and Sciences - I delivered a lecture entitled "Libraries in the New Information Ecosystem."

New Fairfield Library Groundbreaking - I gave brief remarks at the groundbreaking for the renovations at the New Fairfield Library. This project was awarded a construction grant by the State Library Board.

DIVISION OF LIBRARY DEVELOPMENT (DLD)

DLD Initiatives and Activities

Bill Sullivan, iCONN Administrator, will be retiring July 1st, 2015 after 23 years of dedicated state service. The Division of Library Development will be hosting an open house in Bill's honor on June 30th at the Middletown Library Service Center from 1-4pm.

CT Aspen Institute Dialogue

Dawn La Valle attended CT Aspen Institute Dialogue as a roundtable participant. The event was very well received by the CT library community. Librarians are eagerly awaiting outcomes from this very productive session and DLD is planning to continue Dialogues throughout the state, implementing the findings from the statewide Dialogue. DLD hosted the last of four initial CT dialogues at Wallingford Public Library, which focused the Dialogue on the development of their Collaboratory project and how the community came together on this idea of a place to collaborate and create in the library.

CLA Annual Conference

Kudos to DLD's own Julie Styles and Simsbury Library Director Lisa Karim, for chairing an outstanding conference April 27 - 28, at the Mystic Marriott in Groton. CLA received overwhelming positive feedback from the library community, before and after the conference, praising the dynamic speakers, programs and overall presentation. Many DLD staff helped in the overall effort and manning the State Library table. Steve Cauffman filmed the speakers, Eric Hansen presented and Maria Bernier managed the professional development sessions which included head shots and resume reviews.

National Network Libraries of Medicine (NNLM) NE Region

DLD staff met with Michelle Eberle to discuss enhancing our partnership with NNLM by holding a Health Literacy Fair in the fall. The resources, training and potential funding opportunities through NNLM are abundant and we have already been taking advantage to further our health literacy initiatives.

Access to Justice (ATJ) Workgroup

Dawn has been invited to serve as a member of the Access to Justice Commission which oversees the ATJ workgroup she is currently serving on. The ATJ workgroup is in the final planning stages of the **Access to Justice Commission's Fair: On Collaboration between Public Libraries, Legal Aid Providers and the Judicial Branch** to be held on September 16th at the University of Connecticut's School of Law from 8:15am to 12:00pm. DLD is working with ATJ to plan workshops on basic legal reference, resources and other subject areas.

Money Smart Week/Financial Literacy

CT libraries hosted financial literacy programs throughout MoneySmart week and we are continuing our partnership with CT Saves Week. Dawn hosted a Connecticut State Library (CSL) table at the Capitol Region Education Council (CREC) for their Personal Finance Education Conference.

Dawn La Valle

- Continues to work on the CT Public Library Standards Task Force
- Working with Bibliomation on FulFILLment project with DLD staff
- Working with DLD staff on DLD strategic planning process

- Attended National Library Legislative Day, representing CLA
- Consulting with CH Booth Library, Newtown, Strategic Planning Committee

Tom Newman

Construction Grants

The availability of construction grants for 2015-2016 was announced in April. There is approximately \$4.6 million currently available for grants to distressed municipalities and \$1.2 million for non-distressed municipalities. The Governor's capital budget included an additional \$5 million for grants to non-distressed municipalities. DLD is planning to accept grant applications for library expansions, new buildings, major alterations, remodeling, accessibility, code compliance, emergency preparedness, and energy conservation from libraries in both distressed and non-distressed municipalities. Notice of Intent forms will be due at the end of June.

Public Libraries Annual Report, State Aid, Statistics

This should be the last year we will be using Baker and Taylor's Bibliostat as our vendor for the Annual Report. A few libraries will be testing a new Excel report form this year which will be used by all libraries next year.

LibGuides, Drupal, WordPress

Tom has been working with Access Services to move content from the Drupal website to WordPress or LibGuides. He has moved much of the generic CSL content on Drupal to WordPress and the plan is still to shut down the Drupal website on July 1. He is providing one-on-one training on the basics of using our WordPress site. A draft of a new [Best Practice Guide for both LibGuides and WordPress](#) is now available, along with a brief guide to creating pages in WordPress. We are working on creating a more seamless interface between LibGuides and WordPress so that users sent from WordPress to LibGuides don't get lost.

iCONN

DLD staff and Bibliomation staff met at the Middletown Library Service Center (MLSC) on April 29, to engage in a conference call with Grace Dunbar from Equinox/Fulfillment. Ms. Dunbar responded to a detailed list of technical questions prepared by DLD staff. The information imparted and the ensuing discussion will be very helpful for planning the new system.

Working from an updated transition plan, DLD staff is providing libraries as much information and guidance as we can to help them through the transition once the current statewide service ends on July 1. A LibGuide page for libraries was created at <http://libguides.ctstatelibrary.org/dld/iconninfo/changes> and we have drafted a corresponding page for patrons.

DLD staff is working with database vendors to make the necessary technical changes resulting from the loss of single sign-on authentication effective July 1. All database links provided by Auto-Graphics that libraries have posted on their web sites must be replaced by links provided by EBSCO and ProQuest. ProQuest links will not support geolocation but EBSCO links will automatically invoke geolocation when outside the library.

Established an account at BlueHost.com to affect the transfer of the iCONN.org domain from a server at Auto-Graphics to a server at BlueHost on July 1. Between now and July 1, we will be using WordPress on BlueHost to create a new home page with key supporting pages. This will be a challenge. All site map pages will remain on LibGuides.

reQuest Transition

Steve Cauffman:

- Set up 5 in-person “ILL Transition Meetings” at locations throughout the state that will be taking place in June. Plans on leading discussion as to what libraries can do during the time when there is no statewide ILL system, i.e. from July 1, until the new system goes live in the fall.
- Configuring an ILL LibGuide that will assist libraries during the transition between reQuest and the new system. Steve will add good tips and tricks that he hears about at the 5 in-person sessions.

Gail Hurley:

- Worked with IT staff to make a duplicate set of reQuest record files to give to Bibliomation so that they could start working on how to load the records into fullILLment.
- Created a libguide: <http://libguides.ctstatelibrary.org/dld/request/catalogshutdown> with information about the loss of reQuest as a cataloging source for libraries, the only catalog for some libraries, the only place where a number of special collections are accessed, and holdings update information. All these are still up in the air as to what may be possible in the new environment or whether some of these are permanent losses of service.

Library Consultant Activities

Eric Hansen:

- CLA Annual Conference panel discussion "If you build it, they will come" April 27, 2015, Groton.
- Met with Library Simplified staff at NYPL

Steve Cauffman:

- Met with Michelle Eberle representing the National Library of Medicine (via UMASS), Dawn La Valle, others from DLD, and Wendy Urciuoli from UCONN's HealthNet to talk about partnership ideas centering on health literacy. Look for a Health Summit for libraries here in CT in the fall.
- Coordinating a Ccar volume study

Gail Hurley

- Presented the digitized Norwich Bulletin to the staff of the Otis Library in Norwich Presented the Connecticut Digital Newspaper Project at the School Library Media Roundtable - Northeast at the Willimantic Library Service Center (WLSC). Librarians and a social studies / history teacher were present to talk about possible ways to integrate the newspapers into the new social studies framework.

Maria Bernier

- Received 2 Library Services and Technology Act (LSTA) grant applications in the Every Child Ready to Read (ECRR) category, in addition to the 18 applications received previously in other categories.
- Site visit to Bristol Public Library to see an ECRR parent/child session.
- Attended two days of training from the Institute of Museum and Library Services (IMLS) on the new LSTA reporting system.
- Assisted with tasks for the CLA conference: sponsored two sessions and introduced a third, coordinated experienced library directors for resume review service, helped staff the CSL vendor table for several hours, and coordinated the Magic Mixer for first time attendees on both days.

- Participated in the site visit by Michele Eberle from the Libraries of Medicine, Northeast Region.
- Contributed to discussions about a Court Game in development by Statewide Legal Services.

Julie Styles:

- Chaired a panel discussion on Education and Technology at the CEN Conference on May 15.

Summer Reading

Susan Cormier held 4 Summer Reader/Wandoo Reader Lab Day workshops with a total attendance of 27. Most libraries seem well underway with their program set up. Many more libraries than anticipated have signed up for Wandoo Reader accounts (over 50). We will know at the end of the month how many will use Wandoo this summer.

Supercharged Storytime

The State Library has applied to be a pilot state for the IMLS/OCLC Supercharged Storytime project: "Supercharged Storytimes is a program that introduces public library practitioners to research-based methods that engage children in storytimes in a way that augments the efficacy of current library programs that impact early childhood literacy. With grant funding from IMLS, OCLC is utilizing an active, online social learning platform hosted at WebJunction.org to orient library staff to Supercharged Storytimes practices. Currently, OCLC seeks to collaborate with four state library partners to bring Supercharged Storytimes to public library practitioners in their states, and inform recommendations for bringing this approach to national scale. Collaboration between OCLC and selected state library partners will begin in summer 2015, and continue through March 2016. Through this program, library staff and administrators will be empowered with greater ability to articulate and support the value and impact of their early literacy services. OCLC will review all statements and identify a sub-set of applicants for interviews by Friday, May 22nd."

Collaborative Summer Library Program Annual meeting (CSLP)

Susan Cormier and Linda Williams represented DLD at this three day working meeting which was a chance to participate in important decisions affecting the CSLP in the next year. Votes were taken to decide slogans for 2017 and the theme for 2018. A list of recommended artists was compiled. We heard presentations from many of the organizations that partner with CSLP (Bedtime Math and National Geographic to name two), as well as the three candidates for the new position of CSLP executive director. All committees met; Susan is serving on the Vendor committee and the Web Site committee and signed up to serve on the children's manual committee.

2017 Slogan - Build a better world

2018 Theme - Music

Nutmeg Award

It was crunch time for the Nutmeg Award. Voting took place all through the month of April. At the end of the voting period, Linda Williams closed out the Survey Monkey survey and sent a detailed report to the co-chairs.

Book Fair Committee

The meetings for the November 2015 Connecticut Children's Book Fair have resumed and Linda Williams attended the first meeting in April. The leader of that group, Terri Goldich, is retiring this year, as is her co-leader, Suzy Staubach, of the UCONN Co-op Bookstore. It is a big event in November, drawing many children's book authors and supporting the Northeast Children's Book Collection.

ACCESS SERVICES

Outreach

Kevin Johnson (History and Genealogy) continued bringing his Jordan Freeman and William Webb program to schools and libraries across the state. He performed as Jordon Freeman at: Pleasant Valley Elementary School (South Windsor) for 60 4th graders; North East Elementary School (Vernon) for 40 5th graders; Lifetime Learners Program (Norwalk Community College) for 100-150 Learners; and Hamden School District for 300-350 5th graders.

William Webb was presented at: Wapping Elementary School (South Windsor) for 50 5th graders; Orange (Amityville) for 200; West Shore Middle School (Milford) for 110 8th graders. Kevin talked with 15 Suffield Academy students about developing the William Webb character through his research and the materials here at CSL. This was held in the morning before the Archive area opened. Kevin also in the persona of William Webb participated in the Unveiling Ceremony for the 29th & 30th colored Regiment Flag at the Capitol.

Kevin presented William Webb at the Griswold Bicentennial, "Memories of the Civil War" to an enthusiastic crowd of over 200.

Kevin Johnson and Christine Pittsley went to St. Margaret Willow Senior Center (Waterbury). Kevin did a presentation on How-to-do character development. Christine Pittsley talked about the World War One commemoration project.

Mel Smith (History and Genealogy) delivered "Beyond the Barbour Collection, Finding Your Ancestors in Connecticut Governmental Documents!" to the Descendants of the Founders of Ancient Windsor (DFAW) -- at the East Granby Congregational Church. He also spoke to students at St. Joseph's College about his background at the Connecticut State Library, and the materials available for their research needs here.

April 8- April 11, the New England Historic and Genealogical Society visited the History and Genealogy section. This is the third year that they have visited the Connecticut State Library. 22 people and 4 organizers came. This trip sold out in a month after the Society ran the advertisement. People from all over the country sign up for this trip.

March 24 -& 25, The Library at the Office of Legislative Research arranged for Connecticut General Assembly interns to tour and get an overview of the Connecticut State Library. 15 interns attended each day. Debra Pond (Law) and Nancy Liefert (GIRS) talked with the groups.

ARCHIVES

Accessions:

RG 007, Office of the State Treasurer records, 1791-1845, 1 folder.

The records consist of 31 documents, primarily letters between Commissioner of the School Fund Seth P. Beers, and State Treasurer Isaac Spencer.

Connecticut was the first state to create a permanent state fund for the support of education. Income for the funds derived from the proceeds of the sale of lands in the Western Reserve. The Office of the State Treasurer administered the School Fund.

RG 011, Insurance Department. Market Conduct Division examination reports, 2001-2005, 2 cubic feet.

The records consist of examination reports including Stipulated Settlement Agreements.

RG 022, Dept. of Economic and Community Development. Office of Tourism. Creative Director records, 1944-2015, bulk 1990-2015, 12 cubic feet.

The records consist of tourism and travel publications, official state highway maps, images for use on tourism publications; and publicity and event materials.

RG 062:062, Town of Hamden tax abstracts, 1844-1920, 77 volumes.

RG 062:151, Town of Waterbury employee grievance files, 1964-1995, 5 cubic feet.

RG 076, Dept. of Revenue Services Commissioner records, 1982-2004, 57 cubic feet.

The records consist of the commissioner's correspondence and subject files.

RG 161:001, Connecticut State Police investigation files, 1985, 21 cubic feet.

The records consist of case investigation records that involve death. Including, but not limited to fatal accidents (motor vehicle, airplane, boating, and all other accidents), capital felonies, homicides, unsolved missing persons, suicides and unidentified bodies.

RG 169:001, Independent Order of Odd Fellows records, 1911-1978, 1 cubic foot.

The records consist of Hartford area lodge records such as by-laws; proceedings; minutes; membership applications; rosters; reports; pamphlets; and booklets.

The Independent Order of Odd Fellows (I.O.O.F.) is a fraternal organization that originated in England in the 17th century for ordinary citizens to help each other during unfortunate times such as sickness, loss of a job, or death. The I.O.O.F. was founded in North America in Baltimore on April 26, 1819. The I.O.O.F. is the first national fraternal organization to include both men and women when it adopted the beautiful Rebekah Degree on September 20, 1851.

New Finding Aids Online:

RG 069:024, William S. Goslee Papers, 1815-1892.
(http://www.ctstatelibrary.org/RG069_024.html)

Outreach:

State Archivist Lizette Pelletier and Assistant State Archivist Allen Ramsey served as judges for the *History Day in CT* State level contest at Central Connecticut State University on May 9, in the Senior Group Exhibit and the Senior Research Paper categories, respectively.

Processing Completed:

Archives intern Donna Marchessault from Simmons College Graduate School of Library and Information Science, completed processing the William S. Goslee papers, 1815-1892, 3.75 cubic feet. The papers consist of materials pertaining to William S. Goslee's legal and personal affairs. Goslee was a lawyer for the town of Glastonbury and was active in town politics, church and school issues.

Other:

Lizette, Allen, Damon, and World War One Project Manager Christine Pittsley met at the Van Block facility on March 19 with Russell Bonaccorso and other members of Military History Records staff from the Connecticut National Guard to discuss the military records in the State Archives; care and storage of archival records; and potential funding and collaborative efforts between the two departments.

Lizette participated in LEAN As-is Process Mapping Sessions on March 27, April 7, May 7 and May 11 with Public Records and Bureau of Enterprise Services and Technology (BEST) staff to analyze the records schedule creation and the disposition request processes which is necessary for the implementation of an enterprise-wide content management system.

Allen attended Council of State Archivists (CoSA) / Program for Electronic Records Training, Tools, and Standards (PERTTS) web site kickoff meeting.

Lizette attended a Coordinated Statewide Emergency Preparedness (CoSTEP-CT) meeting on April 13 with Preservation Librarian Jane Cullinane and representatives from various cultural heritage organizations and institutions in Connecticut.

Allen and Public Records Archivist Sara Cheeseman met with staff from the Department of Administrative Services (DAS) Division of Construction Services on April 17 regarding the scanning, disposition, and preservation of paper documents including architectural drawings.

Lizette and Allen met with DAS photographers Tony Calabrese and Nina Ritson on April 23 regarding photographs of previous gubernatorial administrations, construction ground breakings, and state buildings. Tony retired from state service at the end of April.

Lizette met with the DAS Commissioner's executive support staff on May 6 to review subject and correspondence files from the 1980s through 2006. Topics include collective bargaining, state personnel policies including AIDS, layoffs during the Weicker and Rowland Administrations, and alternative work schedules.

Lizette attended her first Northeast Document Conservation Center (NEDCC) Advisory Board Meeting on May 8 as the State Library's representative.

Allen attended CoSA State Electronic Records Initiative (SERI) Steering Committee meeting on May 14.

Lizette and Allen met with staff from the Intergovernmental Policy Division at the Office of Policy and Management (OPM) on May 20 to appraise potential archival records on the units' proposed records retention schedule.

Lizette met with staff from Public Records and OPM executive staff on May 20 regarding records retention policies and procedures.

Lizette and Allen participated in CoSA's annual Call to the State's on May 21 to discuss the State Archives' progress over the past year and advocacy needs both at the state and national level.

PUBLIC RECORDS ADMINISTRATION

Records Retention Schedules

LeAnn Power and Sara Cheeseman met with representatives from the University of Connecticut Health Center (UCHC) – Graduate Medical Education (GME) Residency Program to discuss creating an agency-specific retention schedule for the program.

Sara met with staff from the Department of Labor (DOL) Trade Adjustment Assistance Program to discuss revising the program's retention schedule.

Sara met with staff from the Department of Administrative Services (DAS) Procurement Services Division to discuss revising the division's records retention schedule.

After completing reviews and revisions, the Office of the Public Records Administrator issued the following records retention schedules:

- 15-4-1 Department of Energy and Environmental Protection (DEEP) – Land Acquisition and Management
- 15-5-1 Department of Correction (DOC) – Entire agency
- 15-6-1 Department of Motor Vehicles (DMV) – Entire agency
- 15-7-1 State Department of Education (SDE) – Entire agency
- 15-8-1 University of Connecticut Health Center (UCHC) – Graduate Medical Education (GME) Residency Programs

Training, Outreach & Site Inspections

Sara conducted training on managing agency records during relocation for the Department of Administrative Services (DAS) Unit Heads and Assistant Records Management Liaison Officers (RMLO) on April 15.

LeAnn, Sara and Kathy Makover attended the Spring Conference of the Town Clerks Association in Bristol on April 16, staffing an information table and speaking with town clerks and records vendors to address questions related to the grant program and agency policies and procedures.

LeAnn, Sara and Kathy presented a half-day records management training as part of the Connecticut Conference of Municipalities (CCM) Leadership Workshop Series on April 23 in Newtown. CCM reports that the Records Management Workshop has proven to be one of the most popular and well-attended courses offered within their series.

Sara and Kathy conducted records management training for public libraries and library associations at the Middletown Library Service Center on May 20.

Historic Documents Preservation Program

The Historic Documents Preservation Program is now entering its fifteenth year and has awarded over \$14 million in grants to municipalities. With this funding, towns have completed more than two thousand projects that improve or enhance local government records preservation and management.

Kathy is processing FY16 Cycle 1 grant applications and FY15 grant amendments and final reports. For FY16, the program has received Cycle 1 applications from more than 120 municipalities, with a closing date of April 30. The remaining municipalities are eligible to submit Cycle 2 applications, with a closing date of September 30. For FY16, grants will be awarded in the amounts of \$3,000, \$4,000 and \$6,500 for small, medium and large towns respectively.

Staff met with the Historic Documents Preservation Advisory Committee on March 18. Consisting of town clerk representatives and State Library staff, the committee provides input regarding the program and other issues related to municipal records preservation and management.

Enterprise Content Management Implementation Project

The Department of Administrative Services, Bureau of Enterprise Systems & Technology (DAS/BEST) and the State Library are continuing to collaborate on a project to enhance the Enterprise Content Management (ECM) environment through review and improvements to the existing ECM components and the addition of new components, which will allow State agencies to more effectively and efficiently store and manage electronic records.

LeAnn, Sara, Lizette Pelletier and Bob Williams participated in recurring weekly meetings and conference calls with DAS/BEST to discuss progress for Phase 1 of the ECM project.

LeAnn, Lizette, Sara and Bob participated in recurring biweekly meetings with representatives from DAS/BEST, Office of Policy and Management (OPM), Office of the Attorney General (OAG), and Auditors of Public Accounts (APA) to discuss enterprise ECM standards.

LeAnn, Lizette, Sara, Allen and Bob met with DAS/BEST and the Department of Labor (DOL) LEAN team to identify areas to improve efficiency in the disposition authorization process for state agencies.

LeAnn, Lizette, Sara and Bob met with DAS/BEST and the Department of Labor (DOL) LEAN team to map to current records retention schedule creation and modification process for state agencies.

There will be future process mapping sessions to determine how the disposition and retention schedule creation and modification processes will change with the implementation of IBM Atlas and FileNet.

State Records Center

Doug Yaeger and Mike Soltesz accessioned 1,564 cubic feet of agency records; deaccessioned 2,973 cubic feet of agency records; processed 1,206 reference requests; and processed 487 re-files and inter-files.

Committees and Additional Staff Activities

Kathy attended training sessions on the eRegulations System and Regulation Authoring on March 25 and April 8. This new system allows for the electronic management, submission and review of state regulations.

LeAnn attended the annual Freedom of Information Conference on April 10. This year's topic was on "Open Meetings: Asset or Albatross."

LeAnn, Sara and Kathy met with Glastonbury Town Clerk Joyce Mascena and Jim Harper from PFA, Inc. to discuss Silent Cube technology on April 13.

Kathy attended a meeting with the State Vital Records Registrar and Van Block Facility staff to discuss changes to access and security procedures in order to better protect the records stored within the Van Block Facility.

LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED (LBPH)

Half-Year LBPH circulation statistics reported to the NLS for the period Oct 2014 to Mar 2015:

- Total Readership: 6,845
- Total Circulation: 91,803 (same period federal FY15: 91,335)
(Digital - 68,272, Cassette - 9,554, Braille - 590, BARD downloads - 13,387)

Volunteer Recognition Day

The LBPH held a highly successful volunteer recognition day on April 10, in which about 50 volunteers and friends attended. The volunteers represented the five major groups supporting the LBPH: direct LBPH volunteers, the Advisory Committee, the Friends group, the AT&T

Pioneers machine repair group, and the Connecticut Volunteer Services for the Blind and Handicapped, Inc. (CVSBH) book recording group. Plaques were presented to the AT&T Pioneers for their 50 years of continuous machine repair services and to each of the five CVSBH recording studios who have recorded over 2,600 cassette books over the past 37 years. Forty-nine Certificates of Appreciation were given to individual volunteers.

Braille Disposition

The process of donating excess Braille books to the American Friends of Kenya (AFK) is progressing slowly and dependent on the availability of shipping space and funding by AFK. The plan is to ship about 1400 cubic feet of young adult/juvenile books sometime in June. Gordon will contact other NLS-recommended overseas charitable groups to donate adult Braille books.

The Braille service agreement with the Utah LBPH has been renewed for FY16 for 29 patrons. It's been successful so far with some increase in Braille circulation.

Outreach

Volunteer Tom Grossi continues to contact senior centers and similar groups across the state which has generated outreach visits and a number of new patrons.

The Friends of Connecticut Libraries held a board meeting at the LBPH on April 20.

The LBPH Advisory Committee met on April 10, and the Friends of the LBPH met on May 19.

The LBPH held an informal open house from 11am to 4pm, on May 2, in conjunction with the Lions Clubs International state convention held in Rocky Hill. CRIS Radio also set up their information table. Gordon, with the assistance of Nilda Martinez and volunteer Barbara Blejewski, gave tours, held substantial informal conversations, and provided refreshments to about a dozen Lions who visited.

Gordon and Kathy Hotchkiss attended the quarterly CVSBH board meeting on April 24.

Additional Outreach events included:

- Manchester Senior Center April 16 - Paula McLean/volunteer Tom Grossi
- St. Ann's Parish Health Fair in Milford April 18 - Gordon
- Visit to the LBPH by the New Milford Senior Center group April 20
- Presentation at the Pomperaug Woods Retirement Community, Southbury, May 11 - Kris Abery
- Presentation to the Glastonbury Senior Group May 18 - Paula McLean/volunteer Tom Grossi