

STATE LIBRARIAN'S REPORT
November 23, 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 November 23, 2015, meeting of the Board, covers the period of September 29, 2015, through November 20, 2015.

FINANCIAL REPORT

Attached to this report.

OFFICE OF THE STATE LIBRARIAN

All Staff Day

This annual program for all State Library employees was successfully held at the Van Block Storage Facility on Monday, November 9th. As part of the program, the following individuals received certificates of appreciation and recognition for "loyal and conscientious service:"

Yasemin Agis	10	Years
William Anderson	10	Years
Kathryn Makover	10	Years
Cheryl Miles	10	Years
Samuel Colon	15	Years
Jeannie Sherman	15	Years
Carol Trinchitella	15	Years
Jennifer Hurta	25	Years
Vernalyn Thomas-Green	25	Years
Jane Beaudoin	30	Years
Kristi Finnan	30	Years
Bradley Tenan	30	Years
Charles (Doug)Yaeger	30	Years
Nancy Liefport	35	Years

iCONN Databases/Rescission impact

I met in October with the Council of College and Academic Library Director's to discuss the impact of the Governor's budget rescissions. The rescissions, coupled with an increase in the cost of one of the academic databases and adding in costs that were deferred at the end of FY2015 to deal with earlier budget reductions, was going to result in the elimination of 1 academic database and one database available to academic, public and school libraries beginning in January. Those in attendance indicated a willingness to pick up the costs from January - July 2016. I surveyed all of the academic libraries and overwhelmingly they pledged support. As a result we will maintain access to ABI/Inform for all but a few libraries that decided not to or already had access. I have also managed to do a little restructuring of existing contracts to maintain access to the ProQuest newspaper databases.

Professional Activities:

- Presided over the Fall Meeting of the Chief Officers of State Library Agencies (COSLA) in Cape May, NJ. Had an opportunity to meet and welcome Kit Matthew, the new director of the Institute of Museum and Library Services.
- Presented at the "State of the States" session at the New England Library Association Conference in Manchester, NH.
- Was a keynote speaker at the Fall Conference of the Connecticut Library Association Support Staff Section (CLASS) in Hartford, CT.
- Gave remarks at the opening of the renovated New Fairfield Public Library.
- Served on the Search Committee for the new Executive Director of the CT Commission on Educational Technology.
- Delivered a paper ("The French Army Band Tours Connecticut") at the Association for the Study of Connecticut History (ASCH) annual conference.
- Attended the 2nd Annual Ebenezer D. Bassett Day Commencement Ceremony at Central Connecticut State University.
- Attended the retirement party for Henry Dutcher, Director of the Enfield Public Library.
- Attended the Association of Connecticut Library Board's Fall Conference.

DIVISION OF LIBRARY DEVELOPMENT (DLD)

DLD Health Fair:

As part of DLD's Strategic Focus Plan, the Division in collaboration with the National Network of Libraries of Medicine (NN/LM), New England Region, and host library, Wallingford Public Library presented the first annual Health Literacy Fair on November 4th. Participating agencies and organizations include the Department of Public Health, UCONN Healthnet, United Way 2-1-1, Access Health and the CSL Library for the Blind and Physically Handicapped, to provide libraries and patrons with information on health resources available in the state and how they can be accessed at local libraries. The partnership with NN/LM will evolve into health related grant opportunities for public libraries in CT, ongoing workshops and resource sharing.

COSLINE Conclave:

Dawn La Valle and Maria Bernier hosted a successful COSLINE (Council of State Libraries in the Northeast) Conclave featuring Maureen Sullivan, past ALA (American Library Association) President; Tom Scheinfeldt, Associate Professor of Digital Media and Design and Director of Digital Humanities in the Digital Media Center at the University of Connecticut; Jody Blankenship, Executive Director, CT Historical Society; Steve White, President of Mystic Seaport and Bill Derry, Director of Innovation at the Westport Public Library. The theme of the

conclave was re-envisioning public libraries with innovation, using the Internet as a model for sustained collaboration and re-focusing community needs assessment.

Dawn La Valle:

- Conducted a Community Needs Assessment workshop with Diane Brown, Manager of the Stetson Branch Library of the New Haven Free Public Library System.
- Attended an evaluation and review meeting for the Access to Justice (ATJ) Fair. The first of several workshops, “Legal Reference for Librarians” was held on October 29th.
- Co-Sponsored “Aspen Re-Envisioning CT Public Libraries in Your Municipality” session at the CT Conference of Municipalities Convention on October 20th. The session was designed to give municipal leaders information on the critical importance of libraries in their communities.
- Wrapped up draft document portion of Public Library Standards Task Force process. Task force members should be commended for their participation, expertise and work on this draft document.
- Consulting on strategic planning process with Middlebury Public Library director and Board of Trustees.
- Met with Heather Gillette, of Mintz & Hoke, who is working with Department of Social Services on a program to provide services for older adults in libraries, and possibly provide training for public librarians to become elder care “navigators.”
- Met with Jeanine Esposito of Innovation Builders - working to bring Collaborative Innovation-Thinking and Entrepreneurship Skills to Learning Institutions. Discussed opportunities to develop collaborative design labs and co-creating programs in CT libraries.

Construction Grants

State Library staff will recommend that the State Library Board award construction grant requests to 10 libraries. The grant awards would total \$4,774,398, and four libraries have each requested the full \$1 million for new or expanded building projects. All four of these projects scored well above the minimum required for Category 1 projects. The six other Category 2 projects cover various types of remodeling and accessibility projects.

Connecticard, now “borrowIT CT”

Public libraries have completed their mandatory expenditure reports for the 2014 reimbursement payments. State Data Coordinator, Tom Newman is compiling a state summary with payment categories that will be available soon at:

<http://libguides.ctstatelibrary.org/dld/ccard>.

Public Libraries Annual Report, State Aid, Statistics

180 or more public libraries are expected to complete their annual reports by the November 13 deadline. The survey form is available this year online using the Baker and Taylor Bibliostat service, or offline using a form designed by staff. The offline form will be used exclusively next year. A preliminary version of *Connecticut's Public Libraries: A Statistical Profile* should be available by the first week in December. This will cover data from fiscal year 2015.

Website

Staff are transitioning some of the web pages on the LibGuides website to reflect the new names for our services. The main menus also now reflect the name changes.

iCONN

Eric Hansen has secured approval to license hosted EZProxy service for iCONN to authenticate CT users to CT State Library collections in Ancestry.com. Application process has begun.

The CT Digital Library Advisory Board (CDLAB) has replaced the CT Digital Library Advisory Board (CDLAB) Database Committee with the eResource Task Force.

Connecticut Digital Newspaper Project

Gail Hurley as the DLD representative on the Newspaper Project:

- Worked with Norwalk Public Library to load sample issues of their newly digitized *Norwalk Gazette* newspaper into our [Newspapers of Connecticut](#) collection. They can be viewed at: <http://bit.ly/1GK1kQ2>. This is part of an effort to begin to include newspapers digitized by local libraries and/or historical societies in the collection for access and future preservation in the Connecticut Digital Archive.
- Presented a program to students and teachers on the Connecticut Digital Newspaper Project at the Connecticut History Day kickoff event at the Old State House in Hartford on October 3.
- Attended a meeting/presentation on the Connecticut Digital Newspaper Project at Ellington High School on October 8. Met with their School Media Specialist and History Department faculty to see how our digitized newspapers fit in with the new social studies framework and how they can be used in their lesson plans.
- Presented a program on the Connecticut Digital Newspaper Project at the Bridgeport Public Library on October 15, as part of their kickoff of the digitization of the *Bridgeport Evening Farmer*.

Library Services and Technology Act (LSTA)

LSTA Coordinator Maria Bernier began entering Library Services and Technology Act (LSTA) project information into the new State Program Report system.

Congress passed a new two year budget, but is still working out the actual funding levels for various programs. A joint letter from the American Library Association and the Chief Officers of State Library Agencies was sent to the appropriating committees encouraging them to restore funding to the pre-sequester level. This would provide us with some much needed federal funding.

Outreach:

- Steve Cauffman and Maria Bernier led the Welcome meeting in West Haven for library staff members serving multi-lingual communities. The meeting was well received and the evaluations were very positive. The speakers gave their permission to record the session and the resulting videos are at: <http://libguides.ctstatelibrary.org/dld/welcomemultilingual/welcomemeeting>. The presenters were from [Integrated Refugee and Immigrant Services](#) and the [Hartford Foundation for Public Giving](#).
- Steve Cauffman spoke at the CLA Support Staff (CLASS) conference, on making the transition to the new catalog and ILL system. Equinox allowed the use of their demo system for the presentation. He demonstrated searching and looked at a few ILL staff screens.
- DLD hosted a total of 9 events serving 132 attendees.
- Julie Styles created <http://libguides.ctstatelibrary.org/dld/servicecenters/new> to highlight new collection items.
- Susan Cormier has started assembling text for a series of early literacy book marks to send out with our board book sets. These can be distributed to parents and caregivers during story time. We will also be marking the books with a "brought to you by the Connecticut State Library" label.

Summer Reading

- DLD will be renewing the contract with Evanced for another 3 years. Some Evanced led webinars have been planned and have scheduled several "Summer Reader/Wandoo Reader" Lab Days at MLSC.
- 88 completed summer reading surveys received. Susan Cormier and Linda Williams will start calling libraries later this month in an effort to get as close to 100% completion as they can.

ACCESS SERVICES

In light of the recent rescission to the library material budget, Access Services and Collection Management staff have been reviewing the collections and subscriptions.

Bonnie Gallagher will start on November 13, as a Law Librarian 2, refilling a vacancy that had been created earlier this year.

Instead of refilling a Library Aide position that became vacant through a retirement, the State Librarian, in consultation with managers in Access Services and Collection Services, increased the hours of the remaining Library Aides. This was very well received.

Kris Aberly, a Library Specialist, transferred from the Library for the Blind to Government Documents in Access Services. She will be the new Federal Depository Library Program (FDLP) Coordinator for both Connecticut and Rhode Island. She has been attending many FDLP web conferences and reviewing our FDLP web pages and files. In the future she will be working with the Connecticut State Documents Program. Kris started on October 20.

Sept. 16, two employees from the CT Emergency Management and Homeland Security Division of the Department of Emergency Services and Public Protection, visited the library. Nancy Liefkort (GIRS) gave them a brief tour and talked with them about their publications.

Outreach

- Mel Smith (H&G) presented "Going beyond the Barbour Collection: Finding your Ancestor using Connecticut Governmental Records", to the Heritage Village Genealogy Society in Southbury. As a follow up, on Oct. 22 nine members of the Heritage Village Group came to use H&G resources.
- Debra Pond (LAW) and Nancy Liefkort (GIRS) presented a legislative history workshop to UCONN law students who are interns assigned to DEEP (2), UTC (1) and Eversource (1). A Supreme Court Law clerk sat in.
- Maria Paxi (H&G) represented CSL at the 2015 Polish Genealogy Conference at CCSU. This conference is organized by the Polish Genealogical Society of Connecticut and the Northeast, Inc. CSL was one of 5 exhibitors.
- Mel Smith (H&G) spoke at the Russell Library to the Society of Middletown First Settlers Descendants. Topic was "Beyond the Barbour Collection, finding your elusive ancestors in Connecticut Governmental Records." As a follow up, on Oct 9, 15-18 people from the Middletown 1st Settlers Descendant came in to use H&G resources.
- Mel Smith (H&G) spoke in Prospect to the Naugatuck Valley Genealogy Club. 20 people attended and the topic was "Mining for Gold in Connecticut Probate Records".
- Kevin Johnson (H&G) portrayed William Webb for the Mayflower Descendants Society at Adams Mill Restaurant in Manchester, CT.
- Carolyn Picciano (H&G) staffed a table at Connecticut Society of Genealogists Annual Seminar; 70 attended.
- Nancy Liefkort and State Archivist Lizette Pelletier teamed up to speak at a CT town historian's conference, held at CHS. Thirty town historians attended. This was the first of what town historians hope will be an annual conference. The Connecticut State Historian & town historians would like to provide guidance to all of the state's town historians.
- Robert Kinney led a tour for 20 reference librarians from the Connecticut Library Association (CLA). This tour included the museum and the three reference areas.
- Kevin Johnson (H&G) presented Revolutionary War soldier Jordan Freeman for the Southington Genealogy Society.

COLLECTION SERVICES

A Library Materials Budget

In September 2015, the Library Materials Budget FY2016 allocation of \$737,431 was reduced by 5% or \$36,871. The current allocation for library materials is \$700,560. The latest budget cut has drastically impacted our serials commitments for FY2016. In the past two fiscal years, the book budget was reduced by \$84,000. Accounting for July subscription renewals that were pushed forward from FY2015 to FY2016, our deficit for FY2016 is estimated at over 150,000. The State Librarian and Mark Smith met with

OPM to discuss the situation and request the use of Capital Equipment Funds to make up for the cuts. Permission was granted.

Electronic Resources

We acquired several new eBooks that are available to users remotely with a CT State library card:

- Connecticut unscathed : victory in the great Narragansett War, 1675-1676 / Jason W. Warren.
Norman: University of Oklahoma Press, 2014.
<http://www.consuls.org/record=b4378696~S16>
- Farms, factories, and families : Italian American women of Connecticut / Anthony V. Riccio.
Albany: Excelsior Editions, State University of New York Press, 2014.
<http://www.consuls.org/record=b4378691~S16>
- Hartford's Ann Plato and the native borders of identity / Ron Welburn.
Albany: State University of New York Press, 2015.
<http://www.consuls.org/record=b4378702~S16>
- The logbooks: Connecticut's slave ships and human memory / Anne Farrow.
Middletown, Connecticut: Wesleyan University Press, [2014].
<http://www.consuls.org/record=b4378699~S16>
- Prudence Crandall's legacy : the fight for equality in the 1830s, Dred Scott, and Brown v. Board of Education / Donald E. Williams Jr.
Middletown, Conn. : Wesleyan University Press, 2014.
<http://www.consuls.org/record=b4378694~S16>
- War monuments, museums and library collections of 20th century conflicts : a directory of United States sites / Steve Rajtar and Frances Elizabeth Franks.
Jefferson, N.C. : McFarland, 2010.
<http://www.consuls.org/record=b4373687~S16>

State Library Digital Collections

- From September to October 2015 we added 17,676 pages from 69 volumes from the library collections to the State Library's digital collections, including:
- Connecticut guide-catalogue (Connecticut at the International Exhibition in Philadelphia, 1876). CSL call number: T825.F3 C7
<http://cdm15019.contentdm.oclc.org/cdm/ref/collection/p4005coll11/id/789>
- Public acts passed by the General Assembly of the state of Connecticut. We currently have 1836-1850 to 1916-1917 and more are in the works. CSL call number: KFC3625 .A22 <https://www.consuls.org:443/record=b1542477~S1>
- Annual reports of the Board of Education of the Blind, to the Governor, for the years ending ... Volumes online include the 1895 supplement to 1932/1934. CSL call number: ConnDoc BL61 r Title varies somewhat. For an example see <https://www.consuls.org:443/record=b2658665~S1>

- A map of Norwich: from actual survey. CSL call number: G3784.N8 1833 L4 1900z <http://cdm15019.contentdm.oclc.org/cdm/ref/collection/p4005coll11/id/792>
- War 1916 by Frederic Collin Walcot was digitized and added the Connecticut Digital Archive. The book was donated to the State Library by Alexandra Walcot. It can be viewed at <http://hdl.handle.net/11134/30002:2788>

Connecticut Digital Newspaper Project (CDNP)

As we ramp up the second phase of our National Digital Newspaper Program (NDNP) grant to digitize newspapers, we are considering how to fit all the newspapers we want to scan within the limit of 100,000 pages. In addition, we have attended numerous conferences and meetings to promote the use of our newspapers in Chronicling America

<http://chroniclingamerica.loc.gov/newspapers/?state=Connecticutðnicity=&language=>

Chris Gauvreau, Project Coordinator and Gail Hurley of the Division of Library Development and Project Co-Director, gave presentations at an event on Sept. 12, 2015 at the Otis Library in Norwich and at a similar event at the Bridgeport Public Library on Oct. 15 to officially announce that the Norwich and Bridgeport newspapers for 1909-1922 are online. Jane Cullinane, Project Co-Director spoke about the geographic reach of our Norwich and Bridgeport newspapers at the National Digital Newspaper Program annual meeting in Washington, D.C. on 9/17/2015. Gail gave a presentation at the History Day Launch on 10/3/2015.

Chris spoke about our newspapers and the state Social Studies Framework at Ellington High School on 10/8/2015 at the Connecticut Assoc. of School Librarians joint conference with the CT Educators Computer Assoc. on 10/25/2015 and at the Conference of the Connecticut Council for the Social Studies on 10/27/2015. She also introduced our online newspaper content at the conferences of Town Historians on 10/17/2015 and the Assoc. for the Study of Connecticut History on 11/7/2015.

Meetings, Presentations, Workshops, etc

Jane and Chris attended the NDNP Awardees Meeting in Washington, D.C. from 9/16/2015-9/18/2015 which was preceded by a meeting called Beyond NDNP on 9/16/2015 that looks at statewide projects that continue to scan newspapers.

Yasemin Agis attended a workshop in Albany, NY “From Theory to Action: A Pragmatic Approach to Digital Preservation Tools & Strategies”

Christine Pittsley participated in the following programs:

- “World War I: Teaching the Great War from a Local Perspective”, Connecticut Council for the Social Studies conference, Cromwell, CT, on 10/27/15;
- U.S. World War One Centennial Commission, National Collaboration Call speaker, on 11/5/15

- “World War I: Teaching the Great War from a Local Perspective”, Association for the Study of Connecticut History conference, New Britain, CT, on 11/7/15

ARCHIVES

Accessions:

RG 005:041, Gov. Dannel P. Malloy constituent services records, 2011-2014, 78 cubic feet

The records consist of constituent correspondence received by the Office of the Governor and proclamations issued by the Governor.

RG 063, Town of Enfield surveyed by Maj. Elam Pease and Map drawn by Geer Terry, circa 1832-1840, 1 map

The hand drawn map outlines in several different colors what is believed to be the various school districts of Enfield along with the location of school houses, roads, and rivers.

RG 161:001, Connecticut State Police investigation files, 1986, 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.

Lizette Pelletier, Allen Ramsey and Damon Munz appraised Statewide Human Resource records for archival value at the Department of Administrative Services on October 29.

Lizette and Allen met with Edward Dempsey, son of the late Governor John Dempsey, on November 19, regarding the family's donation of the Governor's private papers to the State Archives.

Outreach:

- State Archivist Lizette Pelletier staffed an information booth about State Library resources for teachers and students, with Gail Hurley from the Digital Newspaper Project, at the History Day in CT Kick-off event at the Old State House.
- The State Archives obtained a Governor's Proclamation for Connecticut Archives Month and hosted a webpage listing Archives Month events across the state. This included the Third Thursday Talk, co-sponsored by the Historical Records Advisory Board (CT-SHRAB), which the State Archivist chairs as State Historical Records Coordinator. Edward A. Gutierrez, a former student worker in the State Archives, spoke on how the Military Service Questionnaires in RG 012 Connecticut State Library, inspired his historical research and career choices.
- Lizette presented a session on archival arrangement and the public records laws at the Town Historians Conference held at the Connecticut Historical Society.
- Assistant State Archivist Allen Ramsey attended the Best Practices Exchange (BPE) Conference “Keystones to a Digital Future” in Harrisburg, Pennsylvania from October 18-21. The BPE is an 'un'conference, an informal gathering of

practitioners, with a focus to manage, preserve, and provide access to digital government information. The Exchange provides an opportunity to discuss real-world experiences, including best practices and lessons learned. Some session topics included the Information Governance Initiative; digital preservation education; electronic records advocacy; NARA Electronic Records Archives cloud project; NHPRC State Government Electronic Records grant recipients discussion of their various projects – Kentucky, North Carolina, and Wisconsin; cyber-security and archivists; and making digital content accessible to people with disabilities.

- Lizette staffed an information booth about State Library resources for teachers and students, with Robert Kinney and Christine Pittsley, at the Connecticut Council for the Social Studies Annual Fall Conference.

Professional Activities

- Lizette and Allen continued to participate in the Electronic Content Management (ECM) system development project with Public Records and DAS BEST staff.
- Allen attended Council of State Archivists (CoSA) State Electronic Records Initiative (SERI) Steering Committee meetings on October 8 and November 12.
- Lizette attended an advisory board meeting on October 26, at Simmons College in Boston, for an NHPRC grant project to develop basic archives training for Massachusetts town clerks. This is a pilot project that could be adapted for use by the State Archives for Connecticut Town Clerks.
- Lizette chaired a meeting of the State Historical Records Advisory Board at the Van Block facility on October 30.
- Allen also attended and was recommended for appointment to the Board. Allen accepted an invitation to serve as a co-chair of the newly reconstituted CoSA SERI Tools and Resources Subcommittee
- Lizette hosted Emily Benoit, a student from the eighth grade class, at Fraser Woods Montessori School in Newtown CT, for a one week (five half days) internship during the week of November 16th. Emily got to do some hands-on processing of a small manuscript collection, participate in the records retrieval process, and assist in general historical reference research for State Library patrons.

The Van Block Storage Facility is participating in a program offered by Eversource (formerly CL&P) to state agencies through its Small Business Energy Advantage Program to replace nearly all existing florescent light bulbs with LED light bulbs. The total cost of the project is reduced by an incentive program over a 3 year period and within the remaining years of the building lease. The work should be completed by the end of November.

PUBLIC RECORDS ADMINISTRATION

Personnel Changes

Public Records Archivist Sara Cheeseman accepted a new position at Booz Allen in Washington, DC, to pursue other records management challenges. Her last day at the Connecticut State Library was October 16. Sara's hard work, dedication and

commitment to the State Library during the past 2 ½ years has been instrumental in advancing the records management program for the State of Connecticut.

Records Retention Schedules

Sara met with staff from the Department of Administrative Services, Statewide Human Resources division to discuss revising the division's agency-specific retention schedule on September 30.

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

- 15-11-1, CT Siting Council (CSC) – Entire Agency
- 15-9-2, Office of Policy and Management (OPM) – Intergovernmental Policy Division
- 15-12-1, Emergency Services and Public Protection (DESPP) – Emergency Management and Homeland Security – (DEMHS)
- 15-4-2, Department of Energy and Environmental Protection (DEEP) – Bureau of Air Management – Engineering
- 15-4-3, Department of Energy and Environmental Protection (DEEP) – Bureau of Air Management- Enforcement Division
- 15-4-4, Department of Energy and Environmental Protection (DEEP) – Bureau of Air Management – Radiation Division
- 15-4-5, Department of Energy and Environmental Protection (DEEP) – Bureau of Air Management – Planning and Standards Division
- 15-13-1, Department of Consumer Protection (DCP) – Legal Division
- 15-13-2, Department of Consumer Protection (DCP) – Liquor Control
- 15-14-1, Department of Developmental Services (DDS) – All agency programs

Training, Outreach & Site Inspections

LeAnn Power and Sara Cheeseman met with Kathleen Foster, Senior Assistant Corporation Counsel for the City of New Haven, Cherlyn Poindexter, President of AFSCME Local 3144, and Lil Snyder, Commission on Equal Opportunities Chief, to investigate a records destruction complaint filed with the Public Records office.

LeAnn, Sara, and Kathy Makover attended the Fall Conference of the Town Clerks Association in Westbrook on September 24, 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.

Kathy conducted a site visit and vault inspection at the New Canaan Town Hall. She inspected the newly completed town clerk's upper and lower vaults and the town's central records storage room; as well as the town's land record indexing procedures. She met with the town clerk and the project director and architect for the town hall renovation to review the vault inspection results; met separately with the town clerk and the town's project director to provide additional recommendations regarding records management practices and procedures.

Staff organized and attended a presentation on E-Discovery and Legal Holds on October 15. The presentation was presented by Assistant Attorney General and E-Discovery Attorney Cynthia Courtney. This session was for State Records Management Liaison Officers. There were 60 attendees and the program was well-received.

Historic Documents Preservation Program

The Historic Documents Preservation Program provides annual grants to municipalities for the preservation and management of local government records. For FY2016, the program is awarding grants in the amounts of \$3,000, \$4,000 and \$6,500 for small, medium and large towns respectively.

The program has received applications from 35 municipalities for Cycle 2, bringing the total to 154 applications from municipalities for FY2016. Kathy is currently processing Cycle 2 applications and Cycle 1 grant contracts, payments and final reports.

Disaster Preparedness/Recovery

Kathy provided assistance to the Town of Hartland following a water leak in the town hall on September 15, which damaged several volumes within the Town Clerk's vault as well as certain election, tax and school records, and caused water damage to the vault. She maintained contact with several town officials regarding the recovery or disposal of the records; participated in a conference call with the records recovery vendor, recommending changes to allow vault records to be repaired on-site; and advised the town's contractor regarding the vault regulations and procedures. The town's plans to repair water damage to the vault were submitted and approved on October 21. Lizette Pelletier and LeAnn reviewed the town's disposal requests for damaged records already past retention. School records were identified for transfer to the State Archives after recovery.

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.

State Records Center

Doug Yaeger and Mike Soltesz accessioned 1,252 cubic feet of agency records; deaccessioned 1,235 cubic feet of agency records; processed 774 reference requests; and processed 580 re-files and inter-files.

Committees and Additional Staff Activities

Sara participated in a conference call on October 13, with the Department of Construction Services regarding the department's minimum PDF standards.

Kathy attended a meeting to discuss the Town Clerk Association's proposal regarding flat fees for recordings, on November 3, in West Hartford. The Association is preparing this legislative proposal for submission in the next session.

LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED (LBPH)

End of FY15 statistics as of Sept 30, 2015

Total number of patrons: 5,390

Total circulation: 182,405

- a. Digital books: 139,525
- b. Cassette books: 17,153
- c. Print braille: 1,463
- d. BARD braille: 2,647
- e. BARD audio: 21,617

The total circulation is down by 8,161 from FY14 which is primarily due to the 40% reduction in cassette use (-11,048). BARD remained stable, and digital books increased by about 4.5%. However, FY15 circulation is still higher than FY10 - FY13.

The removal of the obsolete cassette books continued with just over 53,000 copies remaining on hand out of an original stock of about 194,000 copies, with just 194 patrons still using cassettes. All remaining cassette books will be withdrawn during FY16 which will complete the transition to all digital books.

Outreach

Autumn is the principal outreach season with a number of senior fairs being held by members of the State Senate and other local organizations. LBPH staff participating in various outreach events included Gordon Reddick, Kris Aberly, Paula McLean, Kathy Hotchkiss, Mary Minow, Rafal Warchol, and Nilda Martinez. The October and November events included:

- Sep. 28 - Adaptive technologies fair at the NEAT Center at Oak Hill School
- Oct. 1 - Windsor Senior Health Fair
- Oct. 3 - Building a Great Life Conference
- Oct. 9 - Disability Employment Awareness Fair
- Oct. 15 - Ansonia Senior Fair sponsored by Sen. Crisco
- Oct. 21 - Farmington Senior Fair
- Oct. 29 - Cromwell Senior Fair sponsored by Sen. Doyle
- Nov. 4 - Manchester Senior Fair sponsored by Sen. Cassano
- Nov. 4 - Health Literacy Fair in Wallingford
- Nov. 5 - Fearless Caregiver Conference in Wallingford
- Nov. 7 - Conn. Chapter, National Federation of the Blind convention in New London

- Nov. 9 - Waterbury Senior Fair sponsored by Sen. Hartley
- Nov. 12 - Norwich Senior Fair sponsored by Sen. Osten
- Nov. 18 - Groton Senior Fair sponsored by Sen. Maynard
- Dec. 4 - Mansfield Senior Fair sponsored by Sen. Flexer

CVSBH

The Connecticut Volunteer Services for the Blind and Handicapped, Inc. (CVSBH) reached a major milestone in October when one of their audio book recordings was accepted by the National Library Service (NLS) for posting on the BARD audio book download website. This is the first CVSBH digital audio book to have been verified by NLS as meeting all of their demanding quality standards and will soon be available to all BARD patrons nationwide.

The CVSBH Board of Directors met on Oct 16, and was attended by Gordon Reddick and Kathy Hotchkiss.

The LBPH Advisory Committee met on Oct. 9.

The LBPH Friends Group met on Oct. 20, and a field trip is being arranged to visit the CVSBH recording studio at the Hartford Public Library on Dec. 8.

Lend-a-Paw Day occurred on Oct 8, where a group of 10 Rocky Hill High School students, and a teacher, volunteered at the LBPH as part of the high school's annual volunteer day involving over 400 students and numerous volunteer sites. These energetic, motivated, skillful young adults completely cleaned up and landscaped the front garden as well as performed a variety of administrative "inside" jobs. A very valuable contribution.