

**STATE LIBRARIAN'S REPORT**  
**January 25, 2016**

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 25, 2016 meeting of the Board, covers the period of November 24, 2015, through January 22, 2016.

**FINANCIAL REPORT**

Attached to this report.

**OFFICE OF THE STATE LIBRARIAN**

**Delivery Service**

Since 2002 the State Library has outsourced a portion of deliverIT CT (formerly known as Ccar). For a number of years Avant Business Services has held the contract. They deliver to 131 libraries and the State Library operated portion of the service reaches 93 libraries. Avant has had the delivery contract for many years and in 2014 they were awarded a 5 year contract as the result of a competitive bid process. Federal Library Services and Technology Act funds are used to pay the Avant contract and the contract is administered by the Department of Administrative Services, Procurement Services (DAS).

On October 30, 2015, Avant sent a letter to DAS containing a 60 day notice of Contract termination, effective December 31, 2015. DAS responded that they were legally bound to the Contract terms and conditions until June 30, 2019, and that they did not have the right to terminate the Contract unilaterally.

This set off a chain of events that resulted in Avant continuing to provide delivery service until March 31, 2016, and the State Library taking over the entire operation of deliverIT CT.

Avant's letter presented the State Library with an immediate and long term problem . There was no way that we could pick up the full delivery service with our existing staff. The longer term question was should we continue to outsource a portion of the service or insource it. Aware that there had not been any other qualified bidders in 2014, and that Massachusetts and Rhode Island were paying substantially more per stop than we were, trying to find another vendor did not seem like a good option.

In consultation with Dawn La Valle and Walt Magnavice, deliverIT CT Supervisor, I developed a plan to insource the delivery service. My calculations showed that we could do it for slightly more than the current cost, but substantially less than we could from a private vendor.

A lot has changed since we partially outsourced Connecticut in 2002. The Division of Library Development's (DLD) portion of the service is a more efficient operation including an excellent sorting workflow at our Van Block Facility. The transition plan, much of which has already been initiated, will involve hiring and training 4 full-time maintainer/drivers, 1 part-time maintainer/sorter; refitting the Van Block facility to accommodate the libraries previously serviced by the vendor; leasing and fitting 4 additional vans and redrawing the existing routes to enable drivers to efficiently service all CT libraries required the approval of the Office of Policy and Management (OPM).

To have enough federal funds, we would also needed to change two federally funded positions to state funding. Again this required the approval of OPM. Dawn, Mark Smith and I first met with our analyst at OPM and the head of the unit. Later we met with the Secretary of OPM to discuss the plan. On December 30, I was notified that the Secretary had approved our plan.

The contract negotiations were finally concluded on December 31, 2015. The negotiations were handled by the very able team of Susanne Hawkins and Cindy Milardo, Contract Specialists at DAS Procurement Services and Thomas Ben Bare, an attorney with DAS. Dawn La Valle and Walt Magnavice also played critical roles. During the period of negotiations, I was very limited in the information that I was able to tell the library community.

Dawn and Walt have begun the transition to the new service. We have hired the additional staff and acquired the needed vans. There will be some disruptions in the month ahead as we realign routes and train new drivers, but libraries should see improved service by later this winter.

The volume of material going through the delivery service (15,000 items per day) remains a concern and I have asked Dawn to bring a proposal to the Advisory Council of Library Planning and Development (ACLPD) to establish a deliverIT CT Sustainability Task Force. The Task Force will research, review interlibrary loan standards and develop guidelines and marketing programs with the goal of informing the library community about the steps that will need to be taken to ensure the sustainability of this important and beloved service.

### **Southern Connecticut State University Library Program**

The Master of Library and Information Science (MLIS) program at Southern Connecticut State University (SCSU) has been granted Precandidacy status by the Committee on Accreditation of the American Library Association. Precandidacy status is an indication that SCSU's MLIS program has voluntarily committed to participate in the ALA accreditation process and is actively seeking accreditation. Precandidacy does not indicate that the program is accredited nor does it guarantee eventual accreditation of the program by ALA. The current timeline is to open the new MLIS Program for the 2016-2017 academic year in May of 2016. The new MLIS Program would begin in August 2016. The application for Candidacy would be submitted to ALA in October 2017. A decision on candidacy would be taken by the Committee on Accreditation in the Fall of 2017. Full accreditation is anticipated for the Fall 2019 semester. Assuming accreditation is granted, students graduating from the program the previous two years, Fall 2017 to Spring 2019, would have accredited degrees.

### **Special Legislative Session**

The December 2015 Special Session of the Legislature addressed the state's projected deficit for fiscal year 2016. As a result of Public Act 15-1, the rescissions implemented on September 18, 2015 have been replaced by a series of new holdbacks of agency appropriations. For the State Library these holdbacks equaled or exceeded the original rescissions. While the holdbacks are affecting all aspects of our operations, we had taken steps in September to

mitigate the impact of some of the holdbacks. The reduction in CCARD reimbursement represents a 30% drop from its high of \$1,226,028 in 2011.

|  | FY2016 Enacted | Special Session P.A. 15-1 | Change from FY2016 Enacted |
|--|----------------|---------------------------|----------------------------|
| Total Appropriation for Statewide Library Programs | 3,424,577      | 3,198,438                 | (6.6%)                     |
| ILL Delivery Service                               | 282,393        | 282,393                   | No Change                  |
| Statewide Digital Library                          | 1,865,494      | 1,701,331                 | (8.8%)                     |
| Library Materials                                  | 737,431        | 672,538                   | (8.8%)                     |
| CLSUs  | 185,844        | 178,410                   | (4.0%)                     |
| Grants in Aid                                      | 190,846        | 181,304                   | (5.0%)                     |
| CCARD  | 900,000        | 855,000                   | (5.0%)                     |
| Total Reduction                                    |                | (291,032)                 | (6.6%)                     |

### **Professional Activities and Outreach**

I delivered a paper on the French Army Band's 1918 visit to Connecticut at the Association for the Study of Connecticut History.

I attended the Love Your Librarian Award Ceremony in New York City on December 3rd.

I chaired the Midwinter meeting of the Chief Officers of State Library Agencies, January 7-8 in Boston, and attended the Midwinter meeting of the American Library Association, January 9-10 also in Boston. I serve on two ALA committees that met during the meeting.

### **DIVISION OF LIBRARY DEVELOPMENT (DLD)**

#### **ExciteInnovation Builders Project**

DLD will work with Innovation Builders and their ExciteInnovation program to develop a program to train cohorts of Connecticut's public and school librarians in the skill set (process, tools) and mindset of how to collaboratively innovate to transform their libraries and engage their communities in collaborative innovation. This program will cultivate the next set of library leaders in Connecticut as well as educate library directors about the role of Collaboration & Innovation in Transforming Libraries and help them understand the 21<sup>st</sup> Century Skills Gap that they will be having a role in helping close. The first part of this partnership will offer a one day pilot workshop on March 22, to a select group of CT librarians.

Goals of the pilot workshop will be to foster (and assess) their interest in a program to train their staff to learn key 21<sup>st</sup> Century Skills and to use those skills to collaborate and innovate in order to transform their libraries; to foster (and assess) their interest in creating a more collaborative and innovative culture in their library; and to foster (and assess) their interest in bringing the same skills to their communities through programs that engage the community in collaboration.

We will also be submitting an Institute of Museum and Library Services (IMLS) Laura Bush 21<sup>ST</sup> Century Librarian grant application for the funds to present this program on a statewide and regional scale.

### **Public Library Construction Grants**

Three libraries that received construction grants in November (Newtown, West Haven, and Winchester) have their local funding in place. Requests were made to the Secretary of OPM to have the projects placed on the January Bond Commission meeting agenda.

### **Public Libraries Annual Report,**

State Aid payments have been calculated and are expected to go out in January. Most libraries will be receiving only about \$1,090 due to two recent rescissions. This is a \$70 reduction per library from last year. Four principal public libraries were ineligible this year, either for charging patrons for DVD loans or because their FY2016 municipal appropriation fell below the required maintenance of effort requirement.

### **Public Library Statistics**

State Data Coordinator, Tom Newman, released the official Statistical Profile of CT Public Libraries in January, along with all the accompanying resources (including Chart-makers, Selected Stats since 1996, Advocacy Flyers, and Ten Myths about CT Public Libraries). Chart suites are being sent to all libraries that request them, though the same charts can be made easily using the chart-making tools. The updated chart-makers include new charts that provide critical evaluative measures for determining how well a library is performing in comparison to municipalities with a similar population or a similar wealth ranking. All resources can be found on the [Statistics web page](#). Also, for those interested in statewide trends, see [Statistical Trends for CT Public Libraries \(PDF\)](#).

### **Union Catalog (findIT CT)**

Steve Cauffman met with Ben Shum and Melissa Ceraso, of Bibliomation, along with Dawn and Gail Hurley, to discuss the new statewide catalog's configuration settings. The new catalog's URL will be: <https://finditct.org>. It was decided to begin the process for having libraries submit their records so that they can be included in the new catalog. Gail is coordinating the actual process for this. Ben Shum is leaving Bibliomation and Melissa will be taking over as interim project coordinator for Bibliomation. Melissa and Carl are working with Equinox to expedite the development schedule of the new catalog. (Equinox is the company that provides Fulfillment software, which is what we will be using for the findIT CT catalog and the requestIT CT ILL system.)

Gail Hurley worked most of the month testing the transfer of holdings from libraries representing various systems to the new findIT CT server. Records from CONNcert, CONSULS, LCI, LION, and a number of large multi-branch and standalone libraries representing public, academic, and school audiences were received.

### **Public Library Standards**

Work has been done to get the draft standards ready for the pilot libraries and the upcoming focus groups. Julie Styles is working with the ACLPD Public Library Standards Task Force to help them plan the pilot programs and focus groups. It was agreed to do a final edit of the document to give it a consistent "voice" and tone. Susan Cormier is developing a "Best Practices for Connecticut Libraries" LibGuide which has the standards and supporting resources. Draft copy available for viewing at <http://libguides.ctstatelibrary.org/c.php?g=438554>.

## **Literacy**

The Hartford Foundation for Public Giving has granted the State Library \$100,352 to distribute over 11,000 copies of *Harold and the Purple Crayon* to children through libraries statewide. The Foundation was approached by an anonymous donor who wants to give copies of *Harold and the Purple Crayon* to children across the state. The Foundation contacted the State Library and Susan Cormier worked with Ken to put together a proposal for distributing the books, based on every library in the state hosting a "Harold" program and giving away the books. The State Library will use the funds to purchase copies of the book which is going to require a special print run by the publisher.

## **Summer Reading**

99 completed summer reading surveys were received. Linda Williams and Susan will start calling libraries in an effort to get as close to 100% completion as possible. Evanced is starting on the 2016 customization for Summer Reader and Wandoo Reader. The 2016 Governor's Summer Reading Challenge art work has been requested from the Department of Education.

## **Professional Activities and Outreach**

### Dawn La Valle

- Attended the 2015 Carnegie/NYPL/ALA "I love My Librarian Award," for winner Diane Brown, Branch Manager, Stetson Branch of the New Haven Free Public Library. Diane was nominated by Dawn for her innovative and creative programming at Stetson and for the love and respect the community has for Ms. Brown.
- Arranged a behind the scenes tour of the CT Historical Society for DLD staff.
- Presented an "Outcomes Based Evaluations" workshop for CT library staff applying for grants.
- Hosted 2 Advocacy Workshops featuring Libby Post of Communication Services.
- Attended ALA Midwinter Meeting in Boston, attending several state library focused events including an Aspen *RE-Envisioning Public Libraries* sessions.

### Gail Hurley

- Worked with the Connecticut Digital Library Advisory Board (CDLAB) Nominations Committee to bring forth nominees to fill vacant or soon to be vacant terms as well as filling spots for new Chair and Vice Chair. Nominees will go to the State Library Board in January for final approval.

### Eric Hansen

- Drafted Electronic Resource Assessment surveys (two; one each for library users and library staff) in SurveyMonkey.

### Linda Williams

- Created a deliverIT CT (Ccar) infographic for DLD to use in transition period.
- Nutmeg committees are wrapping up, and new committees are getting going. There is usually a little bit of Nutmeg detail throughout the month of December. Attended the steering committee meeting in Wallingford on December 7.
- Created a logo sticker document "This Book is brought to you by the CT State Library" for marketing books from the service center collections as well as to draw attention to the many services the Division of Library Development provides to CT libraries.

### Julie Styles

- Working with Susan Cormier to develop a survey for the service center patrons regarding the collections. We are trying to find out which collections are most important to them.

### Maria Bernier

- Completed State Program Report and Financial Status Report for LSTA spending in federal FY14. Ken Wiggan certified and submitted the reports to IMLS on January 11.
- Communicated with FY16 grant project directors who had questions, especially as they began to prepare their midpoint reports.
- Taught a three-hour workshop on "Excel for Project Budgets" on December 9.
- Began compiling a new handbook for public library directors, including information from Libguides, past New Directors gatherings, similar handbook from New York state, and draft Connecticut Public Library Best Practices. Circulated draft handbook for review by DLD staff, and incorporated their feedback. Handbook is still in draft mode.
- Visited two new directors at liaison libraries for in-depth meetings about CSL services. Communicated with all liaison libraries about DLD news and individual requests for information.

### Susan Cormier

- **Emergency Preparedness** Updated The Willimantic Library Service Center's (WLSC) Emergency Information Manual and printed new copies for everyone who works in the building. We reviewed evacuation routes, using the panic buttons and fire alarm, practiced getting out of the building in response to an active shooter, and opened up all the boxes of information materials that Jane Cullinane provided for review which included instructions on how to use the items sent.

## **ACCESS SERVICES**

### **New Staff Member**

Bonnie Gallagher started on Nov. 13 as a Librarian 2 in the Law & Legislative Reference Unit. She has a Master of Science in Library and Information Science with a Certificate in Archives and Records Management from Long Island University. She worked for several years at Stony Brook University, first as a library assistant, followed by a reference and instruction librarian. She comes to us directly from the Connecticut Judicial branch where she served as a law librarian.

### **2016 Legislative Session**

CGA 2015 transcripts are starting to come in. Steve Mirsky received approval from Office of Legislative Management, to hire a Legislative Aide for the 2016 session. The General Assembly has traditionally funded this position.

The Office of Legislative Management removed the old copier that was in the Law Reading room and replaced it with a book scanner. This is for use by the staff of the General Assembly.

### **Security**

Carolyn Picciano and Mel Smith are evaluating patron locker safety measures. An item was taken from one of the lockers on Dec. 31. The patron had not secured the lock.

### **Geological Names**

Steve Rice is part of the Geological naming committee for the state. They may be called upon to look at changing the name of a small island near Branford. Steve has done some historical research. We will wait to hear if the committee is called upon to rename this group of rocks.

### **Appellate E-filing**

Debra Pond alerted us to the "Appellate E-filing" page on the Judicial website. The Judicial page only mentions the court service centers and CSL, not the court libraries. Attorneys will have to scan all materials and e-file them to the courts. This may place a strain on our scanners. Debra will see if this page can be rewritten to include Judicial branch libraries

### **Federal Documents**

In December, the Government Publishing Office asked us to withdraw some military publications from the 1970s. Social Security numbers (SSN) of retired officers were in these. The volumes have been removed. Some of the publications were on Ancestry.com and they were notified.

### **Professional Activities and Outreach**

#### Kevin Johnson

- portrayed William Webb for Blackwell Memorial AME Zion Church in Hartford.
- portrayed Jordon Freeman for the Dept. of Transportation, Newington. This was for their Diversity Program.

Kris Abery and Jenny Groome attended a Connecticut Government Documents Round Table meeting at Yale. Kris was introduced as the new Regional Federal Documents Coordinator.

Mel Smith gave an update of CSL changes over the last year at the CT Professional Genealogist Council Annual meeting.

The Department of Economic and Community Development, through Robert Kinney, arranged for the National Endowment of the Arts (NEA) to use the Law reading room to film a piece they are doing for the anniversary of the NEA.

Lindsay Young represented the State Library at a meeting of state agency Data Coordinators convened by OPM.

### **COLLECTION SERVICES**

#### **Library Materials Budget**

In December 2015, the Library Materials FY2016 budget rescission of \$36,871 was supplanted by a new holdback of \$64,893 from the initial allocation of \$737,431. The current allocation for library materials is \$672,538. This latest budget cut has drastically impacted our serials commitments for FY2016. In an effort to deal with this shortfall, \$154,347 in bonding funds were allocated to pay for library materials such as Connecticut Newspaper microfilm and state statutes.

#### **Electronic Resources**

To replace our previous subscription to Loislaw, the Connecticut State Library now subscribes to Fastcase. This provides access to primary law content from all 50 states as well as treatise libraries on elder law, employment law, estate planning, evidence law, family law, insurance law, personal injury law, real estate law, remedies, and more. Fastcase is available both on site and remotely with a library card issued by the Connecticut State Library.

#### **State Library Digital Collections**

During November and December 2015, we added 74 books and pamphlets (18,608 pages) from the library collections to the State Library's digital collections. An additional 45 books and pamphlets (11,629 pages) are ready to be loaded as soon as the online catalog has finished its annual maintenance and upgrades. Some of the additions are:

- Special acts and resolutions of the General Assembly of the state of Connecticut [v.34 1969]; and, Public Acts passed by the General Assembly of the state of Connecticut [9 vols. for 1875-1880 through 1916-1917]. See <https://www.consuls.org:443/record=b1722301~S1> and <https://www.consuls.org:443/record=b1542477~S1>. This continues a months long effort to scan all the volumes in this series.
- Dau's blue book for Hartford, Conn. including Bristol, Danielson, Enfield, Farmington, Glastonbury, Litchfield, Manchester, Meriden, Middletown, New Britain, Putnam, Rockville, Southington, South Manchester, South Windsor, Windsor and Winsted [1915]; and, New Milford directory [1906/1907] are two of the five city directories we finished recently. See <https://www.consuls.org:443/record=b2622772~S1> and <https://www.consuls.org:443/record=b2636216~S1>
- Post-war Connecticut: interim report of the Post-War Planning Board submitted to His Excellency Governor Raymond E. Baldwin [1944]; and, Home rule in Connecticut : its history, status, and recommendations for change: a report [1987] are two of the forty-four newly scanned state publications. See <http://www.consuls.org:80/record=b1748514~S1> and <https://www.consuls.org:443/record=b1712566~S1>

### **Connecticut Digital Newspaper Project (CDNP)**

We expect to announce very soon the final selection of the newspapers that will be scanned under our National Endowment for the Humanities grant. It has been difficult to limit the choices to just 100,000 pages and then to negotiate with the institutions that have the master negative microfilm that we want to use.

### **Professional Activities and Outreach**

Chris Gauvreau, Project Coordinator, spoke at the Association for the Study of CT History about the Connecticut home front during World War I, as seen in the Norwich Bulletin and the Bridgeport Evening Farmer, the newspapers we scanned for the Connecticut Digital Newspaper Project.

Christine Pittsley spoke at a SCSU Oral History class about the WWI Project

### **ARCHIVES**

#### **Accessions:**

RG 014, Dept. of Banking press releases, 1997-2011, .25 cubic feet

RG 062:065, Town of Hartland school records, 1937-1969, 2 cubic feet  
*The records consist of school attendance registers.*

RG 069:178, Karen Clarke Papers, - 4 cubic feet  
*Karen Clarke was a newspaper reporter for The Day in New London and covered the initial court proceedings and trial of Michael Ross, the serial killer who petitioned to end the appeal process and be executed by lethal injection - Connecticut's first and last execution after reinstatement of the death penalty. Karen visited and corresponded with*

*Michael for several years while he was on death row. The papers consist of court transcripts Michael sent to her as well as his correspondence with her.*

### **Professional Activities and Outreach**

#### Lizette Pelletier, State Archivist

- assisted Public Records staff with municipal employee records management training on December 2, at the Wallingford Public Library.
- continued to assist Public Records staff on updating Department of Administrative Services (DAS) record retention schedules in preparation for relocation of DAS staff from the State Office Building to new offices as part of the building renovation project.
- attended a Northeast Document Conservation Center (NEDCC) Advisory Board Meeting on December 4, as the State Library's representative.

#### Allen Ramsey

- participated in a meeting on December 4, with the Division of Construction Services (DCS) and BEST concerning metadata creation for the architectural plan archive and a demonstration of IBM FileNet where the scanned PDF set of each plan will be stored and accessed by DCS staff.
- Allen attended Council of State Archivists (CoSA) State Electronic Records Initiative [SERI] Steering Committee meeting.

#### Lizette and Allen

- continued to participate in the Electronic Content Management (ECM) system development project with Public Records and DAS BEST staff.
- attended a meeting to kickoff the DAS Division of Construction Services (DCS) architectural plan archive scanning project. The project will scan roughly 9,500 sets of architectural plans and after each batch of paper plans is scanned they will be transferred to the State Archives. Plans that are not scanned will also be transferred to the Archives.

Lizette, Public Records Administrator LeAnn Power, Allen Ramsey, Damon Munz, and Law Reference Librarian Debra Pond, met with staff from the Attorney General Special Litigation Unit to discuss disposition of the unit's case files.

Lizette, Allen, Christine Pittsley, and the State Librarian attended a meeting with Adjutant General Major General Thaddeus Martin and his staff to discuss and consult on our draft study report in regard to Special Act No. 15-3, AN ACT CONCERNING THE DIGITIZATION OF MILITARY RECORDS, which calls for the establishment of a searchable electronic database for the purposes of providing public access to historic Connecticut military records. Under Special Act No. 15-3, the General Assembly commissioned a study to examine the establishment of said database which should include, but not be limited to, recommendations for (1) the types of historic documents to be included in such database, and (2) personal information that should be redacted from such historic documents. The final report was submitted to the Veteran's Affairs Committee on January 15th.

### **PUBLIC RECORDS ADMINISTRATION**

#### **Professional Activities and Outreach**

LeAnn Power and Kathy Makover presented records management training as part of a half-day workshop at the Connecticut Police Academy in Meriden on November 18. The program was attended by over 100 officers and staff from the state and municipal police departments.

LeAnn, Kathy and Lizette Pelletier presented a half-day records management training as part of the Connecticut Council of Municipalities (CCM) Leadership Workshop Series on December 2, in Wallingford. There were 70 attendees representing 26 municipalities. The Records Management Workshop continues to be one of the most well attended and well received workshops in the series.

Kathy held a conference call meeting with staff in the Bridgeport Town Clerk's Office to discuss the office's land record map procedures and map indexing project on January 6.

LeAnn conducted records retention and office relocation training for the Connecticut Office of Early Childhood on January 13.

### **Historic Documents Preservation Program**

The Historic Documents Preservation Program supports municipal records preservation and management projects throughout the state. For FY2016, the program awarded a total of \$516,500 in targeted grants to 154 towns, comprised of \$397,500 awarded to 119 towns in Cycle 1 and \$119,000 awarded to 35 towns in Cycle 2. Grants were awarded in the amounts of \$3,000, \$4,000 and \$6,500 for small, medium and large towns respectively.

Following processing and final reviews, Cycle 2 award letters and contracts were mailed to the towns on December 16. Kathy is continuing to process grant contracts, payments, and final reports.

Staff met with the Historic Documents Preservation Advisory Committee on November 13. The committee is comprised of town clerk representatives and State Library staff and provides input regarding the program and other issues related to municipal records preservation and management.

Based on current account balances and projected revenues, it was determined that grant awards for the upcoming fiscal year could be increased. After discussion with the Advisory Committee, the award levels for small, medium and large towns were set at \$4,000, \$5,000 and \$7,500 for the FY2017 grant year, representing a \$1,000 increase in grant awards for each size category.

### **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, Lizette, Allen Ramsey and consultant Bob Williams participated in recurring weekly meetings and conference calls with DAS/BEST to discuss progress for the ECM Service Development project. The project is now in Phase 2. Numerous sessions have been held at the BEST facility with representatives of IBM to test the proof of concept (PoC). Staff participated in a hands-on demonstration of the Atlas application and were able to practice using its features, including records retention schedule creation and modification. Staff are

currently working on the Connecticut State Library's Atlas requirements for the ECM project, developing a Statement of Work and defining all roles for Public Records Staff, State Archives Staff and Records Management Liaison Officers.

As a part of the ECM project, consultant Bob Williams has been working with five divisions of the Department of Administrative Services to help prepare for their move to a new facility scheduled to take place in 2016.

### **State Records Center**

Doug Yaeger and Mike Soltesz accessioned 1,382 cubic feet of agency records; deaccessioned 1,128 cubic feet of agency records; processed 636 reference requests; and processed 368 re-files and inter-files.

## **LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED (LBPH)**

### **Transition to Digital Books**

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.

### **The Connecticut Volunteer Services for the Blind and Handicapped, Inc. (CVSBH)**

CVSBH has arranged with Perkins LBPH in Massachusetts to take an existing master recording and produce it on a digital cartridge. CVSBH has 20 master recordings that were completed after cassette books were eliminated thus they haven't been published as yet. Perkins charges \$150 per book as there's a number of technical steps that must be taken to format the book correctly. If this first book works out well, CVSBH will be requesting that the State Library fund the remaining 19 books. The first book uploaded onto BARD was downloaded nationally over 20 times during its first month online. More BARD qualified books are in the pipeline.

In collaboration with the Utah LBPH, Utah has offered to convert 50 of our CVSBH cassette books to digital cartridge at no cost (Utah uses prison inmates to do the duplicating). We have over 2,700 CVSBH cassette books on hand, thus we still need to find a way to mass duplicate them.

CVSBH is in the initial planning stage of an outreach campaign to promote our service and CVSBH.

The CVSBH Board of Directors met on Jan 22 and was attended by Gordon Reddick and Kathy Hotchkiss.

### **Professional Activities and Outreach**

Paula McLean, Rafal Warchol, and volunteer Tom Grossi. represented the LBPH at the:

- Mansfield Senior Fair sponsored by Senator Flexer.
- Semi-annual Conn. Society of Eye Physicians conference.

The LBPH Advisory Committee met on Jan 8.

**The LBPH Friends Group** Visited the CVSBH recording studio at the Hartford Public Library on Dec 8. This group was ably assisted by Robert Kinney and Ursula Hunt. The Friends Group currently has 31 members and contributors with a balance of \$835.