

**.STATE LIBRARIAN'S REPORT**  
**November 24, 2014**

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 24, 2014, meeting of the Board, covers the period of September 23, 2014, through November 21, 2014.

**FINANCIAL REPORT**

Attached to this report.

**POSITIONS FILLED SINCE LAST REPORT**

State Archivist  
Maintainer (CCAR)

**OFFICE OF THE STATE LIBRARIAN**

Southern CT State University (SCSU) Library School

I continue to stay involved with the efforts to revive the graduate library program at SCSU. I am serving on the curriculum committee (every other week); the task force; and advisory committee. Progress is being made and the current plan is for the school to apply for candidacy at the annual meeting of the American Library Association in June 2015.

Secretary of the State/eRegulations

I served on the interview panel for the newly created position of Administrative Law Information Systems Manager. This person will be instrumental in the implementation of the new eRegulations system.

Chief Officers of State Library Agencies (COSLA)

At the annual meeting of the Chief Officers of State Library Agencies, I assumed the presidency of the organization. This is a two-year term. We will be implementing the new strategic plan which is intended to raise the visibility and influence of COSLA and the state librarians at the state and national level.

Appointment of State Archivist

I appointed Lizette Pelletier to the position of State Archivist, effective October 3, 2014. For the past 8 years, Lizette has worked as Public Records Archivist (Librarian 2) in the Office of the Public Records Administrator. Lizette served as Assistant State Archivist from 1988-1998. Her experience includes 8 years as a records and information management consultant and serving as a project archivist for CIGNA and on the CCSU Polish American Archives. Lizette holds a B.A. in History from the College of St. Benedict and a M.A. in History and an MLS with a major in Archives and Records Management from the University of Maryland, College Park.

### New Haven Public Library

On October 29, I spoke at a Literacy Forum: Libraries in the 21st Century, held at the New Haven Public Library's Wilson Branch, and later in the day joined City Librarian Martha Brogan and Mayor Harp for the ribbon cutting for their new Readmobile.

### Glastonbury Library Media Department

I am serving on the Glastonbury Library Media Department's curriculum review committee. This effort will help guide their program for the upcoming 5 years. The review is expected to be completed in the fall of 2015.

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

### Summer Reading Symposium

Susan Cormier and Linda Williams are coordinating this 2-day Summer Reading symposium which currently has 48 of a possible 50 slots filled. They are working on presentations and the workshop materials. They plan to make a LibGuides page for the workshop so those who do not attend can have easy access to all the resources and are planning on recording the workshop for archived on-demand viewing and streaming.

### COSLINE (Chief Officers of State Libraries Agencies in the Northeast)

Dawn La Valle and Julie Styles attended the 2014 COSLINE Library Development Directors Conference in Cape May, New Jersey. This is an opportunity for Library Development Directors and other staff to share key initiatives and activities their agencies have been involved in over the past year. Key presenters were Michael Stephens, of the Hyperlinked Library, speaking about human connections and conversations; Diana Plunkett, of the Brooklyn Public Library, speaking about digital badging and the New Jersey State Library Swat Team speaking about libraries transforming themselves on a dime. The conference is also a great time for networking, sharing and initiating new projects.

### Aspen Institute: Rising to the Challenge, Re-Envisioning Public Libraries Dialogue

Dawn attended a panel discussion about the release of the Aspen Institute report. The panel was moderated by Charlie Firestone, Executive Director, Communications and Society Program, The Aspen Institute; The Honorable Karl Dean, Mayor, Nashville, TN; Linda E. Johnson, President and CEO, Brooklyn Public Library; Dinaw Mengestu, Lannan Chair of Poetics at Georgetown University and 2012 MacArthur Fellow; and Ralph R. Smith, The Annie E. Casey Foundation and Managing Director, The Campaign for Grade Level Reading.

Association for Library Service to Children (ALSC)/LEGO Partnership granted DLD 15 boxes of LEGOs to give to libraries. Linda implemented a program by creating a Google form with selection criteria and ultimately selected 7 of the 42 applicants to receive boxes of LEGOs. One of the libraries who received LEGOS, East Hartford, has already begun their Junior MakerSpace programming using the LEGO box. This partnership demonstrates the philosophy of MakerSpace that it is about bringing the community together to create. MakerSpace is not just about 3D printers.

Ccar Statewide Delivery Service We would like to extend our deep appreciation to Walt Magnavice and his staff Jennifer Hurta, Sammy Colon, Rich Gagne, Al Deyorio and occasional Ccar sorter, Lynette Baisden for their, above and beyond the call of duty, efforts over the past six months maintaining exceptional Ccar service while being one driver short; through some staff illnesses and while taking on increased volumes. Ccar is a critical and much appreciated service in the state and its success is on the backs of a dedicated and loyal staff.

### **Dawn La Valle**

- Attended the Connecticut Bar Foundation. Justice for All: The History and Future of Legal Aid in Connecticut Symposium at Quinnipiac University School of Law.
- Attended the Annual Association of Connecticut Library Boards (ACLB) Leadership Conference.
- Attended Building Your Base – United for Libraries Program at New London Public Library.
- Conducted two library visits as part of division initiative.
- Consulted with CH Booth Library, Newtown on strategic plan.
- Gave “State of the State” address at the New England Library Association Conference, Boxborough, MA.
- Attended New York Library Association Conference, with New Jersey Colleague, Peggy Cadigan to develop ideas for regional public librarian innovator program.
- Consulted with CH Booth Library, Newtown on developing library policies.

### **Susan Cormier**

- Linda and Susan presented at the Connecticut Library Consortium Children’s Section meeting, for an hour, on all the new things going on in a "State Library Update". They created a LibGuides page that contained all the relevant materials and so far there have been 51 hits on the page. Susan also created a *Conversational Reading* page and posted some of the small grant program results as well as descriptions of the large grant projects. Part of Susan’s presentation covered the philosophy and process of *Conversational Reading* and she was able to hand out additional copies of "Reading Together" by Diane Frankenstein, as we still have copies left over from the project.
- The Willimantic Library Service Center is using Google Forms for libraries to request discussion sets, board book sets and Book Props. A total of 1,596 of these items were circulated in September. An unintended benefit is that we have added 3 new customers who have come to us through a Google Forms request.

### **iCONN**

- The iCONN Database Committee is evaluating [MyHeritage](#), a genealogy resource just announced by EBSCO.
- Plans are underway to replace the current [CT Digital Collections](#) (CDL) in iCONN with the more comprehensive [CT Digital Archive](#) (CTDA). This will occur once CTDA crosses the threshold of having more content than CDL, possibly in the January/February, 2015, timeframe.

### **Gail Hurley:**

- Presented a program at the New England Library Association on "What's New in Newspaper Digitization." Spoke about local and state efforts in Connecticut highlighting our Newspapers of Connecticut project and the Connecticut Digital Newspaper Project CDNP (national grant).
- Prepared for a site visit from the Library of Congress on the newspaper grant project on November 4 and 5. Arranged for a program at the LOB for the Library of Congress rep (Nathan Yarasavage) to present *Chronicling America*. The program was geared towards genealogists, but all audiences were welcome.
- Interviewed by the Norwich Bulletin for an article about the CDNP. Article appeared online on October 16:  
<http://www.norwichbulletin.com/article/20141016/NEWS/141019696/0/SEARCH>

### **Eric Hansen:**

- Connecticut Educators Computer Association (CECA) Connecticut Association of School Librarians (CASL) annual conference October 20, 2014 at Mohegan Sun.

- Participated in panel discussion with Laurie Averill, Michelle Luhtala and Kristine Woods called *Help for CCSS: Using iCONN Databases to Scaffold Instruction in Research Strategies and as Sources for High-Quality Informational Text*. Eric's presentation focused on searching iCONN grade-specific resources to fulfill requirements of selected Common Core standards.
- Presented an iCONN training session for the combined faculty of Thomaston Center and Black Rock schools in Thomaston October 27, 2014.

#### **Steve Cauffman:**

- Offered a half-day reQuest ILL training session here at the Middletown Library Service Center (MLSC).
- Coordinating a Ccar volume study. Libraries are counting outgoing bins, incoming bins, and incoming items the week of Oct. 27. This is the first time we've asked them to count outgoing bins. Data is due in early November, so I should have the results compiled by mid-November.
- Moved the "Resources for Connecticut ILL staff members" page from Drupal to LibGuides and can be found at: <http://libguides.ctstatelibrary.org/ctillresources>

#### **Tom Newman**

- **Construction Grants** - Special thanks go out to Maria Bernier, Susan Cormier, and Linda Williams, for assisting with evaluation of preliminary floor plans for Category 1 (expansion/new building) grants. Comments and suggestions have been sent to applicants to help them improve their project plans. Currently we do not have sufficient funding for all the grant applications for non-distressed municipalities. Current guidelines determine the priority system for awarding grants.
- **Connecticard** Expenditure reports for the 2013 Connecticard payments were due from libraries by the end of October.
- **Public Libraries Annual Report**. Public libraries are currently completing their FY2014 annual reports. Reports were due by November 14. At the end of October about a quarter of the libraries had completed their reports. Only about 20% of those reports are showing an increase in circulation over the previous year.

#### **Maria Bernier**

- Attended a webinar for Library Services and Technology Act (LSTA) Coordinators on major changes to the annual reporting structure.
- Attended the Advisory Council for Library Planning and Development (ACLPD) meeting to request approval for the new LSTA grant categories, programs for young adults and services to multilingual populations.
- Consulted with the Fairfield Public Library on an Institute of Museum and Library Services (IMLS) grant.
- Attended the Northwest Librarians Roundtable in Goshen and visited the Hartford Public Library to talk about LSTA grants.
- Attended the Creative Aging workshop sponsored by the Connecticut Community Foundation at the Mattatuck Museum in Waterbury, to learn about arts-based programs for older adults and to network with librarians and non-profit leaders.
- Created a handout to share with CLA children's section about extended hours at MLSC on October 17, and stayed late to help the one librarian who visited to check out materials.

#### **Linda Williams**

- As Nutmeg Facilitator, with Ellington School Media Specialist, Lisa Garofalo, Linda Williams did an orientation for incoming Nutmeg Selection Committee Chairs.

- Working on special booklists for Connecticut Humanities program called “The Great Connecticut Caper.”
- On November 7-8, as a member of the Connecticut Children’s Book Fair Committee, will be introducing children’s book authors throughout the weekend.

## **ACCESS SERVICES**

### Activities

Debra Pond and H&G staff assisted Ana Crăciun, a UCONN student, in her research into the true story of Gladys Burr. Ms. Burr was a Mansfield Training School resident. Ms. Crăciun did a performance at Storrs.

Asaf Aliev started work in Law as a part time Office Assistant replacing Ruth Shapleigh-Brown, who retired in May.

On October 9, Lindsay Young was a panel member for "Graphic novels as literature in the English Classroom" at the NYC Comic Con.

On October 28, and November 4, Debra Pond, Nancy Lieffort and Mel Smith gave tours for Connecticut Judicial Branch Law Librarians with about 6 librarians in each group. These tours were in conjunction with the Office of Legislative Research (OLR) Library. The librarians toured the LOB and then came to CSL for a couple of hours. Debra had pulled some archival material that would interest the group.

On October 28, Jenny Groome visited the Office of Healthcare Advocate to show their staff some of the remote research tools that are available from the State Library.

On October 29, Ann Rajotte attended the Judicial Branch - Access to Justice Commission, Workgroup on Libraries & Access to Justice meeting.

On November 6, Laura Klojzy attended the Connecticut Library Association Support Staff (CLASS) conference at the University of Hartford.

On November 20, Debra Pond, Lindsay Young and Nancy Lieffort will participate in testing the new state eRegulations portal.

### Of Special Note

Anne Rajotte completed a database of town by town Presidential election results from 1824 to the present. She will be making this available to other staff and in the future this will be on our website. This is a reference question we get asked repeatedly.

Debra Pond and Laura Klojzy assisted in transcribing an 1864 diary: Written on the inside of the front cover was "Diary kept by Napoleon B. Neal of Middletown Connecticut". Neal was a Union soldier who was taken prisoner by Confederate troops on April 20, 1864, and held at the prison camp in Andersonville, GA. until November 1864.

## **COLLECTION SERVICES**

### Electronic Products

Recent new online resources purchased by the State Library include:

- ProQuest Colonial State  
This database provides access to thousands of papers concerning English activities in the American, Canadian, and West Indian colonies between the sixteenth and eighteenth centuries. Also included is a digitized version of *The Calendar of State Papers, Colonial: North America and the West Indies 1574-1739*, which contains

bibliographic records and extracts for thousands of additional documents. Carol Trinchitella negotiated remote access for this electronic resource.

### EBSCO eBook PDA (Patron Driven Acquisition)

On Nov. 3<sup>rd</sup> Carol Trinchitella arranged a live webinar with EBSCO to learn more about EBSCO's eBook Patron Driven Acquisition platform. Carol Trinchitella, Claire Murphy, Gratien Meda and Diane Pizzo attended.

### Federal Documents

Federal Depository Library Program (FDLP) discard list processing. Since July 1, 2014, we have:

- Processed 93 discard lists from 12 different libraries. Sixty of these lists came from Providence College, a former federal depository library de-accessioning their federal documents collection.
- Searched and approved 14,076 items for disposal.
- Claimed 312 items for the collection to fill gaps or replace damaged materials.

### Digital Collections

A Bookeye 3R2 overhead scanner was installed in the Preservation Office on Oct. 21<sup>st</sup>. This new equipment will allow us to scan bound materials with significantly less stress on the bindings. It also comes with an attachment that makes it possible to scan oversize volumes such as newspapers.

Sixty-five new items were added to our digital collections including:

- *Souvenir of the pilgrimage of Connecticut's third "war governor" to the homes of the first and second "war governors" and other scenes of historic interest, in commemoration of aid to the cause of American independence by France.*  
<http://www.consuls.org/record=b3040071~S16>

Find out more about this event in Chris Gauvreau's blog entry "Newspaper Digitization: September 8, 1918, The War Pilgrimage to Lebanon" featuring an article in the Sept. 9, 1918 *Norwich bulletin*

- *The elementary school of today : a report of the Committees on Elementary Education*  
<https://www.consuls.org/record=b2534193~S1>
- *Directory of Connecticut state manufacturers* [1936]  
<https://www.consuls.org:443/record=b2636487~S1>
- *Facts about Connecticut* <https://www.consuls.org:443/record=b1046146~S1> Includes a statement, on the bottom of page 67, that "Special collections at the State Library are worth \$350,000 and books and periodicals in custody of the several departments and at the library were valued at \$345,600. Facts about Connecticut was published in 1929.
- *The Children's Village of the Hartford Orphan Asylum: member of Community Chest*  
<https://www.consuls.org:443/record=b2729271~S1>

### Connecticut Digital Newspaper Project (CDNP)

The *Norwich Bulletin* for 1914-1922 is now online in *Chronicling America* <http://chroniclingamerica.loc.gov/> joining over 8 million pages from other states. Browse the *Norwich Bulletin* at <http://1.usa.gov/1vwIJO6> . Work continues to prepare more newspaper microfilm for scanning and to inspect the scanned images. Another 10,000 pages are already at

the Library of Congress which has 10,000 more pages in line for their quality review step and we expect to send 10,000 additional pages by the end of the month.

Nathan Yarasavage, from the Library of Congress, visited the State Library on Nov. 4-5, 2014, to discuss the progress of our project. He gave us tips on using the new validation tool and we talked about our plan to apply for an additional grant for 2015-2017. He gave a presentation, co-sponsored by the Connecticut Professional Genealogists Council, to about 40 genealogists and librarians at the Legislative Office Building, on Nov. 5, about using the Chronicling America database for research. Mel Smith from the History and Genealogy Unit spoke about his success doing personal family research in the database.

Jane Cullinane, Preservation and Digital Projects Librarian and CDNP Project Co-Director, spoke about the two newspapers Connecticut selected for inclusion in Chronicling America. The Norwich Bulletin has social and genealogy news for many towns in the eastern part of the state. See a map that illustrates the breath of coverage at the State Library's HistoryPin channel <http://www.ctstatelibrary.org/historypin> : scroll down and search by the tag "news" and zoom in to see it in more detail. Jane also mentioned our effort to create a statewide newspaper portal with content from partner libraries.

### **Collaborative Digital Projects**

*"Remembering World War One: Sharing History, Preserving Memories."* The State Library is participating in a joint digital pilot project with the University of Connecticut and HistoryPin. This statewide project will highlight Connecticut's role in World War I. The project website is located at <http://ctinworldwar1.org/>

On October 15, 2014, A *Hartford Courant* article highlighted the project and the scheduled digitization events. "Connecticut State Library Seeks To Digitize World War I History" <http://www.courant.com/news/connecticut/hc-world-war-i-digital-1012-20141015-story.html>  
A *Hartford Courant* article on November 11, 2014 in honor of Veterans Day, "State Library Working On Record of Connecticut's Role In The Great War." The article highlighted stories of the veterans and items that have been digitized and collected. <http://www.courant.com/news/connecticut/hc-connecticut-veterans-great-war-exhibit-20141111-story.html>

The digitization events were held at the Middletown Library Service Center, Oct. 22, 6 pm to 9 pm; Willimantic Library Service Center, Oct. 25, 1 pm to 4 pm; the Connecticut State Library, Nov. 8, 10 am to 1 pm. At these events, participants were asked to bring in photographs, uniforms, and other keepsakes, of relatives who served in WWI. Christine Pittsley is leading this effort with support from staff in the Preservation, Archives, Museum, History & Genealogy and IT.

### **Outreach:**

- Sept. 16-18: NDNP Awardee Conference, Washington, D.C. Chris Gauvreau, CDNP Project Coordinator and Jane Cullinane spoke about our first year with the NDNP and learned from other states how they are conducting their projects.
- Sept. 27: Welcome to History Day 2015, Hartford, CT. Chris Gauvreau and Robert Kinney, Outreach Librarian had a table in the exhibit hall.
- Sept. 30: Wet Books and Other Collection Emergencies, Middletown, CT. Jane Cullinane gave a program to librarians about writing a plan to deal with collections emergencies. Yasemin Agis also attended.
- Oct. 9: Press release announcing our first 10,000 pages in Chronicling America.

- Article about CDNP in Norwich Bulletin Federal grant helps state library digitize Bulletin pages from WWI era (The Bulletin [Norwich, Conn.], posted 2014:Oct. 16. By Elizabeth Regan).
- Oct. 20: New England Library Association, Boxborough, MA. "What's New in Digitizing Newspapers" presentation by Gail Hurley with Erenst Anip, of the Vermont Digital Newspaper Project about our projects. Gail and Chris Gauvreau had a table in the exhibit hall as well.
- Nov. 1: Association for the Study of Connecticut History fall conference. Manchester, CT. Chris Gauvreau had a table in the exhibit hall promoting the newspaper project.
- Nov.3: EBSCO eBook PDA (Patron Driven Acquisitions) webinar. Gratien Meda, Claire Murphy, Diane Pizzo, and Carol Trinchitella attended.
- Nov. 6: Connecticut Library Association Support Staff Section annual conference, West Hartford, CT. Yasemin Agis, LTA and Tamra Coleman, LTA, attended.
- Nov.6: Loislaw webinar. Law/Legislative Reference Librarians and Carol Trinchitella attended.

## **ARCHIVES**

### **Accessions:**

RG 002, General Assembly, 2011-2012, 39.5 cubic feet  
Includes original bills, public acts, special acts, and resolutions

RG 012, Connecticut State Library, Division of Library Development  
Library Services and Construction Act, posters chronicling library building construction and expansion, 2000-2009, 11 posters  
Library Services and Construction Act, architectural drawings, 2000-2005, 22 plans  
Middletown Library Service Center, Director Files, 1954-1998, 8 cubic feet

RG 062:042, Town of East Hampton, 1877-1976, 2 cubic feet  
School attendance registers, 1877-1937  
Home Health Care Agency records, 1961-1976

RG 062:104, Town of Norwich, Public School records, 1855-1904, 18 volumes  
Norwich Central School District registers, 1855-1889, 8 volumes  
Connecticut St. Louis Exposition submissions, 1904, 10 volumes

RG 069:171, Gustave Whitehead Research Collection, 1901-2014, 3 cubic feet

RG 069:172, Alonzo Baldwin Dewey Letters, 1832-1906, .5 cubic feet

PG 400, Ted (Titus) Matusewic Brainard Field photographs, circa 1933-1950, 8 photographs and 1 newspaper clipping

### **Outreach:**

Assistant State Archivist Allen Ramsey joined the Council of State Archivists (CoSA) State Electronic Records Initiative (SERI) Steering Committee on September 11.

Allen and Public Records Archivist Sara Cheeseman met with the Department of Energy and Environmental Protection (DEEP), Land Acquisition and Management Division, on September 23, about records with possible historical value.

State Archivist Lizette Pelletier provided remarks in support of Ebenezer Don Carlos Bassett Day at Central Connecticut State University (CCSU) on October 16. Ebenezer D. Bassett was

the first African American graduate from CCSU and the first African American Ambassador appointed by President Grant to Haiti. Other staff in attendance at the event was Kevin Johnson, Christine Pittsley, and Allen Ramsey.

Government Records Archivist Damon Munz assisted with the Remembering World War One Sharing History/Preserving Memory digitization event at Middletown on October 22. Lizette assisted with the digitization event at Willimantic on October 25. Allen and Lizette assisted with the digitization event in Hartford on November 8.

Lizette, Allen, and Sara met with staff from the Board of Firearms Permit Examiners and staff from the Judicial Selection Commission, on October 24, about records retention and records that might have historical value.

Lizette and Allen accepted the Betty M. Linsley award for Volume XX of the Public Records of Connecticut on behalf the State Library at the fall conference of the Association for the Study of Connecticut History on October 25.

#### Training:

Lizette participated in the first of the 3-part archive workshop series, "Getting Your Archives in Order" for museum, historical society and public library staff, on October 20, at the Florence Griswold Museum in Old Lyme. The workshops are funded by a grant to the State Library on behalf of the State Historical Records Advisory Board.

Lizette, Sara, and Allen presented new state agency Records Management Liaison Officer [RMLO] training on October 23. Damon participated in the training.

Allen participated as a panelist for the CoSA SERI webinar on Storage, on November 5.

#### Other:

Lizette attended an advisory board meeting, on November 6, at Simmons College in Boston for an NHPRC grant project to develop basic archives training for Massachusetts Town Clerks.

Lizette chaired a meeting of the State Historical Records Advisory Board at the Litchfield Historical Society on November 7. Allen also attended.

### **PUBLIC RECORDS ADMINISTRATION**

#### Records Retention Schedules

LeAnn Power, Lizette Pelletier, Sara Cheeseman and Kathy Makover participated in a meeting of the M10 Committee to revise records retention periods for building official records, on September 19.

LeAnn, Lizette, Sara and Kathy participated in a meeting of the M3 Committee to revise records retention periods for municipal fiscal records, on September 24.

Sara met with representatives from the Office of Policy and Management (OPM) Intergovernmental Policy Division to revise the division's agency-specific retention schedule on September 25.

Sara met with representatives from the State Department of Education (SDE) to revise the agency's retention schedule, on October 15.

LeAnn, Lizette, Sara and Bob Williams met with staff from the Connecticut Municipal Electric Energy Cooperative (CMEEC) to review their draft retention schedule and discuss general records management concepts, on October 29.

### Training, Outreach & Site Inspections

LeAnn, Kathy, Lizette and Sara attended the Fall Conference of the Town Clerks Association in Westbrook on September 11, 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. On September 12, they attended the educational program, "Records, Responsibility and Retention – It's About Time We Focused on the Data" and provided information regarding the State policies on digital imaging and microfilming of public records.

Sara provided records management training to Access Health staff on September 26.

Sara conducted a public records facility inspection of the Department of Correction (DOC) Webster facility in Cheshire on October 8.

Sara conducted a public records facility inspection of the Connecticut Airport Authority (CAA) storage facility in Windsor on October 16.

Lizette and Sara provided records management training for 29 new Records Management Liaison Officers (RMLO) and Assistant RMLOs from 19 agencies, on October 23. Allen Ramsey provided information on the State Archives and transferring records.

### Historic Documents Preservation Program

The Historic Documents Preservation Program provides annual grants to municipalities for the preservation and management of local government records. For FY15, the program is awarding grants in the amounts of \$5,000, \$7,500 and \$10,500 for small, medium and large towns respectively.

The program has received applications from 34 municipalities for Cycle 2, bringing the total to 163 applications from municipalities for FY15. In addition, the program awarded a Disaster Recovery Grant to one town to enable the recovery of water-damaged records on September 25. Kathy is currently processing Cycle 2 applications and Cycle 1 grant contracts, payments and final reports.

### Disaster Preparedness

Lizette, Jane Cullinane and Peggy Zabawar from the Department of Administrative Services Learning Center, presented part 2 of the Intergovernmental Preparedness for Essential Records course, Records Emergency Planning and Response to 29 state and municipal officials, on November 12.

### Enterprise Content Management Implementation Project

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 981 cubic feet of agency records; deaccessioned 831 cubic feet of agency records; processed 700 reference requests; and processed 508 re-files and inter-files.

### Committees and Additional Staff Activities

Sara and Bob attended bi-weekly recurring meetings with the Department of Energy and Environmental Protection (DEEP) to discuss the agency's taxonomy development.

Kathy, Allen and Damon Munz met with Ken Morales of the DAS Statewide Security Unit (SSU) on September 10 to provide information for the physical security audit being performed for the Van Block Facility. The audit was requested as part of an ongoing effort to ensure that all building, fire and security systems are functioning properly for the protection of the collections stored in this facility.

Lizette and Sara met with representatives from DAS/BEST, OPM, Office of the Attorney General (OAG), and Microsoft to review e-discovery features of Microsoft Outlook Exchange 2013 on September 17.

LeAnn, Sara, Bob and Kathy met with DEEP and DAS/BEST to discuss the status of DEEP's FileNet project on September 18.

Sara accompanied Allen to meet with DEEP Land Management to discuss the transfer of maps to the State Archives on September 22.

LeAnn, Lizette and Sara met with Cynthia Courtney from the Office of the Attorney General to discuss e-discovery and potential litigation and hold training for state agencies on September 30.

Sara met with the Judicial Selection Commission (JSC) to discuss records retention on October 2.

Sara and Kathy participated in a conference call with COTT Systems, a land recording system vendor, to discuss the revised Digital Imaging Policy on October 3.

LeAnn, Sara and Bob met with DEEP to discuss the agency's FileNet taxonomy and compliance with CSL standards on October 8.

Sara accompanied Lizette and Allen to meet with the Board of Firearm Permit Examiners to discuss transferring records to the State Archives on October 24.

Lizette presented training to approximately 65 municipal Inland Wetlands and Aquifer Protection officials for DEEP at CCSU on October 30.

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

#### **Circulation Statistics**

The LBPH works on the Federal fiscal year and the significant annual stats for Oct 2013 - Sep 2014 are:

Circulation: 190,566 (5.3% increase over last year). This is the fourth consecutive year of circulation growth.

Total number of active patrons: 7357.

**LBPH Friends group** now has 24 members and is slowly but surely growing. Received the \$200 grant from the Friends of Connecticut Libraries to assist in outreach for new members.

#### **CVSBH**

Obtained the approval of National Library Service to have their book production specialist, Phillip Carbo, visit the CVSBH studios this coming February at NLS expense. The purpose of the 3-day visit is to review book production procedures and conduct training in order to produce books of the quality needed to be uploaded to BARD for national distribution. Kathy Hotchkiss represented LBPH at the CVSBH Board Meeting on Oct 10.

### Consortium of Users Libraries (CUL)

Gordon Reddick revised and updated the CUL By-Laws which were then approved by the CUL Directors.

### Projects:

Disposal of the Braille collection: Overseas donations are now authorized by NLS. We have contacted the Friends of Kenya which has a coordinator at the Rocky Hill Public Library and to whom we've donated some Braille materials in the past. Also have contact references for libraries in Bangladesh, Mongolia, Malawi, Malaysia and Nepal.

### Outreach:

The service centers have begun attaching the large print LBPH stickers on the inside cover of their large print books promoting the LBPH.

Rocky Hill H.S. held their lend-a-paw community service day in which 9 students volunteered for the LBPH. Their two big projects were the addressing of almost 200 overdue notices to patrons and the fall clean-up of the front garden.

Kris Aberly gave a presentation at the Beardsley & Memorial Library in Winsted, CT, on Oct 3rd.

The LBPH Advisory Committee met on Oct 17, and the LBPH friends group met on Oct 28.

LBPH was represented at several Seniors Fairs held in October and early November: Farmington Senior Center; Ansonia; and Cromwell by Kris, Paula McLean, and Kathy.

Rafal Warchol and Nilda Martinez staffed a display table at two Disability Employment Awareness Month events sponsored by the Capitol Workforce Organization in Hartford (Oct 17) and New Britain (Oct 24).

Gordon and Mary Minow staffed a display table at the Fearless Caregiver Conference, on Nov 6, at the Oakdale Theater, Wallingford, sponsored by the Agency on Aging in South Central Conn.

Gordon attended the annual convention of the Connecticut Chapter of the National Federation of the Blind (NFB) in Meriden on Nov 8. Gave a presentation and participated in the afternoon vendor expo with our LBPH display.

### **MUSEUM OF CONNECTICUT HISTORY**

School outreach programs are in full swing. Visits thus far have been made to Newtown, Plantsville, Bloomfield, Wolcott and Enfield. 19 programs have already been presented to 450 4<sup>th</sup> and 5<sup>th</sup> grade students, with each being 1 hour in length.