

# FY-2020 Groveland Community Preservation Act

## Historic Documents Management Project

For  
**Groveland Community Preservation Committee**  
December 13, 2019



TOWN OF GROVELAND

**Historic Documents Management Project  
CPA Proposal**

**A. Applicant Information**

Name of Applicant:	Langley-Adams Library
Contact Name:	Darcy Lepore
Mailing Address:	185 Main St
City:	Groveland
State:	MA
Zip Code:	01834
Daytime Phone:	978-372-1732
Email Address:	dlepore@langleyadamslib.org

**B. Location of Project**

Name of Project:	Historic Documents Management Project
Address of Project:	185 Main St, Groveland, MA

**C. Funding Information**

CPA Category: (Include all that apply):  
 Open space  
 Historic preservation X  
 Recreation  
 Community housing

**D. Project Cost**

CPA Funding Requested	\$ 24,277.04
Total Cost of Proposed Project	\$ 24,277.04

**E. Project Information**

**1. Description**

The Langley-Adams Library is a rich repository of historic documents. We are obligated to keep these documents, protect them and have them available for public access to foster research, interest and education. Currently documents are stored in many places within the library. We continue to fill vaults, filing cabinets and even tables and desks with documents and records. We have run out of space just to store these documents not even addressing

protecting them or making them accessible. At this time, it is not possible to build an addition to the library to store our documents. There are other solutions. We can pay an off-site storage company to manage all our historic documents. This is costly and hardly makes them accessible. This proposal details a plan to scan our documents and only pay to store originals of our most historic documents and records both on-site and potentially off-site. This project would clear the library as a storage center while making historic documents easier to find and more accessible to the public.

Accomplishing this project is not a simple task. While scanning large numbers of existing historic documents over time is a start, a software system is necessary to manage those scanned documents to make them accessible. This software is called a document management system. This system requires hardware infrastructure to use it some of which we have in town hall and some that would need to be added. A plan for performing the scanning and training for staff or volunteer scanner personnel is also required. Finally, a commitment by the library to complete this task is required because it could take 3-5 years to complete. However, with these tools in place the library and the public would begin to reap the benefits within the first year and start saving space in the library, becoming better organized and making historic documents and records more accessible by librarians and patrons.

The first part of the project would be to connect to the existing document management system for the housed in town hall. As an example, the Town Clerk's office uses the system to scan and enter all historic and new birth certificates, marriage certificates and death certificates. The system allows scanned records and documents to be indexed to make them more accessible and searchable. These records are some of the most historic and require extra care. They are also the easiest to damage or misplace. There are some other challenges to be met with these historic documents including odd sizes, handwritten and unintelligible notes and non-character recognizable text. These records are also some of the most sought-after documents by the public. When these historic documents are electronically searchable and available to the public many hours of staff time are saved and the originals can be safely stored away saving space in town hall. The system has been in use for over two years and progress has been made in reducing the paper and documents stored in the clerk's office.

Recently the town acquired the licenses to make certain historic documents available to the public outside of town hall. The system allows each office to limit what type of documents can be seen and allows for redacting any sensitive information. The Conservation Commission has also used the system for two years and has placed a large amount of its historic data into the system including permits, filings and maps. Planning and Finance have begun using the system this year and are anxious to reduce the space their records use in the building while making the records easier to locate and research by their staff.

Here are some technical details. The software resides on an existing file server in the town hall where all the data from the scans are stored. It is backed up nightly to prevent data loss. Everyone who uses the software requires a license, but the licenses are concurrent licenses, so we only pay for the maximum number of users at any one time. Existing computers in town hall and the library can run the software so this accommodates most departments. The scanners on this project will be both simple multi-page scanners and a flat format scanner for books or other difficult records. Two new computers are included in the project for the library staff to perform scanning while existing public use computers can be set up to view and research historic documents as they become available. Finally, a wired connection must be put in place

to connect the library network to the server in town hall. A fiber optic cable will be placed either underground or overhead to connect the two buildings over the short distance. Security protocols will be put in place to only allow access for public computers to the program running on the server. In addition, the program has built-in security to limit access by users to only the library's historic data and not any non-public data in the system.

This system currently has adequate storage space and yearly software assurance and support in place. In 2021 when the system is in general use the departments can split the software assurance and support fees by addition of the small amounts to their budget. The cost can be more than made up through space savings from saving documents, better and simpler access to historic documents by staff and direct access by the public.

## 2. Goals

### a. What are the goals of the project?

The goals of this project include the following:

- Protect historic documents
- Make historic documents more accessible to the public
- Save space in the library
- Save money

### b. Who will benefit and why?

The residents of the Town of Groveland and Massachusetts will benefit if this project is accepted. Research for legal, genealogy and personal reasons motivates many people to seek access to historic documents and records currently stored in the library. Currently finding some of those desired historic documents requires a long search process, extra staff time and there is no guarantee some documents can even be located. With this new system in place we will have a searchable catalog of all documents and be able to read or print a copy with minimal effort.

## 3. Community Need

### a. Why is this project needed?

Our library is running out of storage space and the current storage space is inadequate for the protection of our historic documents.

### b. How does it address needs identified in existing Town plans?

The recently completed five-year strategic plan for the library calls for a method to safely store historic documents and records held by the library and make them available to the public for research. This proposal if funded will enable us to accomplish that goal.

#### 4. Community Support

- a. What is the nature and level of support and/or opposition for this project?

The town Finance Director is in full support of this project. Other departments including Town Clerk, Conservation and Planning are using the system to organize documents. The system has proven to be reliable and able to save space while making documents more accessible.

#### 5. Timeline

- a. What is the schedule for project implementation?

August 2020	Purchase software and hardware
September 2020	Connect library and town hall via fiber connection
October 2020	Install and configure computers, software, client connections
November 2020	Develop standard scanning procedures
December 2020	Train library personnel and volunteer scanners
January 2021	Begin effort to scan historic documents and records

#### 6. Implementation

- a. Who will be responsible for implementing the project?

The project will be implemented by Michael Dempsey, a volunteer who has been responsible for implanting the system at town hall. Assistance will be provided by the vendor, the town Finance Director and the town IT contractor.

- b. What relevant experience does the project manager have?

Mr. Dempsey has been involved in the information technology field for over twenty-five years, most recently owning and managing a ten-person company that specialized in implementing networked computer management systems for small and mid-size businesses.

#### 7. Success Factors

- a. How will the success of this project be measured?

The project will be considered successful if we are able to meet the timeline for implementing the project and successfully manage historic documents in the Langley-Adams Library

## 8. Budget

### Project Budget

#### Historic Documents Management System Budget

	<u>Item</u>	<u>Description</u>	<u>Each</u>	<u>Amount</u>	<u>Cost</u>
Connection					
	Fiber Optic connection	Fiber Optic Cable, installation and network connectivity on library and town hall ends	\$ 3,900.00	1	\$3,900.00
	Security	Town IT Consultant to isolate connection to Laserfiche server	\$1,000.00	1	\$1,000.00
Hardware					
	Staff Scanning Computer	Lenovo ThinkCentre M93p 3.6GHz Core i7 8GB RAM 1TB hard drive	\$999.00	1	\$999.00
	Staff Scanning Computer	Lenovo ThinkCentre M93p 3.6GHz Core i7 8GB RAM 1TB hard drive	\$999.00	1	\$999.00
	Monitor	Lenovo 23" LI2323S Full HD LED-LCD Monitor, Black	\$167.02	2	\$334.04
	Desktop scanner	Panasonic KVS 1027C 45 PPM Page Scanner	\$925.00	2	\$1,850.00
	Large format scanner	KAS 3.0 Scanner	\$12,195.00	1	\$12,195.00
Software	Laserfiche Document Mgmt Software	Laserfiche Solution from Kyocera 3 user licenses	\$900.00	3	\$2,700.00
	Shipping		\$300.00	1	\$300.00
	Total				\$24,277.04

All software and hardware are on Mass State Contract lists assuring the best price will be achieved without using the time-consuming bidding process. No CPA funds requested under this project will be used for maintenance.

## 9. Other Funding

No immediate additional funding sources are available to fund this project. However, because the town already has several tools in place required by this system including departmental computers and a town hall-wide network we can leverage them to put the system in place without a large capital investment.

## 10. Maintenance

It is recommended that the Town keep the existing software assurance agreement in place after it expires. That small cost should be split among the town department users' budgets and be paid for through the accompanying savings in storage space, expansion space, filing cabinets and personnel time.



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Now, you can scan all of your documents to the highest quality and readability. Our innovative scanning process – that configures hardware and software - enables you to scan municipal archives or even entire book collections with ease. The high quality of this scanner, combined with its affordability, makes it an ideal solution for small intuitions to professionally digitize their materials.

# Agile, efficient, and affordable

Traditional scanners – used for books and general paperwork – do not stand up to frequent use and large volume projects. That's why we've developed the KAS 3.0 for institutions that want to digitize a large volume and variety of materials. The KAS 3.0 scans everything from individual files, large documents, newspapers, photos, maps, and posters to coins and other flat objects. What's more, it can scan glass plate negatives, slides, film strips, or even watermarks. Its user-friendly and anti-glare touchscreen technology (1) helps the user to quickly select the best application for their needs and get to work scanning. This streamlined process requires no readjustments or repositioning of your document and stores your scanned item intact – a perfect replication.

## KAS 3.0 Features

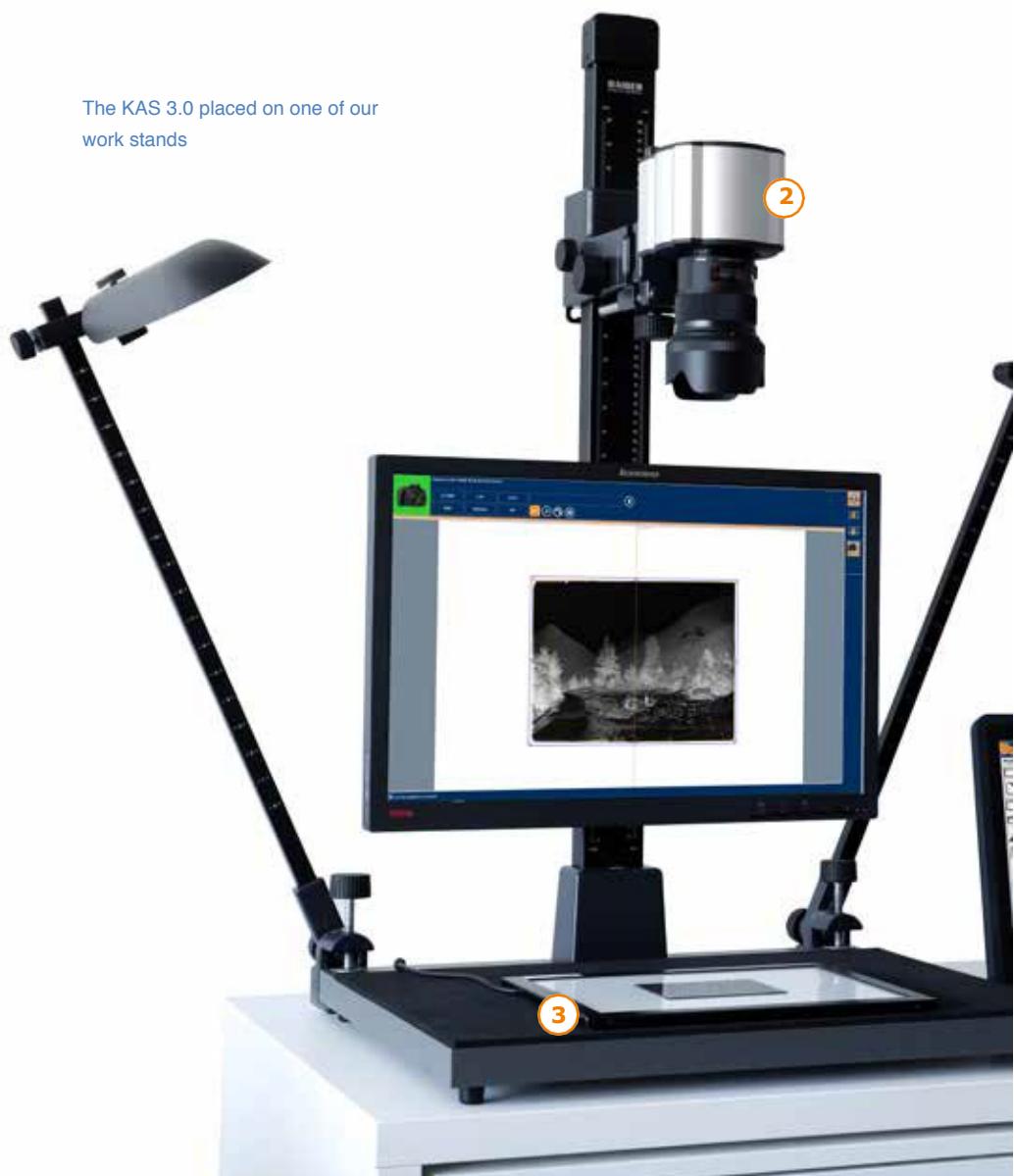
Depending on the user's needs, the scanner employs an industrial-quality camera, (2) or a single digital lens reflex camera (Canon or Nikon).

You also have the option to exchange or upgrade the camera, lens, or the PC over time to ensure the scanner contains the latest technology, staging the time of your investment. Its modular design can be configured for your individual needs and preferences. Any adjustments or modifications required for new tasks can be done simply and cost-effectively.

The LED light table (3) and high-quality macro lens supports the digitization of transparent documents (like slides and film strips), boasting an impressive resolution of up to 600 dpi.

By adjusting the camera height, finely detailed objects can be digitalized to as high a resolution as standard text.

The KAS 3.0 placed on one of our work stands



The KAS 3.0's camera head can be positioned close to the object or positioned to the side, reducing light intensity. This is ideal for objects like coins and medals, which require high resolution and for their details to be accentuated and amplified.

To reduce shadows or highlight watermarks, objects can be placed on the LED light table. Because the dpi measurement is linked to MultidotScan (book scanning software), the user not only gains support in assessing camera height but also gets a reproducible resolution for recurring templates.



#### Complementary accessories (from left to right):

- Glass plate and bookholder with cushioned foam to protect and heighten items to scan
- LED light table
- Plastic „fingers“
- Barcode recognition
- Foot pedal



Everyday scanning methods are streamlined thanks to the KAS 3.0's automatic formatting detection, page separation, and automatic skew. This versatile scanner also enables users to pre-structure digital copies and metadata, including resolution, dimensions, file type, copyright information, and parallel storage solutions for different file formats.

The realtime preview - displayed on the LCD monitor allows for automatic or manual frame settings. Accessing Multidotscan (via the touch-screen monitor) ensures the highest digitalization performance.

Prior to scanning, you can confirm whether the item is correctly placed, well lit, and ensure the frames are set – avoiding duplicated efforts.

The KAS 3.0 is also easy to operate. Thanks to the elegant and user-friendly interface, workflow can be predefined, such that even new employees only require minimal training to complete superior scans.

Above and beyond internal use purposes, the KAS 3.0 can be used by clients or the general public. With one click, they will receive a high-quality, usable scan.

Kirtas' KAS 3.0	
<b>Max. document size (in cm)</b>	45x 43 to 100x 80
<b>Resolution (dpi)</b>	300 to 600
<b>Autofocus</b>	✓
<b>Scan mode</b>	24 bit
<b>Scanned file types</b>	TIFF, TIFF G4, JPEG, BMP, PDF
<b>Height adjustment</b>	Manual or automatic
<b>Basic functions</b>	<ul style="list-style-type: none"> <li>→ real-time preview</li> <li>→ automatic formatting</li> <li>→ image processing</li> <li>→ camera height adjustment</li> <li>→ LED lighting</li> <li>→ touchscreen</li> <li>→ anti-slip foam pad</li> <li>→ color check</li> </ul>
<b>Accessories (optional)</b>	<ul style="list-style-type: none"> <li>→ additional large-sized monitor</li> <li>→ high-performance workstation</li> <li>→ glass plate and bookholder with cushion foam to protect and heighten items to scan</li> <li>→ LED light table</li> <li>→ plastic "fingers"</li> <li>→ barcode recognition</li> <li>→ foot pedal</li> </ul>

## About Kirtas Inc.

Kirtas is known worldwide for its innovative book scanners and superior digitization services. Our software and hardware engineers are motivated to continually develop novel solutions to keep ahead in the industry.

Kirtas' vision is to enable our customers to quickly and affordably digitize books and bound documents to the highest quality, withstanding the test of time. Our goal is to tailor our unique technology and solutions to meet our customers' needs. We offer a complete solution to meet the special requirements of your book digitization project.

### Contact Kirtas at:

749 Phillips Rd.  
Victor, New York 14564

Phone: 585-924-2420  
Toll-Free: 877-761-0444  
Fax: 905-634-4813  
<https://www.kirtas.com/>



**RISTeCH**  
5115 Harvester Road, Burlington, ON L7L 0A3  
Tel: 905-631-7451, 877-761-0444 toll free  
Fax: 905-634-4813

## KAS 3.0 ARCHIVE SCANNER



Prepared for: Michael Dempsey

Prepared by: Julie Galardo, [jgalardo@ristech.ca](mailto:jgalardo@ristech.ca)

Ristech Company Inc.  
905-631-7451

December 6th, 2019

## Archive Scanner Proposal:

- Archive scanner – table top unit (31.5" x 20.8") (Larger than A2!)
  - Base scanning area of approximately 31.5" x 20.8"
  - Column Height 59"
  - "Cold" LED –lighting and camera holder for column
  - Gentle to all materials with rubber foam mat
  - Calibration set to include color checker and white reference
- Canon Rebel T7i Camera with zoom lens, USB Cable, Power Adapter
- PC Basic Configuration for use with Multidotscan Software
- 22" Widescreen Monitor to include column bracket
- USB Footswitch to trigger the scans
- Multidotscan Software Dongle:
  - Automated cropping and deskewing
  - Export into TIF, JPEG and PDF
  - Automated generation of TFF tag
  - Video live – preview of image before scanning
  - Security option to prevent incorrect settings
- 24" Touchscreen Monitor to use with Multidotscan Software
- Installation via remote

Purchase Price for above package: \$ 11,900

Delivery and Installation \$ 295  
Pricing in USD funds  
Pricing firm for a period of 60 days



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ADDRESS <b>183 MAIN ST</b>			
CITY <b>GROVELAND</b>	STATE <b>MA</b>	ZIP <b>01834</b>	
PHONE # <b>978-556-7200</b>	FAX #		
SERVICE CONTACT <b>MIKE DEMPSEY</b>	SUPPLY CONTACT	P.O. #	DEPT:
CUSTOMER #		SALES REP	

QUANTITY	EQUIPMENT	SERIAL #	UNIT PRICE	TOTAL
3	MNF05 NAMED USER LICENSE		\$900.00	\$2,700.00
2	PANASONIC KVS 1027C MKII SCANNERS		\$925.00	1,850.00
	PRICING ABOVE UTILIZED FROM NCPA CONTRACT			

SERVICE PROGRAM SCANNERS 3 YEAR ADVANCE EXCHANGE WARRANTY

COPIER BLACK WARRANTY EXPIRES: \_\_\_\_\_ COPIES: \_\_\_\_\_

COPIER COLOR WARRANTY EXPIRES: \_\_\_\_\_ COPIES: \_\_\_\_\_

FAX WARRANTY EXPIRES: \_\_\_\_\_ NOTE:  
ALL WARRANTIES VOID IF SUPPLIES/CONSUMABLES  
ARE NOT PURCHASED FROM KYOCERA NEW ENGLAND

SUB TOTAL: \$ 4,500.00

TAX: \_\_\_\_\_ T/E \_\_\_\_\_

SET UP/ DELIVERY \_\_\_\_\_

TOTAL: \$ 4,500.00 \_\_\_\_\_

LESS DEPOSIT: \_\_\_\_\_

BALANCE DUE: \$ 4,500.00

ON DELIVERY: \_\_\_\_\_

DELIVERY/SPECIAL INSTRUCTIONS:

DELIVERY & ACCEPTANCE: CUSTOMER ACCEPTS DELIVERY OF ABOVE EQUIPMENT AND ACKNOWLEDGES  
THAT NO OTHER WARRANTIES AND/OR OBLIGATIONS, OTHER THAN THOSE WRITTEN ON THIS SALES ORDER, ARE OUTSTANDING.

AUTHORIZED SIGNATURE DATE

CLIENTS THAT ARE TAX EXEMPT REQUIRE A  
CURRENT TAX EXEMPT CERTIFICATE ON FILE

1. BUYER GRANTS TO SECURED PARTY A SECURITY INTEREST IN THE EQUIPMENT TO SECURE ANY SUM WHICH MAY BE OWING ON THIS SALES ORDER.
2. THE RIGHTS UNDER THE SECURITY AGREEMENT ARE IN ADDITION TO AND NOT AN ALTERNATIVE TO ANY OTHER REMEDY THE SECURED PARTY MAY HAVE.
3. THE BUYER HEREBY WAIVES HIS RIGHT TO A NOTICE AND HEARING.
4. 11 1/2% PER MONTH LATE CHARGE (18% PER ANNUM) WILL BE APPLIED TO ALL UNPAID BALANCES OVER 30 DAYS.
5. IF THE SERVICES OF AN ATTORNEY ARE REQUIRED TO ENFORCE ANY RIGHT HEREUNDER OR COLLECT ANY SUM DUE, THEN REASONABLE ATTORNEY FEES SHALL BE PAID BY YOU.
6. IN THE EVENT OF DEFAULT OF PAYMENT, BUYER WILL BE LIABLE FOR MONTHLY RENTAL CHARGES FOR THE TIME PERIOD THE EQUIPMENT WAS IN THEIR POSSESSION, BASED ON FAIR RENTAL VALUE.

<input checked="" type="checkbox"/> AUTHORIZED SIGNATURE (DEBTOR)	DATE	(PRINT NAME)
X	BY KDA NEW ENGLAND (SECURED PARTY-OFFICER ONLY)	
	DATE	