

Connecticut State Library



CT State Library

Preserving the Past. Informing the Future.

At a Glance

KENDALL F. WIGGIN, State Librarian

Established - 1854

Statutory authority - CGS Chapter 188

Central office - 231 Capitol Avenue, Hartford, CT 06106

Number of employees – 91 (as of 6/30/17)

Recurring operating expenses – \$ 8,796,689

Organizational structure –

Office of the State Librarian;

Business Services Group: Fiscal Services; Support Services; IT Services

Library Development: Consulting Services, Statewide Database and Connecticut Digital Library, State Data Coordination, Library Service Centers; Administration of Federal Library programs; Public Library Construction;

Group Services: Access Services; Collection Services; Discovery & Delivery Services;

Library for the Blind and Physically Handicapped;

State Archives; Public Records and; Museum of Connecticut History

Mission

The mission of the Connecticut State Library is to preserve and make accessible Connecticut's history and heritage and to advance the development of library services statewide.

Statutory Responsibility

The twelve member State Library Board has responsibility for:

- The supervision of the State Library by a State Librarian
- Planning for state-wide library service, other than for school libraries
- Maximum state participation in federal aid for public libraries
- Establishing standards for principal public libraries
- Appointing an advisory council for library planning and development
- Instituting and conducting programs of state-wide library service

- Maintaining the state's principal law library
- Maintaining a library service for the blind and other persons with disabilities
- Planning and developing the Connecticut Digital Library
- Making construction grants to public libraries
- Creating and maintaining the official state archives
- Programs for library development and reader services
- Operating the Raymond E. Baldwin Museum of Connecticut History and Heritage

The State Library Board consists of the Chief Justice of the Supreme Court or designee; the Chief Court Administrator or designee; the Commissioner of Education or designee; five members who are appointed by the Governor, one of whom shall be an experienced librarian, one of whom shall be an experienced archivist and one of whom shall be an experienced museum professional; and one member each appointed by the president pro tempore of the Senate, the minority leader of the Senate, the speaker of the House of Representatives and the minority leader of the House.

Under the direction of the State Library Board, the State Librarian is responsible for administering, coordinating, and supervising the State Library; administering the Federal Library program; developing and directing a public records management program.

The State Library Board approves rules and regulations for the state publications depository library system, the retention, destruction and transfer of documents; the borrowIT CT programs (formerly Connecticard); and statewide library programs.

Public Service

The State Library provides a variety of library, information, archival, public records, museum, and administrative services to the citizens of Connecticut, as well as the employees and officials of all three branches of State government. Students, researchers, public libraries and town governments throughout the state are also served by the State Library. In addition, the State Library directs a program of statewide library development and administers the federal Library Services and Technology Act state grant. The State Library also administers researchIT CT (formerly iCONN), Connecticut's Research Engine.

Group Services

The Agency is a very flat organization and is organized around a matrix structure. Group Services support the agency's program units by providing business services, collection services, cataloging services, information technology services across the Library and ensures access to the Library's extensive collections. In 2011, the Department of Administrative Services' Small Agency Resource Team (SmART) became responsible for the State Library's Human Resources needs and most of its business office operations.

Access Services

Maintains and provides access to:

- A collection of public policy resources, and comprehensive collections of Connecticut and United States government publications dating from the late 1700s to the present. These collections, numbering well over a million and a half pieces, support the Library's roles as the Regional Federal Depository for Connecticut and Rhode Island, and as the Connecticut State Documents repository.
- A comprehensive collection of legal, legislative, and public policy resources. The collection includes statutes and case reports for all 50 U.S. states as well as for all federal jurisdictions, and a broad range of legal treatises, law periodicals, loose-leaf services, and electronic resources on topics relevant to state government interests, the archives of Connecticut General Assembly documents, indexes legislative bills and House and Senate proceedings and public hearings, and compiles legislative histories for Connecticut Public and Special Acts. The State Library Bill Room provides information on the status of current Connecticut state legislation, and supplies copies of pending and current legislation on request.
- A comprehensive collection of materials on the history of Connecticut and its people. Resources include an extensive collection of local histories and genealogies, with particular emphasis on Connecticut and New England, most Connecticut town vital records, land records, and probate records from the 1600s to the early 1900s, church records from hundreds of Connecticut churches, transcriptions of family Bible records and cemetery inscriptions, abstracts of newspaper notices of marriages and deaths, military records, the Federal census records for Connecticut, 1790-1930, comprehensive and retrospective collections of Connecticut atlases and maps (including Sanborn Fire Insurance Atlases), city directories, and the most comprehensive collection of Connecticut newspapers from colonial times to the present.

Collection Services

Responsible for the acquisitions and administering the Library Materials budget; collection development; documents processing; monograph and serial processing; preservation; digitization and electronic resource acquisition.

Discovery & Delivery Services

Responsible for cataloging and Meta Data creation for the Library's collections; and managing the library's integrated library system.

Library for the Blind and Physically Handicapped

Is a network library of the National Library Service for the Blind and Physically Handicapped, Library of Congress. The Library provides a free mail loan of recorded and braille books and magazines and necessary playback equipment to eligible state residents unable to read conventional print because of a visual or physical disability.

Division of Library Development

The Division provides leadership, funding, education, and statewide services that enhance a local library's ability to deliver high-quality library service to their community.

deliverIT CT (formerly *Connecticar*) provides a delivery service to 226 public and academic libraries in Connecticut, transporting books and other items for patrons providing support for statewide resource sharing.

borrowIT CT (formerly *Connecticard*) is a statewide reciprocal borrowing program allowing Connecticut citizens to use their hometown library cards in any public library in Connecticut. The Division administers the program including grants that partially reimburse libraries for non-resident use.

Consulting and Training Services support the local library's ability to provide high quality library services that are responsive to the needs of their communities.

research IT CT (formerly *iCONN*), *Connecticut's research engine* provides all students, faculty and residents in Connecticut with online access to essential library and information resources. Through researchIT CT, a core level of information resources including a statewide catalog and interlibrary loan system is available to every citizen in the state. In addition, specialized research information is available to college students and faculty.

The Middletown Library Service Center provides collection support, a technology training lab, consulting and training and professional development materials for Connecticut library staff.

Public Library Grants provide basic support for public libraries in Connecticut.

The Public Library Construction program provides grants for public library construction projects to improve library facilities to meet their communities' changing needs.

Statistical data on public libraries is compiled annually and published online. The Division submits statistical data to the Federal-State Cooperative System for Public Library Data and compiles and reports statistical and narrative data on the State Library agency to the Institute of Museum and Library Services.

Federal support for libraries from the Institute of Museum and Library Services is administered through the division. The Division also coordinates and approves E-Rate Technology Planning for public libraries.

Office of the Public Records Administrator

The Office of the Public Records Administrator is responsible for designing and implementing a records management program for all state agencies within the executive department, and the towns, cities, boroughs, districts, and other political subdivisions of the state. The office establishes records retention schedules and records management guidelines; publishes regulations regarding the construction of vaults, the filing of permanent land maps in the towns,

and the electronic recording of land records; and monitors the annual examination of land record indexes. The office administers the State Records Center, which provides state agencies with off-site storage of inactive records at no charge. It also inspects and approves public records storage facilities and municipal vaults. The office administers the Historic Documents Preservation Program, which assists municipalities in improving the preservation and management of their historic records. The office carries out a program to identify and preserve essential records necessary for disaster response and recovery of normal business operations by the state and its political subdivisions. By statute, the Public Records Administrator and the State Archivist must approve the disposition of all public records prior to their destruction or transfer.

State Archives

Since 1855, the Connecticut State Library has acquired historical records from the three branches of state government. In 1909, the General Assembly made the State Library the official State Archives. The Archives include more than 42,742 cubic feet of records from state and local governments, private organizations and individuals. These records document the evolution of state public policy and its implementation, the rights and claims of citizens, and the history of Connecticut and its people. The State Archivist assists the Public Records Administrator in developing records management guidelines, regulations and records retention schedules for state agencies and local governments. By statute, the State Archivist must review all records retention schedules issued by the Public Records Administrator and records disposal authorizations submitted to the Public Records Administrator.

Museum of Connecticut History

The Museum is located in the 1910 State Library and Supreme Court Building. The Museum consists of Memorial Hall, a magnificently restored beaux-arts style gallery, and three adjoining exhibit areas. On permanent display are portraits of Connecticut Governors as well as historic documents, including the State's original 1662 Royal Charter, the 1639 Fundamental Orders, and the 1818 and 1964 State Constitutions. The primary focus of the Museum's collection is Connecticut's government, military and industrial history. Permanent and changing exhibits trace the growth of the state and its role in the development of the nation from the Colonial era to the present.

Improvements/Achievements 2016-2017

Office of the State Librarian

World War I Centennial

In 1919 the Legislature established the Department of War Records in the State Library with the goal of collecting, classifying, indexing and installing all available material relating to Connecticut's participation, public or private, in World War I. Because of its extensive collection of documents and artifacts relating to WWI, the State Library has taken a leadership role in commemorating the Centennial of World War I.

The Remembering World War One project held fourteen Digitization Day events across the state during the fiscal year. Nine of these events were funded in part by the Common Heritage grant from the National Endowment for the Humanities. During these fourteen events

more than 300 new service people were identified and over a thousand objects were digitally captured. The events were held at North Haven Memorial Library, New Britain Industrial Museum, Avon Free Public Library, Groton Public Library, Windsor Historical Society, Cora Belden Library, Pequot Library, Russell Library, Scoville Memorial Library, Wilton Library, New Haven Museum, Torrington Historical Society, Hartford Public Library, Scotland Historical Society. There are an additional twelve scheduled Digitization Days for fiscal year 2017-2018, nine of which are funded in part from the Common Heritage grant.

Each of these events was preceded by a public program, many of which were also funded by this grant. Among the programs funded were book talks by Andrew Carroll, author of “My Fellow Soldiers: General John Pershing and the Americans Who Helped Win the Great War”, a film screening and panel discussion of “Never Forgotten” with panelists from the family of the fallen soldier, American Battle Monuments Commission and Connecticut National Guard, and a WWI encampment with re-enactors, WWI ambulance and speakers.

The Remembering World War One project partnered with the Journalism Department at Southern Connecticut State University for the fall 2016 semester. Students taking the senior capstone course worked at three different digitization events and then conducted oral history interviews with WWI descendants who had come to the events. The students then produced full transcripts of the oral histories, a 3-5 minute video, and 1-2 news stories about various WWI topics. All of this content is being added to the state library collections and the videos are available on YouTube. This partnership is being resumed for the fall 2017 semester and possibly fall 2018 semester.

The Connecticut State Library became a non-profit partner in the upcoming feature length animated film Sgt. Stubby: An American Hero, being produced by Fun Academy Motion Pictures. The library has provided background information about Connecticut troops and camps, photos and other support to the studio.

Connecticut Radio Information System (CRIS Radio) introduced “Voices of World War I” at the Connecticut State Library. CRIS Radio, the Connecticut State Library, and IDEAL Group worked together to develop a first-of-its kind service that provides access to historic records and documents with human-narrated recordings for people of all abilities, including those who are blind or unable to read due to other print disabilities. Funded in part by a grant from the National Historic Records & Publications Commission (National Archives), a primary goal of this pilot project was to provide opportunities for individuals with a wide range of print disabilities, including people who are blind or visually impaired, with the same access to primary source documents that other students, researchers and citizens enjoy and that would be difficult for them to discover, use and evaluate otherwise. Another goal was to develop technology that aims to provide archivists, teachers, librarians, and researchers with the tools needed to improve accessibility of archival records and historical documents in support of individuals with print disabilities.

On April 6, 2017, the state of Connecticut marked the centennial of the U.S. entry into World War I with a ceremony at the Connecticut State Library. Governor Dannel P. Malloy joined State Librarian Kendall Wiggin; State Historian Walter W. Woodward; Commissioner of

Education, Dianna R. Wentzell; Lieutenant Colonel Timothy J. Tomcho, Connecticut Military Department; Commissioner of Veterans Affairs, Sean M. Connolly; George King II and Dr. Jeffrey Klinger, Ambulance 255 Project; and the Connecticut Army National Guard Color Guard, to commemorate Connecticut's vital role in World War I. Those gathered included descendants of World War I soldiers and veterans of more recent conflicts.

2016-17 Public Programming-Third Thursday

The State Library and Museum of Connecticut History's Third Thursday BrownBag Lunchtime Speaker series is held September through June. It features a variety of speakers on various aspects of Connecticut history and is supported in part by the Connecticut Heritage Foundation. All programs are free and open to the public and are held in Memorial Hall at the State Library.

The 2016-17 year highlighted several exciting programs that featured authors and historians from around the state. Many of the programs were focused on the 100 year centennial of the United States entry into World War I.

In September, Mark Albertson gave a talk on the history of the U.S.S. Connecticut, the fourth United States Navy ship to be named after the state of Connecticut and was the lead ship of her class of six battleships. In October, Connecticut State Historian Walter Woodward gave a presentation on the life of Governor John Dempsey who is considered by many to be one of Connecticut's most popular governors. In November, Museum of Connecticut History Curator Dave Corrigan, lead a discussion on the 2nd Connecticut National Guard infantry on the Mexican border in 1916.

In January, Author David Drury gave a talk on his book, "Hartford in World War I". His book focuses on how Hartford was the hub of the state's war effort during World War One.

In celebration of African American History Month in February, former Negro League Baseball Player Gilbert Hernandez Black spoke about his experience playing in the historic Negro Baseball League.

In March, the library celebrated Women's History Month. A representative from the Connecticut Women's Hall of Fame, gave a presentation on Connecticut women and war.

In April, Dr. Matthew Warshauer, Steve Thornton, and John Monahan were part of a special Third Thursday panel discussion that focused on how we commemorate war.

In May, Dr. Allison Horrocks gave a presentation on Connecticut's history of youth and recreation in the Progressive Era. This was a separate event from our Third Thursday schedule. Ms. Horrocks' presentation was sponsored by the Connecticut Digital Newspaper Project.

A week later, Author Laura Macaluso discussed "The Spirit of 1776/1917: Town and Gown Prepare for War. Mrs. Macaluso spoke about how the City of New Haven, Connecticut and Yale University came together in ways never seen before during war.

Katherine Noonan was the speaker in June. She read and discussed poems that were written by Wilfred Owen, who was a famous poet from the World War I era.

Access Services

Reference librarians at the main library, 231 Capitol Avenue, answered a total of 14,416 reference questions:

- 6,174 By patrons visiting the library
- 5,429 By phone
- 2,813 By correspondence and email

Technology Upgrades/Policy Changes

The State Library Board approved a new fee schedule for printing and copying to reflect changes in the patron printing and copying system. All three reference area computers were networked to the two printer/copier machines using a cash only payment system. This roll out included an upgrade to the system that manages public access computers. The public computers were also upgraded to Windows 7 to provide a more consistent service.

The State Library Board approved a new Internet policy in January which enabled the State Library to apply for and receive eRate funding for upgrades to the Library's WiFi throughout the main library. Patrons and staff who use their personal devices now use a password and accept Library policies before they access the Library's internet network. This has given users a more stable and faster connection.

Law and Legislation Documents

The State Library was notified that the records and briefs for both the Connecticut Supreme & Appellate Courts would no longer be available in microfilm. Those items, along with other Judicial publications, will be put on the Judicial website. This raised many issues about the long-term availability and access to these items. Court staff and the law librarians met in October to discuss these issues.

Outreach

State Library collections and resources are shared through specialized workshops, presentations and tours. Some of the organizations and groups served by these activities in FY2017 were the Southern New England Law Librarians' Association, Connecticut Society of Genealogists, Office of Legislative Research staff, National History Day students and interns from all three branches of government.

Federal Documents

The Library initiated three projects to provide better access to federal publications and information. ProQuest's Executive Branch Documents digitization project; ProQuest's digitization project involving the U.S. Supreme Court records and briefs; the Government Publishing Office's Preservation Stewardship Program. The State Library is a regional federal depository library serving Connecticut and Rhode Island. Under the Preservation Stewardship

Program, the State Library has agreed to permanently keep all federal documents relating to Connecticut and Rhode Island.

History and Genealogy and Finding Aids

In order for basic town information to be found in one place, Librarian Jeannie Sherman created Connecticut Town Guides. This information includes the year the town was established, parent town, historical county information, vital and church record information, a probate district chronology, and a list of cemeteries inventoried in the Hale Collection.

"Connecticut Courant 1764-1799" was added to the State Library's website. Created in the 1950s by Doris Cook, a CSL librarian, and later into an electronic database by volunteers, the index is searchable by name, town and subject. Commercial databases rely on Optical Character Recognition (OCR) software to search early newspapers. OCR misses many items that are of interest to researchers.

Division of Library Development (DLD)

Strategic Partnerships

DLD continues to partner with the American Library Association's Money Smart Week through holding workshops including a Money Smart Week meet-up which brings together librarians and financial-related community partners to provide them with information resources and programming ideas to bring to their patrons and communities.

DLD also continues as a partner with CT Saves, the local affiliate of the America Saves campaign through the UConn Extension. Activities included exhibiting at the CT Saves Pledge Day at the State Library, Village for Children and Families Dollars & Sense VITA event at the Hartford Public Library, the Financial Expo at the Legislative Office Building, the CT Department of Labor's Financial Education Expo at the Hartford Job Corps, and the CT Business Summit held at the Connecticut Convention Center.

DLD continues as a key partner with the Access to Justice Commission (ATJ) Working Group on Public Libraries. The Working Group established key priorities and initiatives moving forward, including marketing and outreach to public libraries and self represented parties via a public service announcement campaign; legal reference instruction for public librarians; resource sharing and the establishment of justice clinics in public libraries.

As part of the Institute for Museums and Library Services Salute to Veterans initiative, DLD is partnering with veteran's organizations to help libraries better serve the veterans and military populations. As part of an outreach initiative, DLD created a new research guide for libraries called "Service to Veterans & Military Families" which included services and programs available to meet the needs of this community.

Communications

Continuing its rebranding efforts, the Division of Library Development created a new brochure to highlight its services, and how the Division fits in with the Aspen Institute's 'People, Place, and Platform' assets and the American Library Association's *Libraries Transform* values.

To broadly communicate Division news to libraries and other constituents, staff began a monthly Constant Contact Newsletter with the first issue distributed in February 2017.

Pilot Projects

EXCITE Transformation for Libraries: Expanding on a one-day intensive leadership workshop for library directors in the previous year, DLD and Innovation Builders led an extensive four-month program of training in 21st century skills, tools, and behaviors for teams from seven public libraries. Between October 2016 and February 2017, the teams learned and practiced collaborative processes to uncover community insights and create innovative, community-engaging programs and services. Each team received a Library Services and Technology Act (LSTA) Quick Grant of \$2,000 or less, to implement their new programs over spring and summer 2017. With the success of this program, DLD was invited to submit a full grant application to the Institute of Museum and Library Services for almost \$400,000 to expand the training opportunity to library teams from throughout the northeastern U.S.



Continuing Education

DLD provided 37 on-site continuing education and technical training opportunities, and 12 DLD-sponsored webinars serving a total of 723 Connecticut library staff in FY16-17.

Connecticut Public Library Upgrade Initiative and Fiber to the Library Grants

This initiative, which began the previous year, provides funding and support to upgrade libraries to high-speed fiber optic connections to the Connecticut Education Network (CEN), equalizing fiber speed and access across Connecticut Principal Public Libraries. 56 libraries applied for a combination of federal E-rate discounts and state grants from bond funding to cover the costs of installation and maintenance of the new circuits. DLD distributed grants totaling \$1,043,845 to complement \$861,485 in E-rate funds, with more to be distributed in the following years. Six libraries are using their new fiber, with the rest expected to be completed by June 2018.



Other Grants

DLD administered \$2,022,715 in federal Library Service and Technology Act (LSTA) funds from the Institute of Museum and Library Services. These federal funds support such statewide services as the Library for the Blind and Physically Handicapped, the deliverIT CT statewide delivery service, professional development, consulting, summer reading, and the library service center. It also supports directed subgrants to local libraries. In FY17, DLD administered six Quick Grants to teams participating in EXCITE Transformation for Libraries.

Public Library Construction

In FY2017, the State Library Board awarded the following public library construction grants: \$1,000,000 for a branch library for the Bridgeport Public Library, \$333,705 for the Stratford Public Library for Major Alterations, \$112,500 for the Seymour, Public Library, \$75,000 for the Hotchkiss Library of Sharon, \$249,836 for the Enfield Public Library. Grants awarded totaled \$1,771,041. These grant funds will be matched by local funds, bringing the total investment in library construction, renovation and expansion to \$4.5 million. The Bond Commission allocated funding for the following previously awarded public library construction grants: \$125,500 for the Berlin Peck Library, \$250,000 for the Cheshire Public Library, \$100,000 for the Derby Public Library, \$621,000 for the Licia & Mason Beekley Community Library of New Hartford, \$112,500 for the Seymour Public Library, \$1,000,000 for the Westport Library, and \$1,000,000 for the Bridgeport Public Library.

borrowIT CT (formerly known as Connecticard)

This grant program (C.G.S. Section 11-31a - 31-b) partially reimburses public libraries for nonresident loans. Nonresident loans have increased by 2% since the year 2000, with 3.7 million items borrowed. In FY2017, \$781,820 was awarded to 168 libraries down from \$837,540 in FY2016, reflecting a decrease in the appropriation for the program.

Public Library Annual Report and State Aid Grant

178 public libraries completed the Annual Report/Survey covering the 2016 fiscal year. This report provides the data for state and federal statistical reports. There was no funding this year for the State Aid Grants. DLD provides assistance in completion of the survey and evaluates the accuracy and completeness of the results and reports the results to the Institute of Museum and Library Services for national reporting.

Collection Services

23,059	Items added to the general collection
7,071	Items added to the federal documents depository collection
127,929	Unique electronic titles
103	Subscription electronic resources available for patron use
811	Interlibrary Loan requests filled from the Division's collections
134	Interlibrary Loan requests received from other libraries for patrons
335	Items loaned directly to patrons
15,777	Digital objects added to CONTENTdm Digital Collections for public access
267,077	Item views in Digital Collections
3,054	Digital objects preserved in Connecticut Digital Archive
13,533	Visits via the proxy server to access our electronic resource

Library materials budget: The FY2017 library materials appropriation of \$747,263 was reduced part way through the fiscal year to \$601,015. The overall 20% budget reduction impacted the Library's serials subscription commitments. In an effort to deal with this shortfall, capital equipment funds were allocated to pay for library materials of long term value such as

Connecticut newspaper microfilm and state statutes. Print serials expenditures accounted for 49% and Serial Electronic Resources accounted for 45%. Microfilm and other microforms accounted for 5%. Significantly and of concern, less than 1% was spent on purchasing new books for the library collection.

Items added to the collection included: 7,835 serials, 538 loose-leafs and 9,140 current newspaper issues. Of the 7,071 federal documents received, 4,814 or 68% were print, 2,211 or 31% were microfiche and 46 or 1% were CDs/DVDs. Total items (monographs and serials, including Federal and Connecticut Documents) processed by the Collection Services staff totaled 30,130 items. Serials maintained were an estimated 8,311 active titles. In FY2017 of the 374 monographs items received, 23% were gifts, 57% were Connecticut Documents, and 19% were purchased items added to the collection.

Connecticut Documents: Printed Connecticut Documents added to the collection totaled 2,709 and an estimated 1,956 printed items were distributed to depository libraries. Town Documents added to the collection totaled 238 items. In FY2017, 3,038 Connecticut born-digital documents were harvested or scanned in-house and archived. 1,086 Connecticut Network (CT-N) DVDs were added.

Federal Documents: Serving as the Regional Federal Depository Library for Connecticut and Rhode Island, the State Library approved 148 discard lists from selective federal depository libraries in FY17. Collection Services staff searched for 21,426 documents and claimed 690 pieces to add to the State Library's collection. This process enabled us to replace items missing from the shelf or in deteriorating condition. In March 2017, the State Library completed a partnership with ProQuest to digitize federal Executive Branch Documents from 1933 to June 1976. We loaned 1,450 federal documents from our collection to ProQuest's scanning facilities in Michigan. The project spanned nine months and involved 5 State Library staff who searched for a total of 22,078 items. In return for our participation, the State Library will gain perpetual online access and metadata for the digitized documents. In April 2017, Carol Trinchitella earned a Federal Depository Library Program (FDLP) Coordinator certificate. The course work directly supports Collection Services activities to process incoming FDLP shipments and discard requests from selective federal depositories.

Electronic Resources: Maintained a total of 103 e-resources, 158,742 links to e-journals and e-books, of which 127,929 were unique links. Usage statistics indicate 37,760 sessions (virtual visits), 152,053 searches, and 436,821 online documents viewed.

Notable Acquisitions of new online resources subscribed to by the State Library in FY17 include:

- *Stamford Advocate Historical Archive Digital Edition, 1829-2004*

Circulation and Resource Sharing: In FY2017, 1,146 items were circulated, scanned or copied. Direct loans or items circulated to patrons totaled 335. Interlibrary loans supplied totaled 811 or 71% of items loaned. Loans to state employees accounted for 207 or 18% of total items loaned. Resource sharing between the Connecticut State Colleges and Universities (CSCU) libraries and the State Library accounted for 5.4%, or 62 of total items loaned. Of the items circulated in

FY2017, Civil Service Test Guides accounted for 7%; Newspaper microfilm accounted for 23%; history monographs accounted for 13%; Connecticut Documents accounted for 5% and Federal Documents accounted for 19% of items loaned. State Library patrons borrowed or acquired copies for 60 items via inter-campus resource sharing. In FY2017, 134 books or copies were received via Interlibrary Loan for State Agencies, which included Labor, DEEP, Judicial, Health Care Access (OHCA), Health Advocate (OHA) and the Attorney General's Office.

Digital Collections: In FY2017, 15,777 objects were added to the State Library's Digital Collections, including the 10,429 newspaper issues added to Chronicling America. This brings our total to 109,274 objects, including born-digital and scanned Library, Archives and Museum collections on CONTENTdm, Connecticut History Online (CHO), Flickr, HistoryPin, the Internet Archive and the Connecticut Digital Archive (CTDA). Some objects on our own site are duplicated in CHO, Flickr or HistoryPin but some objects are unique to those sites. The State Publications collections, with both harvested born-digital and historical scanned objects, grew by 3,038 objects. Plus, in a Law and Legislation Unit project, 2,304 scanned bill files of the General Assembly were made accessible in CTDA.

Our digital objects received 267,077 views. The latest report (June 2016) from the Library of Congress (LOC) showed that our Chronicling America newspapers had been viewed 353,390 times.

Efforts continued to move legacy digital files to CTDA. To date 34,578 master digital files (3054 volumes) have been moved to CTDA in just over one year. A complex and labor intensive workflow for data migration and ingestion was analyzed. Procedures for transforming descriptive library catalog records to the CTDA required metadata were implemented. Procedures for ingestion of master digital files into the CTDA were implemented. The files moved freed up much needed 694.6 gigabytes from our Agency servers.

The Preservation Office scanned 196 volumes comprising 38,883 master digital files, plus 1,829 bill files of the 1971 General Assembly (5,990 master digital files). As new volumes are scanned they are put online in our public access site called CONTENTdm and the master digital files are preserved in CTDA.

Digitization Projects: The following were scanned and made available online:

- [1870] Report of the Joint Special Committee on Woman Suffrage [Majority report] State Library call no.: ConnDoc G259ma. <http://cdm15019.contentdm.oclc.org/cdm/ref/collection/p128501coll2/id/475649> and <http://hdl.handle.net/11134/30002:21732685>
- [1870] Report of the Committee on Woman Suffrage [Minority report] ConnDoc G259mi. <http://cdm15019.contentdm.oclc.org/cdm/ref/collection/p128501coll2/id/475658> and <http://hdl.handle.net/11134/30002:21732752>
- [1936-1937] Monthly report of Connecticut State Employment Service and National Reemployment Service State Library call no.: ConnDoc L113e m. <http://cdmresolver.worldcat.org/oclc/48713938/viewonline> and <http://digitalcollections.ctstatelibrary.org/islandora/object/30002%3A048713938>

Connecticut Digital Newspaper Project (CDNP): CDNP is in the 2nd year of its 2nd grant from the National Endowment for the Humanities to contribute newspapers to Chronicling America, <http://chroniclingamerica.loc.gov/>. We have been scanning the *New Haven Journal Courier* (1880-1908), the *Waterbury Evening Democrat* (1887-1908), and the *Newtown Bee* (1877-1909). Six batches are already online (9,392 issues comprising 61,473 pages). Four batches await final approval by the Library of Congress (LOC) and two batches are about ready to ship to LOC.

One of our goals has been to encourage the use of newspaper content by students and teachers since this primary source material is in alignment with the new Connecticut social studies frameworks. We gave presentations or had exhibit tables at 9 conferences. We published 3 guides to research for students and 6 Inquiry-Based Teaching Tools for teachers on other topics including "Free Speech and Seditious Speech on the CT World War I Homefront" <http://teachitct.org/high-school-free-speech-and-seditious-speech-on-the-connecticut-world-war-i-home-front/>. We continue to write blog posts to highlight the research value of the digitized newspapers with monthly history blogs. All these can be seen on the project website (<http://ctdigitalnewspaperproject.org>).

Preservation Activities: 774 volumes were sent for binding this year at an average cost of \$11.95. We worked with the Dept. of Administrative Services and issued a bid for a new bindery contract which was awarded in February 2017. The cost for binding serial volumes, our most used category, increased by 68%. This comes after 5 years with the same bindery with no increase in prices. 85 volumes were repaired in house: 59 were simple tip-ins and 9 received a light weight enclosure. Other repairs were encapsulation (1), envelopes (5), repair torn page (1), and miscellaneous repairs (13).

Discovery Services

4,978 new print monographs and serials cataloged
2,551 new state documents (print, online, DVD, and hybrid) cataloged
1,384 electronic state documents digitally archived
10,793 new electronic federal documents cataloged
345 name authority records contributed to NACO

Implementation of ExLibris System

In January 2017 the State Library, along with the Connecticut State Colleges and Universities, fully implemented the ExLibris Alma library management system and the Primo discovery service (replacing the Innovative Interfaces Millennium system). This major project included staff from Discovery Services, Access Services, Collection Services and the Division of Library Development. Discovery Services Unit Head Stephen Slovasky, with the patient support and advice of his staff and colleagues, performed the following:

- Served as Project Lead for the State Library and coordinated the data extraction for the migration and established the configurations for the new system.
- Served as deputy chair of the CSCU Acquisitions/Resource Management Team.

The migration timeline began in November with a two-month "hard freeze" on working with records in the Innovative System, while ExLibris configured our new system and tested and loaded our migrated data. The migration package included:

891,678	bibliographic records
1,153,219	item records
5,583	patron records
31,984	serial check in records
6,532	active loan transactions

Diane Pizzo, Head of Collection Services, and Carol Trinchitella, Serials & Electronic Resources Librarian, completed the configuration and migration of the State Library's acquisitions and circulation data, a complex and labor intensive undertaking. In November 2016, staff prepared and delivered circulation/acquisitions/holdings data extract files to ExLibris. Migration included the following records: 5,583 patrons, 6,532 loans, 446 vendors, 68 funds, 28,561 orders, 14,503 order payments, and 31,984 serials checkin holdings.

Staff stayed active during the hard freeze, preparing records for inclusion in the ExLibris system after January implementation. The greatest impact on staff was the new workflow for transferring records from our OCLC cataloging software into Alma. That meant transitioning from direct export to saving files on a network drive, and batch importing using our newly configured Alma import profiles.

Individual staff responded quickly in learning new routines and adapting old routines to our new and very different library computing environment. Library Development staff adapted quickly to the new cataloging routines, and discovered how to suppress Primo holdings for book discussion sets.

In December 2016, Carol Trinchitella earned the certificate of Alma Certified Administrator from Ex Libris for completing four weeks of online training consisting of expert level configuration sessions followed by a final certification exam. Following successful implementation in January 2017, staff members throughout the Library dedicated a significant portion of their time to learning new processes in Alma and new views in Primo and developing material to assist library patrons in the transition to the new system.

Library for the Blind and Physically Handicapped (LBPH)

5,373	Number of patrons
167,292	Books circulated
11,468	Audio players of both cassette and digital models
139,753	Audio and braille book titles
190,111	Individual copies of books

LBPH Director Gordon Reddick continued as the Secretary of the Consortium of User

Libraries (CUL) user group through FY17. This group is the managerial team for administering the CUL library software programs used to operate the LBPH in Connecticut and five other states. He also continued as the Vice-Chair for the Northern Conference of National Library Service for the Blind and Physically Handicapped (NLS) network libraries. This conference consists of 15 regional LBPH libraries in the 12 northeastern states and the District of Columbia.

The LBPH library software program has become obsolete because of its inability to transform itself into a web-based platform and thus is in need of replacement. The LBPH future will include, among a number of new technologies, the delivery of books via the internet directly to wi-fi capable playback machines and real time transmission of data directly to the national master database. Accordingly, the process has begun to migrate to the software package called WebREADS which is the product of the Federal program manager, the National Library Service for the Blind and Physically Handicapped (NLS).

The National Library Service for the Blind and Physically Handicapped (NLS) conducted its bi-annual visit on August 22 and 23, 2016. The NLS consultant assessed the LBPH's compliance with the multitude of administrative and service standards of the ALA/ASCLA Revised Standards 2011. Just two discrepancies were found which is a testament to the expertise and professionalism of the LBPH staff.

A fiber-optic line is in the process of being installed which will greatly improve the speed of the LBPH connectivity to the State Library and web sites. This upgrade is essential to enable the LBPH to function optimally on a web-based platform.

The reconciliation of the LBPH patron and machine databases with the national master database was done in 2016, and showed just a 3% error rate for patron records and 1.8% error rate for machines. These rates are within acceptable limits as there will always be some discrepancies due to patrons leaving the service without notifying the LBPH.

Obsolete audio cassette books have been completely withdrawn except for those still out to patrons. A total of 244,184 individual copies of cassette books have been withdrawn. Cassette books were deemed obsolete with the introduction of audio digital books in 2010 and have been incrementally withdrawn since. 96% of all circulation is now in digital format or internet downloads.

Patron Survey: 780 LBPH patrons were surveyed in June-July 2017, using Survey Monkey. 188 patrons responded with the following significant results:

- 99% rate the LBPH as excellent (80%) or very good (19%).
- 92% say that the LBPH staff is knowledgeable, courteous and professional.
- 96% say that the LBPH improves the quality of their lives.
- The patron comments were overwhelmingly positive.

Braille Book Donation Overseas: 11,710 braille volumes have been shipped to overseas institutions serving the needs of the blind and disabled. These braille volumes are in excess of

the LBPH needs. The institutions are in Kenya, Malaysia, Nepal, India, and Bangladesh. The NLS pays for shipping materials and postal costs.

Outreach efforts continued on a regular basis with emphasis on reaching the providers of health care to the blind and disabled community. Also placed an advertisement in the Fearless Caregivers conference pamphlet. A volunteer continued telephone calls to every rehab/nursing home and senior center in the state. Outreach is a collateral duty for the staff who participate in events.

Connecticut Volunteer Services for the Blind and Handicapped (CVSBH) has five recording studios state-wide in which they produce audio books for the LBPH patrons. It has uploaded eight digital audio books this year to the NLS's nation-wide audio book download website in addition to local circulation. The CVSBH is also pursuing a contract with a professional audio book duplicating firm in order to convert about 2,700 books from cassette to digital format. They are also seeking grants to help cover the cost. The LBPH has also arranged for cassette conversions with the Utah LBPH.

Friends of the Library for the Blind is still a small group of about 35 members and donors, but has become more involved in advocating for the blind and disabled at both the state and federal levels. The Friends also assist patrons with operating equipment and downloading audio books from the NLS website.

The LBPH Advisory Committee meets quarterly with an active group of about 15 representatives of patrons and other related organizations, including the Federal Department of Veterans Affairs, the Blind Veterans Association, the New England Adaptive Technology Center, Board of Education and Services for the Blind (BESB) consumer group, CVSBH, and CRIS Radio.

The Telephone Pioneers provide essential repair and maintenance services of LBPH digital playback machines. There are five members still working, all around 90 years of age.

LBPH Volunteers: Patron and volunteer involvement with the LBPH continues to be strong. A dedicated group of 6-8 regular volunteers perform critical library functions such as book inspections and repair and assist in projects. The LBPH also receives a number of local student volunteers, disabled students in job training programs, and some court-ordered community service persons.

OSHA: The LBPH was selected again by the federal Bureau of Labor Statistics to serve as a reporting site for their annual Survey of Occupational Injuries and Illnesses.

Office of the Public Records Administrator (OPRA)

Records Management Program Development: OPRA and State Archives staff are continuing to work closely with state agencies going through reorganization, consolidation, relocation, closure of facilities, or staff changes, including retirements. Staff worked with several agencies preparing for a major relocation of employees to new facilities, which included the need to expedite retention schedule updates and disposal request authorizations.

OPRA and State Archives staff and the Department of Administrative Services, Bureau of Enterprise Systems & Technology (DAS/BEST) are continuing to collaborate on a project to enhance the Enterprise Content Management (ECM) environment to manage the State of Connecticut's information assets. The ECM system will allow state agencies to more effectively and efficiently store and manage electronic records to ensure compliance and support agency requirements. The Atlas application has been installed and tested in the Development environment and the testing will continue as we move into the Staging environment.

OPRA issued 9 state agency-specific records retention schedules.

OPRA issued *Public Records Policy 11: Land Records Management Systems – Selection and Maintenance*, setting the minimum requirements for municipalities when selecting, implementing and maintaining a Land Records Management System.

Historic Documents Preservation Program; Municipal Grants: The Historic Documents Preservation Program awarded \$671,500 in targeted grants to 154 municipalities, supporting improvements in the preservation and management of local government records across the state. Grants were awarded in the categories of Inventory & Planning; Organization & Indexing; Program Development; Storage & Facilities; and Preservation & Conservation. Funding levels were set at \$4,000, \$5,000 or \$7,500, for small, medium and large municipalities, respectively. The program is funded through a \$3 filing fee on land recordings. The program has awarded over \$15 million in grants to Connecticut municipalities since its establishment under Public Act 00-146. It is administered by OPRA pursuant to CGS §11-8i to §11-8n.

Training and Outreach: OPRA presented training at seven records management sessions, including full and half day classes for municipal and state agency personnel. OPRA staffed an information table at two municipal clerk conferences. In addition, staff held meetings with municipal and state agency personnel throughout the year to discuss records retention, records management and records storage issues.

Records Storage Facilities and Vaults: OPRA worked with sixteen towns concerning municipal vault construction or renovation projects and issued preliminary or final approvals for three projects.

Disaster Preparedness and Recovery: OPRA assisted five municipalities and one state agency in responding to water damage to public records. Records disaster preparedness alerts regarding pending weather conditions were issued periodically to state agencies and municipalities.

Disposition and Data Removal Authorizations: 1,113 requests for the disposition of 51,126 cubic feet of state agency records or scanned hard copies were reviewed and approved or denied. 2,743 requests for the disposition of 38,474 cubic feet of municipal government records or scanned hard copies were reviewed and approved or denied. One request from a municipality for removal of public records personal data files was reviewed.

Certifications and Examinations: Eighteen certificates of records disposition for information systems records are on file (2017). 155 examinations of indexes and inspections of land records are on file (2015).

State Records Center Services: The State Records Center provides off-site inactive records storage for state agencies free of charge. Staff processed 5,323 reference requests from state agencies and re-filed or inter-filed 2,890 files/boxes. Staff accessioned 6,682 cubic feet of records. In addition, staff deaccessioned 5,150 cubic feet of records, leaving room for an additional 13,278 boxes. Currently the State Records Center stores 61,730 boxes.

State Archives

New Acquisitions: The State Archives acquired 92 accessions totaling 2,165 cubic feet, bringing the total quantity of records in the Archives to 45,785 cubic feet. Accessions included State Police investigation files, 1935-1988; Lt. Governor Nancy Wyman records, 2011-2015; Latino and Puerto Rican Affairs Commission records, 2000-2015; Program Review and Investigations Committee records, 1980-2016; Department of Public Works architectural drawings, circa 1920-2000; Office of the State Treasurer Itinerant Vendors Licenses, 1897-1959; Office of Policy and Management, Intergovernmental Policy Division state financial oversight boards records, circa 1985-2009; Department of Administrative Services, Facilities Management Governor's Residence records, 1998-2012; Department of Administrative Services, Statewide Human Resources Management abolished job class evaluation records and job class files, circa 1930-2016; Department of Consumer Protection Auditors of Public Accounts reports, 1944-1970; Department of Consumer Protection, Legal Division pleadings, 1995-2011; Office of Early Childhood, Birth to Three System, Interagency Coordinating Council agendas and minutes, 1992-1999; Town of Hebron military DD-214 and applications for tax exemption, 2003-2015; Town of Beacon Falls Justice Court records, 1939-1961; Town of Bridgeport tuberculosis records of constituents, 1950-2006; Town of Suffield tax records, 1849-1969; John N. Dempsey Papers, 1954-2003, 2015, bulk 1954-1989; Robert F. Young Scrapbooks, circa 1940-1945; Connecticut Supreme Court Historical Society records, circa 2005-2015; and record books and probate files from 3 probate districts.

Finding Aids: The State Archives encoded 3 additional finding aids in Encoded Archival Description, bringing the total quantity of finding aids posted on the State Library website to 572.

Collaboration: The State Library finalized an agreement on June 17, 2016 between the Library, the Hartford Public Library and the Town and City Clerk of Hartford for the temporary storage of the Hartford City Archives at the Library's Van Block storage facility during renovations to the Hartford Public Library as part of the University of Connecticut's Hartford Campus. The Hartford City Archives returned to the renovated space at the Hartford Public Library in July 2017.

State Archives staff along with the Remembering World War One project staff provided assistance to the Connecticut Radio Information System (CRIS) on its National Historical Publications and Records Commission (NHPRC) *Literacy and Engagement with Historical Records* grant project. Voices of WWI https://crisradio.org/?page_id=1084 is a pilot project

funded by the NHPRC to improve access to historical documents for people who are visually impaired or have print disabilities. Staff have reviewed and selected 137 documents from the State Library's collections for inclusion in the project. Tools developed as part of a grant awarded by National Historical Publications and Records Commission [NHPRC] to CRIS will be made available free of charge to libraries and archival institutions.

State Archives staff assisted a number of agencies and organizations preparing for significant anniversaries. The State Archivist served on a Connecticut Valley Hospital Museum Advisory Committee concerning the development of an exhibit to commemorate the 150th anniversary of the Connecticut Valley Hospital and document a century and a half of mental health care in the state. Staff assisted the Department of Motor Vehicles in locating the earliest motor vehicle registration for a possible exhibit celebrating the agency's 100th anniversary. The Department of Transportation and the Bureau of Water Protection and Land Reuse of the Department of Energy and Environmental Protection have also contacted the staff regarding their upcoming milestone anniversaries.

State Archives staff worked with state agencies prior to their relocation from the State Office Building at 165 Capitol Ave. to 450 Columbus Ave. to transfer historically significant records to the Archives. Agencies included, but were not limited to: Department of Administrative Services (DAS), DAS Division of Construction Services, Consumer Protection, and Office of the Claims Commissioner. Staff also identified approximately 20 c.f. of orphaned historical material left behind in the State Office Building which subsequently was transferred to the State Archives.

Museum of Connecticut History

Staff listed over 570 new acquisitions (a count of individual items and small lots of grouped materials counted as one listing) for the Museum's collection, including CT-made 19th-century stoneware ceramics, hand tools, approximately 100 Civil War-related photographs (including a collection of 40 cartes de visites of 2nd CT Heavy Artillery members), and quantities of CT-related World War I "smalls", starring a CT-made government contract army blanket. Strategic collecting focused on mid 19th century hand-operated geared tin-working machines; the towns of Southington and East Berlin dominated that industry and an 1873 merger created the legendary Peck, Stow and Wilcox Company. The Museum added several CT-made firearms to the collection, notably a Spencer Model 1860 Repeating Navy Rifle (made under a contract arranged by Lincoln's Secretary of the Navy Gideon Wells, of Glastonbury), a ca. 1850 Colt 2nd Model Dragoon Revolver, and a Simeon North (Middletown) Model 1819 Navy Pistol. The achievement of parts full interchangeability between two armories hundreds of miles apart is represented by the acquisition of an 1830s Hall/North Breech-loading Rifle made in Middletown, CT, and a Hall Breech-loading rifle made in Harpers Ferry, (West) Virginia. A 1799 Dragoon Saber by Buell and Greenleaf (Hartford) was made under the second-ever US War Department contract for military armaments.

Museum Curator David Corrigan created a Power Point presentation and CT Explored magazine illustrated essay titled "The Connecticut National Guard on the Mexican Border", chronicling the state's role in the 1916 federal call-up of National Guard troops as the Regular Army futilely pursued Poncho Villa in Mexico. The Power Point was presented four times

before audiences at the State Armory, the State Library, the University of Hartford, and the West Hartford Historical Society. He also spoke on the Governors Portrait Collection to the Ancient Burying Ground Association. "Connecticut's Small Appliance Revolution", also published in CT Explored, was co-written with the Director of the New Britain Industrial Museum.

Educational outreach of 77 presentations in K-12 schools in 23 cities/towns gained an audience of 1,876 students. "CT Sampler" ran 35 times, "CT Invents" 17 times and "Colonial CT" 9 times. Adult outreach visited 5 different sites, including retirement homes, long-term care facilities and senior centers. Presentations included 2 "CT Invents", 1 "Pop History of Connecticut" and 2 "Connecticut Eats." 97 people attended.

14,723 students visited the museum with an additional 10,000 "walk-in" visitors for an approximate total of 24,000 attendance, on par with that of the prior FY.

The "CT Invents" blog (ctinventor.wordpress.com) had 9,071 visitors, an average of 755 a month. The Twitter feed (@ctmuseum) gained an additional 800 followers, and is now up to 706. The 3 year-old Museum of Connecticut History Facebook page (www.facebook.com/MuseumofCTHistory)--- a vehicle for CT short stories, museum objects and images and upcoming museum events--- has more than 1,375 "likes", an 8% increase from last FY.

Information Reported as Required by State Statute

Historic Records Account

The following reports on the Historic Records Fund [Conn. Gen. Statutes 11-8k(c) and 11-8m(b)] were submitted to the General Assembly committee of cognizance:

"Annual Report to the Joint Standing Committee on Government Administration on the Preservation Activities of the Connecticut State Library (September)".

"Preserving the Past, Protecting the Future: The Historic Documents Preservation Grant Program" (January).

State Grants to Public Libraries

In accordance with C.G.S. 11-24b(g) the following triennial report was submitted to the General Assembly Education Committee:

"Annual Support for a Lifetime of Learning: State Grants to Public Libraries" (August).

Equal Employment Opportunity Reporting Requirement

The State Library's most recent Affirmative Action Plan was approved by the Commission on Human Rights and Opportunities on June 14, 2017.

The State Library is firmly committed to the principles and objectives of equal employment opportunity for all individuals. The Equal Employment Opportunity Unit at the Department of Administrative Services, coordinates and monitors the agency's programs and ensures compliance with the Americans with Disabilities Act, Title II and Title VII of the Civil Rights Act, the Fair Employment Practices Act, state Affirmative Action regulations and Contract Compliance laws, and other applicable laws. The State Library is an Affirmative Action/Equal Employment Opportunity employer, and has undertaken numerous steps this past year to effectuate equal opportunity in its hiring, promotions, trainings and other employment-related duties, as well as in the provision of the programs and services that fall under the Department's authority. Information concerning these activities would be too voluminous to relate here, but are detailed in the Department's recent Affirmative Action Plan, approved by the Commission on Human Rights and Opportunities. The agency did not knowingly do business with any bidder, contractor, sub-contractor, supplier of materials, or licensee who discriminates against members of any class protected under C.G.S. Sec. 4a-60 or 4a-60a.

The Equal Employment Opportunity Unit partners with their participating client agencies to assure that agency programs are fair and equitable, provide equal employment opportunity, and comply with state and federal laws and guidelines. These assurances are fulfilled by: preparing and implementing affirmative action plans; collaborating in the selection and hiring process; providing a process for complaints of discrimination, and educating staff of their rights and obligations in affirmative action laws.

The Equal Employment Opportunity Unit is responsible for the State Library's Affirmative Action Plan. The unit prepares materials and conducts training to heighten knowledge of equal employment opportunity laws and affirmative action goals. The Equal Employment Opportunity Unit also serves as the agency's ADA coordinator.