



### *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 – 86 (as of 6/30/19)*

*Recurring operating expenses – \$ 8,435,488*

*Organizational structure –*

*Office of the State Librarian; Community Engagement; Special Projects*

*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 flat organization, 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, 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 and federal jurisdictions. The collection also includes a broad range of legal treatises, law periodicals, loose-leaf services, and electronic resources on topics relevant to state government interests that include the archives of Connecticut General Assembly documents, indexes to legislative bills, House and Senate proceedings, public hearings, and compilations of 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, 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 47,938 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 Connecticut 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 2018-2019**

### **Office of the State Librarian**

#### Roof Replacement Project

Between August and September 2018, the roofs at the Library for the Blind and Physically Handicapped and the State Records Center (both located in Rocky Hill) were replaced. This was a long needed project with both roofs being well past their life expectancies.

#### Community Engagement

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

The 2018-19 year highlighted several exciting programs that featured authors and historians from around the state. In September, the Connecticut State Library collaborated with the Connecticut State Historic Preservation Office, Department of Economic and Community Development, the Museum of Connecticut History, Friends of Prudence Crandall Museum, and the Center for Latino Progress/BiCi Co to commemorate the 20th Anniversary Celebration of the Connecticut Freedom Trail Bike Ride at the Connecticut State Library. The celebration included a bicycle tour of several Hartford Freedom Trail sites. Followed by performances that included several

panelists who portrayed luminaries of the Freedom Trail. Also in September the 2018 Fall Third Thursday program series was kicked off with author Richard Radune who gave a talk on his latest book, *Sound Rising: Long Island Sound at the Forefront of America's Struggle for Independence*. Author and Historian Douglas Arnold gave a talk on the 1818 Constitutional Convention, and the political aftermath including fiscal reform (October). State Librarian Kendall Wiggin gave a talk on the French Army Band who in 1918 toured the state giving concerts to raise funds for the Foyer du Soldat (Soldiers Home) which was the French equivalent of the Y.M.C.A. (November). Author Charles Monagan gave a talk on his latest book *Connecticut Icons* (January). In February, for Black History Month, Actor Norman Thomas Marshall gave a short reenactment followed by a discussion on the life of Abolitionist John Brown. Connecticut Women's Hall of Fame (CWHF) 2017 inductee Major Regina Rush-Kittle, and a representative from the CWHF, lead a discussion on the history of women and war (March). Author Carol Ascher lead a discussion on her latest book, *A Chance for Land and Fresh Air, Russian, Jewish Immigrants in Sharon and Amenia 1907-1940* (April). Dr. Nicholas F. Bellantoni, PhD Emeritus Connecticut State Archaeologist Military Veteran at the University of Connecticut, discussed his latest book, *The Long Journeys Home: The Repatriations of Henry 'Opukaha'ia and Albert Afraid of Hawk* (May). The series concluded in June when University of Connecticut Journalism Professor Gail MacDonald discussed her research book, *Morton F. Plant and the Connecticut Shoreline*.

## **Access Services**

### Statistics

Staff answered 13,285 reference questions. 5,948 were asked in person, 4,900 by telephone or online chat, 2,437 by email, postal, or inmate correspondence.

Over the years the State Library has created many online resources that provide quick answers to frequently asked questions. This has reduced the overall number of questions, but the questions we do receive have increased in complexity and time needed to answer them.

### Staffing

Retirements and a number of unfilled positions placed a strain on staffing public service points. Staff in reference units have been flexible about shifts in positions and work assignments. The law librarians have been extremely accommodating in juggling reference desk schedules between three people after one of the law librarians left in June 2017. However a point was reached where this could no longer be done and the law desk coverage was reduced 40% during regular business hours. A short information list was put together so Government Information staff could assist patrons with basic law questions. Law librarians were available when needed for in-depth questions and research. In April a new law librarian was hired and once he is acclimated to Connecticut and our law collection, we anticipate returning full desk coverage hours to the law reference area in the fall of 2019.

In September the security operations for the State Library and Supreme Court Building was transferred from the Supreme Court Police Department to the Superior Court Operations Division, Judicial Marshal Services. This has been well received by staff and patrons.

### Information Technology

The State Library continued to digitally harvest state agency websites to provide historical snapshots of state government. These snapshots are made available through the State Library's catalog. The software program used in harvesting state agency websites was discontinued in 2018, but the Library was able to reach an agreement with Archive-IT which provides tools to harvest websites and provides archival storage space for these digital harvests. Additionally, the Library is looking to transfer other digital state documents from their current home in CONTENTdm (CDM) and securing them into the CTDA (Connecticut Digital Archive).

The Connecticut Professional Genealogists Council presented the History & Genealogy Unit with the Donna Holt Siemiatkoski Acquisition Fund Award for 2018. The award was 2 SCAN-Pro 3000 microfilm scanner-printer systems for State Library patron use. In April these machines were installed in the History and Genealogy (H&G) unit. These new SCAN-Pros allowed the library to retire old microfilm reader printers and rearrange the H&G reading room.

Pvt. William Webb (portrayed by staff member Kevin Johnson) has been an ambassador for the State Library and its historical resources. The website for Pvt. William Webb was updated and incorporated under the State Library logo. <https://libguides.ctstatelibrary.org/WilliamWebb>

### Law and Legislative Documents

Legislative history material in the State Library's collection can be legally cited and certified. During the 2018 calendar year, Bill Room staff counted 633 Legislative History cards that were used. Online access to many legislative histories are provided through a research guide. For FY 2019, 430 legislative histories were added to the online guide. Staff also added 5,000 digital bill files. The State Library is responsible for indexing bills and public acts produced by the General Assembly. For the 2019 Regular Session: 3,567 Bills, 287 Resolutions, 1,030 File Copies, 201 Public Acts, 25 Special Acts, and 1 Resolution Act were indexed. For the July 2018 Special Session: 10 Bills, 4 Resolutions, 1 Public Act, 9 special Acts were indexed.

### Federal Documents

The State Library is a Regional Federal Depository Library for Connecticut and Rhode Island. The State Library motto "Preserving the Past. Informing the future." rings true in our continued involvement with the Federal Information Preservation Network (FIPNet). Staff continued inventorying and cataloging federal documents as part of our preservation steward role. This work has brought many interesting documents to light, such as "Home work in Bridgeport, Connecticut", Women's Bureau bulletin 9, 1919 and "Progress report on women war workers' housing", Apr. 1943. This ongoing project will aid researchers interested in the upcoming 100th anniversary of the 19th amendment to the U.S. Constitution.

The ProQuest "U.S. Supreme Court Cert Denied Project" was completed. The State Library is one of 10 libraries in the nation that serve as depositories of printed Supreme Court Briefs. The State Library supplied ProQuest with 6,062 U.S. Supreme Court dockets covering the 2011-2016 court terms for digitization. In return the State Library will have access to free access to this online collection.

### Connecticut Agencies and Documents

The State Library continued to develop online research guides for the State Library website. A guide to aid in finding information about the forming of regional planning in Connecticut was created (<https://libguides.ctstatelibrary.org/regionalplanning>). Collection Services and Government Information & Reference Services worked to streamline access and acquisitions of Connecticut state documents. The goal is to enter state documents into the Library's integrated library system as soon as possible after they are received by the library. These acquisition entries allow reference staff to know if a report is in the building but not yet cataloged. The process was tested with 11 boxes of Department of Energy and Environmental Protection materials with good results.

The Department of Administrative Services instituted a new online job application system which eliminated the requirement for civil service exams for most state position. The State Library had maintained a collection of civil services examine study guides, but since these study guides were no longer needed they were withdrawn from the collection.

### History and Genealogy

The State Library became an Affiliate Library to FamilySearch. FamilySearch gathers, preserves, and shares genealogical records worldwide. It maintains a collection of records, resources, and services designed to help people learn more about their family history. As an Affiliate Library, patrons who visit the State Library, and have registered for a free account at FamilySearch, will be able to access over 2 billion digitized records including 400 million images that are currently not available to the public outside of our library or a Family History Center.

### Databases projects

Connecticut State Library staff continue to compile indexes to assist researchers and the public in locating hard to find state and federal government publications on a variety of topics. These are available through the State Library's website.

The *Connecticut Health Bulletin* is a series of monthly publications published by Connecticut's State Board of Health and later Connecticut's Health Department. The series begins in June 1887. The first issues included a Monthly Mortality table, a brief remarks page and meteorological table for New Haven. The library stopped receiving the bulletin in 1990. This index may be found at (<https://libguides.ctstatelibrary.org/statefederalindexes>). Other indexes completed during the year included: *Index for Divorces Found in the Litchfield (1800-1927), Tolland (1910-1937), & Windham (1907-1921) Counties, Connecticut Superior Court, Civil Case Files Located in the Connecticut State Archives and Index to African-American and non-white minority troop enlistments from Connecticut during the Civil War*. This index was taken from the original enlistment papers stored in the Connecticut State Archives. The introduction to

the index explains "These 'persons of color' may have been African-American, as well as of Native American, Hispanic, and European origin, with some recruits being from as far away as China." It can be found at (<https://ctstatelibrary.org/index-to-colored-troop-enlistments-from-connecticut-during-the-civil-war/>).

### Outreach

State Library collections and resources are shared through specialized workshops, articles, presentations and tours. Some of the organizations and groups served by these activities in FY2019 were the Greater Hartford Legal Aid, New England Regional Genealogical Conference (NERGC), the dedication ceremony of the Ebenezer Bassett building at Central Connecticut State University, National History Day students and interns from all three branches of government.

### Special Recognition

Staff member Kevin Johnson received the *Jacqueline Harris "Heart of Gold" Award* from the Ebenezer D. Bassett Memorial Committee. According to the committee this "award was created to recognize individuals who are positively contributing to the health and welfare of boys and men." The committee felt that Kevin exemplified Ambassador Bassett's life and legacy.

### **Division of Library Development (DLD)-**

#### EXCITE Transformation for Libraries:

In August 2018, the State Library received a supplementary grant of \$299,950 from the Institute of Museum and Library Services (IMLS) (grant # RE-95-17-0068-17) in the Laura Bush 21st Century Librarian Program to extend the EXCITE Transformation for Libraries project for an additional two years with further training opportunities around the country. Cohorts 1 and 2, each consisting of six teams from public, academic, and special libraries, completed their training and implemented new programs at their home libraries. The first three-day bootcamp was in New Jersey in June 2019 and will be followed by four more bootcamps in Vermont, Arkansas, Minnesota and New Mexico later in 2019 and early 2020. EXCITE Transformation for Libraries is an intensive team-based experiential learning program that teaches collaboration and innovation skills, resulting in programs and services that respond to community input and demonstrated needs, leads to cultural change at libraries, and sustains project impact through extended training developed by the Division of Library Development.

### Strategic Partnerships

DLD continued to partner with the American Library Association's Money Smart Week through promotion of Money Smart Week webinars and resources, and providing information resources and programming ideas for libraries to bring to their patrons and communities.

DLD also continued as a partner with CT Saves, the local affiliate of the America Saves campaign through the UConn Extension. Activities included exhibiting at the CT Department of Banking's Financial Expo at the Legislative Office Building, and presenting at the Young Adult Librarians Capitol Region Roundtable meeting "Financial Literacy for Teens (and others)".

In October, the State Library was one of 14 state libraries nationwide to receive a *NASA @ My Library* grant to bring STEM education to the public and underserved populations through the state and public libraries during 2019. The Division of Library Development received 3 NASA STEM Kits to circulate to libraries plus a \$5,000 award. 3 additional kits were put together to circulate to libraries using some of the funds. *NASA @ My Library* partnered with the Collaborative Summer Library Program on their 2019 space theme "A Universe of Stories," by providing additional resources for libraries for their summer programming. DLD staff held exhibits and programs around the NASA grant over the Spring of 2019.

The Division continued 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.

DLD partnered with MY PLACE CT to help CT residents connect with their communities to stay in their homes as an alternative to nursing homes by making it easier to find everything from long-term care to services and supports—all in one place.

DLD is partnering with Texas A&M University Libraries to present a Veteran's Forum, a two-day symposium to be held during June 2020. Funding for the Forum is sponsored by an IMLS National Leadership Grants for Libraries National Forum Grant.

#### Federal Support

DLD administered \$2,001,123 in federal Library Service and Technology Act (LSTA) Grants to States funds from IMLS. These federal funds supported 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 Middletown Library Service Center. The State Library's new LSTA Five-Year Plan went into effect, including new grant categories to support literacy and planning projects.

#### Connecticut Public Library Upgrade Initiative and Fiber to the Library Grants

This initiative, which began in February 2016, 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. To date, 56 libraries have 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 \$1,254,874.10 to complement \$1,083,195 in E-rate funds, with more to be distributed in the following years. Fifty-three libraries are using their new fiber, with three additional circuits expected to be completed by June 2019.

[\*eGO CT\*](#) (*eGO*) is the statewide eBook platform which has reached an advanced stage of development with 126 libraries in a functional state. When launched later in FY2019, eGO will make it possible for Connecticut public library users to access eBook titles from their individual public library, from a parent regional library system, from the Digital Public Library of America (DPLA) Open Bookshelf, from the New York Public Library SimplyE Collection, and from the

State Library's RBDigital collection, DPLA Content Exchange collection, and Axis 360 collection, all in one intuitive, easy-to-use mobile app for iOS, Android, or Kindle Fire. The service will include downloadable audiobooks as well as eBooks.

[researchIT CT Connecticut's research engine](#) provides all students, faculty, and residents in Connecticut with online access to essential library and information resources.

For researchIT CT's licensed full-text databases, there were a total of 6,421,750 page views (a measure of when search results are actually viewed), with 667,284 or 10.4% from public library patrons; 1,309,183 or 20.4% from school library patrons; and 4,445,283 or 69.2% from academic library patrons. The total number of page views represents a 13.3% decrease compared to the previous fiscal year. In addition, public libraries viewed Connecticut State Library Collections in Ancestry.com 11,135,981 times in FY 2018.

The researchIT CT statewide collection of downloadable eAudiobooks and eBooks includes 3,953 titles, which were checked out 12,662 times, a 14.1% increase compared to the previous year's activity.

#### findIT CT – Connecticut's Statewide Library Catalog

findIT CT contains the holdings of 310 libraries in Connecticut. The catalog contains 12,240,212 bibliographic records and 20,087,983 items/holdings. The findIT catalog had 164,877 visits yielding 936,262 pages or page views; 982,503 files; and 1,542,625 hits in FY2019.

#### requestIT CT – Connecticut's Statewide Interlibrary Loan Service

During FY2019, 134 libraries participated in requestIT and successfully lent 14,236 items through the system. DLD staff provided 11 requestIT training sessions at 11 different library locations in the state.

[borrowIT CT \(formerly Connecticard\)](#) the statewide reciprocal borrowing program. In FY2019 3,545,943 items were loaned by public libraries to residents of other towns. Total reimbursement to participating libraries was \$703,638.

#### Public Library Construction Grants

In FY2019, The State Library Board awarded 6 public library construction grants totaling \$3,666,417. New Britain Public Library (\$250,000); Naugatuck- Howard Whittemore Library (\$40,000); Weston Public Library (\$82,500); Stonington Free Library (\$145,000); Ridgefield Library (\$40,400); Danbury Public Library (\$100,000); Pomfret Public Library (\$421,800); New Milford Public Library (\$1,000,000); Greenwich Library (\$586,717); Glastonbury - Welles Turner Library (\$1,000,000).

#### Continuing Education

DLD provided 39 on-site continuing education and technical training opportunities serving a total of 555 Connecticut library staff in FY2019.

AR/VR: 64 Academic, Public, and School Librarians attended the workshop: "*RealityCheck*": *Augmented and Virtual Reality in Libraries* in August 2018, to learn about these new technologies and how to use them



in their libraries. Speakers included Kathy Schrock, a nationally known Educational Technologist, librarians and designer/developers from academic and public libraries and institutions. Presentations, panel discussions, hands-on work, and a tour of the host's virtual reality studio were included.

#### Young Adults (YA) and Children's Services

Diversity Program: 60 children's and YA librarians attended an all-day workshop focusing on diversity in library collections. Speakers included *Robin McHaelen*, Executive Director of True Colors, Inc. who discussed libraries as places where children's imaginations take flight. She was followed by a panel discussion featuring librarians and authors.

Nutmeg Children's Book Award: The DLD Youth Services Consultant facilitated the four levels of the state's children's choice book award. This included consulting with steering committee and selection committee chairs on eligibility of titles for the 4 different awards, contacting publishers, publicity, and other various aspects of the award.

Summer Reading: The DLD had an exhibit table at the annual Space Expo at the New England Air Museum to kick off the annual summer reading program, which was "A Universe of Stories." 861 people were in attendance and we were able to interact with hundreds of children and families.

#### Middletown Library Service Center

Collections: The Nutmeg Book Award Discussion Sets (48 sets, 12 copies per set – all donated by the publishers) circulated 150 times to 15 public libraries and 19 schools over the Nutmeg reading period (from May 2018-April 2019). The Service Center acquired 2,771 items in FY 2019, which includes 67 Large Print books. MLSC items were checked out 21,348 times and Large Print items were checked out 2,995 times for a total of 24,343 checkouts in FY 2019.

Six NASA @ My Library STEM kits were added to the collection in 2019 for circulation. Staff continued to do demonstrations and training for librarians with the Oculus Rift virtual reality system.

Facility: Service Center meeting rooms continue to be heavily used. There were 241 meetings and workshops in the meeting and conference rooms in FY2019; the computer lab was reserved for 23 events.

### **Collection Services**

#### Collection Statistics at a Glance

17,779	Items added to the general collection
6,363	Items added to the Federal Documents collection
3,458	Items added to the Connecticut Documents collection
164,030	Licensed ejournals and ebooks in our library catalog
104	Licensed electronic resources on subscription
68,781	Virtual visits to remote access resources by CT State Library cardholders
346	Interlibrary Loan lending requests filled from our collections

- 139 Interlibrary Loan borrowing requests filled to assist state agencies
- 247 Items from our collections circulated directly to patrons

159,673 Digital objects added by the State Library to the Connecticut Digital Archive (CTDA)

211,826 Digital objects viewed in CTDA belonging to the State Library collections

### Library Materials Budget

The FY2019 library materials appropriation remained level at \$574,540. To maintain basic collections and necessary information resources as the state's Principal Law Library, the general appropriation was supplemented with \$188,431 from capital equipment funds to purchase library materials of long term value such as Connecticut newspaper microfilm and state statutes. Print serials accounted for 52% of all expenditures, electronic resources 45% and newspapers on microfilm 3%. Less than 1% of the budget was spent on new monographs for the collection.

### Items Added To The General Collection

2,661 periodicals and continuations, 451 loose-leaf releases, 7,659 newspaper issues, 396 reels of newspaper microfilm, 1,249 microfiche of state session laws, 4,418 pocket parts, 771 pamphlets, and 174 new monographs were added to the general collection in FY2019. Of the 174 new monographs, 96 were gifts and 78 were purchased. We maintained 5,140 active subscriptions and standing orders. An overall total of 27,845 items were added to the collection in FY2019 (including monographs, serials, federal and Connecticut documents).

### Connecticut Documents

Printed Connecticut documents added to the collection during FY2019 totaled 3,458. The State Library distributed an estimated 3,168 printed items to depository libraries including the Library of Congress. Town documents added to the collection totaled 245 items.

### Federal Documents

Tangible federal documents added to the collection during FY2019 totaled 6,363. Of these, 4,354 or 68% were print, 1,897 or 30% were microfiche and 112 or 2% were on CD or DVD. Serving as the Regional Federal Depository Library, the State Library approved 17,929 discard requests during FY2019 from selective federal depository libraries in Connecticut and Rhode Island using Federal Depository Library Program eXchange, an online tool developed by the Government Publishing Office (GPO) for the needs and offers process. This enabled the State Library to claim 702 federal documents needed for the library's collection.

### Electronic Resources

The State Library maintained 104 links to electronic resources on the library's A-Z Databases web page (<https://libguides.ctstatelibrary.org/az.php>.) The web page tracking report counted 45,931 clicks on the library's electronic resources during FY2019. The three licensed databases most often clicked on were *ProQuest Hartford Courant 1923-1993*, *Ancestry.com* and *Fold3*. The State Library provided remote access 24/7 to 41 subscription databases for State Library cardholders. There were 68,781 virtual visits to these remote access resources with a State Library card during FY2019, or an average of 188 visits per day. The databases most often visited by remote access users were *ProQuest Hartford Courant 1923-1993*, *Sanborn Maps for Connecticut*, and *Fold3*. 170,905 online catalog searches were conducted and 379,484 online documents were viewed within our subscription databases in FY2019.

In FY2019, the State Library acquired 40 new eBooks for the library's remotely accessible EBSCO eBook collection. These are discoverable in the library's online catalog at

[library.ct.edu/csl](http://library.ct.edu/csl) and accessible remotely with a State Library borrowing card. Listed below are just some of the EBSCO eBooks of Connecticut interest that were added this year:

Baker, Mark Allen. *Connecticut in World War II*. Charleston, SC: Arcadia Publishing, 2017.

*East Windsor*. Charleston, SC: Arcadia Publishing, 2017.

Farrant, Robert. *Metal Fatigue : American Bosch and the Demise of Metalworking in the Connecticut River Valley*. London, England ; New York, New York: Routledge, 2017.

Keating, Ryan W. *The Greatest Trials I Ever Had : the Civil War Letters of Margaret and Thomas Cahill*. Athens, Georgia: The University of Georgia Press, 2017.

Lehman, Eric D. *Connecticut Vanguard: Historic Trailblazers & Their Legacies*. Charleston, SC: The History Press, 2018.

Lenzi, Richard. *Facing toward the Dawn: the Italian Anarchists of New London*. Albany: State University of New York Press, 2019.

Lobdell, Claire. *South Windsor*. Charleston, SC: Arcadia Publishing, 2017.

Macaluso, Laura A. *The Public Artscape of New Haven: Themes in the Creation of a City Image*. Jefferson, North Carolina: McFarland & Company, Inc., Publishers, 2018.

Macdonald, Gail Braccidiferro. *Morton F. Plant and the Connecticut Shoreline: Philanthropy in the Gilded Age*. Charleston, SC: The History Press, 2017.

Manstan, Roy R. *The Listeners: U-Boat Hunters during the Great War*. Middletown, Connecticut: Wesleyan University Press, 2018.

Ofgang, Erik. *Gillette Castle: a History*. Charleston, SC: The History Press, 2017.

Pavia, Tony, and Matt Pavia. *An American Town and the Vietnam War: Stories of Service from Stamford, Connecticut*. Jefferson, North Carolina: McFarland & Company, Inc., Publishers, 2018.

Renzoni, Tony, and Ken Evans. *Connecticut Rock 'n' Roll: a History*. Charleston, SC: The History Press, 2017.

Von Trapp, Sara Jane, and Bartlett Arboretum & Gardens (Stamford, Conn.). *Bartlett Arboretum & Gardens*. Charleston, South Carolina: Arcadia Publishing, 2017.

### Circulation And Resource Sharing

845 new State Library borrowing cards were issued during FY2019. These cards also provide users with remote access to our licensed electronic resources.

652 items from the State Library collection were circulated, scanned or copied. Of the items circulated, history and genealogy books accounted for 27%; Connecticut newspaper microfilm 20%; federal documents 10%; Connecticut documents 8%; law books 8% and CT-N (Connecticut Network) DVDs 2%. Direct loans to patrons totaled 247, of which 146 were loans to state employees. Interlibrary loans filled from the library's collection totaled 346. Resource

sharing within our consortium of Connecticut State Colleges and Universities (CSCU) accounted for 21 items loaned. Loans to other Connecticut libraries totaled 31.

In FY2019, the State Library acquired or borrowed 139 books and articles via Interlibrary loan and document delivery to assist Connecticut state agencies, including the Department of Energy & Environmental Protection, Judicial Branch, Department of Correction, Office of the Secretary of the State, Office of the Attorney General, Department of Mental Health and Addiction Services and Connecticut Valley Hospital.

### Preservation

927 volumes were sent out for binding this year at an average cost of \$17.53 per volume. Staff performed 71 in-house repairs on items as follows: cleaning/erase (1), encapsulation (2), lightweight enclosures (8), envelopes (12), hinge or endsheet replacement (1), tip-ins (19), mending (9), pockets (6), recasing (9), signature repairs/sewing (2), and spine repairs/relining (2).

### Digital Collections

159,673 digital objects were added to the State Library's Digital Collections in the Connecticut Digital Archive (CTDA) during FY2019. Of these, 10,001 individual objects were visited at least once by the public. In total, objects in the CTDA repository belonging to the State Library were viewed 211,826 times this year.

The Preservation Office worked to scan new content from the library's collections to fill patron and staff requests. At the same time, staff continued their efforts to preserve legacy files from earlier scanning efforts in the Connecticut Digital Archive (CTDA).

### Connecticut Digital Newspaper Project (CDNP)

In FY2019, CDNP focused on completing the third round two-year grant (September 2017-August 2019) from the National Endowment for the Humanities to digitize and contribute Connecticut newspapers to the Library of Congress (LOC) for inclusion in *Chronicling America*. The newspaper project scanned, reviewed and sent digital files to LOC for the titles listed below that were selected by the CDNP Advisory Board. These issues are available at:

<https://chroniclingamerica.loc.gov/newspapers/?state=Connecticut>

- *Tolland County Press and Press* (of Stafford), 1883-1922
- *Connecticut Western News* 1871-1922
- the Italian-language weeklies *La Sentinella* from 1920-1930, *L'Indipendente* from 1907-1922, and *La Tribuna del Connecticut* from 1906-1908.
- a series of rare issues of labor weeklies that span the period from 1836-1925
- a run of the *New Britain Herald* from 1920 through 1930
- a series of African American newspapers from the 1940s including *Hartford-Springfield Chronicle*, 1940, *Hartford Chronicle*, 1946-1947, *Connecticut Chronicle*, 1948, and *New England Bulletin*, 1949.

CDNP also submitted an application to the National Endowment for the Humanities for a fourth grant, which would allow the project to continue from September 2019 through August 2021.

Throughout the year, the newspaper project continued its outreach efforts through numerous blogs, articles, exhibits and presentations. Press releases and blogs are available on the CDNP website <https://ctdigitalnewspaperproject.org/> as well as News from the State Library <https://ctstatelibrary.org/news/> and are shared on the State Library Facebook page <https://www.facebook.com/CTStateLibrary/>. CDNP also developed a publicity campaign to reach out to the general public through bookmarks, magnets, brochures, educational banners and a digital kiosk. A set of 4 free-standing panels with newspaper content and images illuminating Gilded Age, Progressive Era, and Roaring Twenties-era Connecticut was created. A new digital kiosk showing content from our newspapers has been permanently installed in the Museum of Connecticut History.

### Staffing

Both the **Serials Librarian** and **Preservation Librarian** positions in Collection Services remained vacant through the end of FY2019. We took this opportunity to streamline workflows and focus efforts on electronic resources and digital projects. In FY2020, we plan to hire an **Electronic Resources Librarian** and a **Digital Projects Librarian**, respectively.

### **Discovery Services**

#### Cataloging Statistics

- 6,357 new print monographs and serials cataloged
- 3,080 new state documents (print, online, DVD, and hybrid) cataloged
- 1,174 electronic state documents digitally archived
- 1,226 electronic state documents transferred from OCLC CONTENTdm storage and delivery to the Connecticut Digital Archive.
- 15,838 new electronic federal documents cataloged
- 645 name and subject authority records contributed to the Program for Cooperative Cataloging.

The ExLibris Alma/Primo library management system. Discovery Services staff continued to refine and increase their knowledge of the best use of the Alma system. They codified their use of the "electronic collection" concept, limiting the number of electronic collections to four: USGPO, Connecticut State Government Publications, The Connecticut Digital Archive, and FRASER publications.

#### Significant collections, or parts of collections, cataloged during this reporting year:

- **Bulletin of the United States Bureau of Labor Statistics** Print-and-electronic hybrid version, 1913-1990 with continuation available in electronic format only. 480 titles.
- **United States Geological Survey map series.** In November and December, 2018, we cataloged the remaining 1,055 of the 10,000 quadrangle maps deaccessioned from the University of Connecticut and transferred to the State Library in 2013.

- United States Geological Survey Papers.** A major USGS monographic series, the purpose of which is to present significant interpretive results of hydrologic investigations of broader than local interests including quality, recoverability, and use of water resources; statistical reports on streamflow, floods, groundwater levels, and water quality; and collections of short papers on related topics. In 2018/2019 the State Library cataloged 2,673 titles in this series, of which 2,115 were the original print reports with plates. Over 70 of these titles have appeared in the "Connecticut" sub-project of The Federal Information Preservation Network (FIPNet), in which the State Library participates.
- The Connecticut Digital Archive.** The staff made significant progress in transferring the repository location of the deliverable versions of objects scanned by the State Library Preservation Office over the last several years. 1,226 electronic state documents were reassigned to the Connecticut Digital Archive from the OCLC CONTENTdm storage and delivery system.
- Congressional Research Service Reports (CRS).** The Library of Congress Congressional Research Service serves as nonpartisan shared staff to U.S. congressional committees and Members of Congress. In September 2018, LC began releasing CRS reports to the public. The Government Publications Office (GPO) now catalogs these reports, and CSL makes them available through Alma/Primo. These monthly releases include research reports prepared by The Law Library of Congress Global Legal Research Center. To date the State Library has cataloged 1,400 CRS or Global Legal Research Center reports.
- Connecticut State Library motor vehicle catalog collection.** The cataloging record for the Connecticut State Library motor vehicle catalog collection was added to Primo. Known as the Veeder Collection, the collection of manufacturers' catalogs was given to the Connecticut State Library in the early 1950s by the Veeder Root Company. The collection contains primarily catalogs of automobiles and trucks, but also has supplementary collections of catalogs of bicycles, sidecars, and farm machinery. It comprises 5,500 catalogs stored in 77 acid-free boxes in the Library's Special Collections area. Hartford manufacturers represented in the collection include the Columbia Motor Car Company, Pope Manufacturing, Post & Lester, and Whitlock Coil and Pipe. In the 1930s a shelflist card catalog for this collection was typed by the Library, photocopied and issued as a separate index. The State Library digitized that index and it is available in Primo.
- 701 Program Planning Documents.** Section 701 of the federal Housing Act of 1954 provided for planning grants to be administered by the Connecticut Development Commission. In the 1960s grant money was used to hire planning consultants, whose reports were published by the community agencies for whom the planning was undertaken. Many of these published reports were acquired by the State Office of Policy and Management Library and the State Department of Community Affairs libraries, and later transferred, uncataloged, to the State Library. In March and April staff added to

Alma/Primo comprehensive and special activity plans for Norwalk, Norwich, Preston, Rockville, and Shelton.

## **Library for the Blind and Physically Handicapped (LBPH)**

### Statistics:

6,769 Number of active patrons  
197,232 Books circulated  
90,888 Digital audio and braille book titles  
155,779 Individual copies of books  
10,458 Audio book players

### WebREADS (Web Reader Enrollment and Delivery System)

This new library software package has proven to be a resounding success. Not only does the State Library save \$30,300 every year by not having to pay license fees to the Consortium of User Libraries (CUL), the LBPH's FY2019 circulation increased by 35% to 197,232. This is the highest annual circulation achieved in at least 25 years. There were a number of reasons for this increase but primarily it's the WebREADS methodology of selecting audio books for patrons.

WebREADS was installed in March 2018 and has become well established, therefore the LBPH was ready to adopt an entirely new audio book distribution method called Duplication-on-Demand (DoD). As with WebREADS, the structural communications improvements, particularly with internet technology, have made this possible. A recent survey of twenty libraries using DoD showed that the Connecticut LBPH has the third highest download speed of 530 mbits/s and by a large margin the fastest upload speed of 890.8 mbits/s. The LBPH is connected to the Connecticut Education Network (CEN). Such speeds readily permit the adoption of new technologies and the future includes Wi-Fi capable audio playback machines and refreshable braille readers.

Duplication-on-Demand (DoD) is a WebREADS -based software that creates custom-made audio cartridges for patrons. These USB digital cartridges can hold up to ten complete audio books and are fully re-usable for other patrons when returned. It is currently in the initial implementation phase and is expected to fully include all active patrons in three to four months. Once fully implemented, it will replace the single-title audio books now occupying large swaths of shelf space. All audio materials -- books, magazines, music -- will now be equally accessible to all patrons in electronic cartridge format (a more sophisticated USB flash drive). Previously, only patrons with computer operating skills had such access through a program called Braille and Audio Reading Download (BARD). Unrestricted and full accessibility to the entire National Library Service for the Blind and Physically Handicapped (NLS) audio reading collection is the gold standard of service to blind and physically disabled persons. With DoD, the LBPH will achieve that goal.

National Library Service for the Blind and Physically Handicapped (NLS) bi-annual inspection was conducted in September 2018. The inspection was based on the American Library Association *Revised Standards and Guidelines of Service for the Library of Congress Network of Libraries for the Blind and Physically Handicapped* (2017). The LBPH met all of the standards

and guidelines with only four recommendations and no discrepancies regarding services to the patrons and library operations.

Braille service from the Utah LBPH was renewed in July for the 6th year. Utah acts as the Connecticut LBPH storage and distribution point for braille books to our patrons. Patrons still request books through Connecticut LBPH reader advisors or they can order braille directly from the Utah LBPH. This program is well established and is functioning very well.

Connecticut Volunteer Services for the Blind and Handicapped, Inc. (CVSBH) is a private, non-profit organization producing digital audio books for the LBPH patrons. Due to the efforts of the LBPH CVSBH coordinator, over 60 audio books were uploaded this year to the NLS's national audio book download website, called BARD (Braille and Audio Reading Download), with 20 more currently in the uploading process. These audio books are available to all patrons nationwide and have been downloaded 1,145 times this fiscal year. With over 105,000 items available on BARD, to download this many Connecticut audio books from just 60 titles demonstrates the popularity of the titles selected and the high quality of the production. The five CVSBH studios record about 100 audio books each year. The CVSBH is also pursuing a contract with a professional audio book duplicating firm to convert about 2,700 books from cassette to digital format. To help fund their activities, they have been successful in being awarded moderate grants from local charitable organizations.

Friends of the Library for the Blind is a group of about 35 members and donors whose purpose is to support and advocate for the LBPH. It has become more involved in advocating for the blind and persons with disabilities at both the state and federal levels. The Friends also assist patrons with operating equipment and downloading audio books from the NLS BARD website. The Friends get together from time-to-time for cultural and entertainment activities. They meet bi-monthly at the LBPH.

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, the Board of Education and Services for the Blind (BESB) consumer group, CVSBH, and CRIS Radio (Connecticut Radio Information System). The Advisory Committee provides user feedback on LBPH programs and offers advice and recommendations concerning program improvements.

LBPH Volunteers: Patron and volunteer involvement with the LBPH continued to be strong, and absolutely necessary. A dedicated group of 6-8 volunteers, mostly blind, performed the critical library function of audio book inspections. Other volunteers made possible the successful completion of major projects. This year it was the preparation of materials for the duplication-on-demand (DoD) program. Volunteers also assisted in several necessary daily tasks and, in general, are available for whatever is needed. Volunteers came from various sources including local high school and college students, students with disabilities participating in job training programs, patrons of the LBPH, interested citizens, and an occasional court-ordered community service person.

The Telephone Pioneers is a group of retired AT&T workers who volunteer to provide essential repair and maintenance services for the LBPH digital playback machines. There are currently five members still working and all are around 90 years of age.

OSHA (Occupational Safety and Health Administration): The LBPH is a reporting site for the federal Bureau of Labor Statistics annual Survey of Occupational Injuries and Illnesses. In the past year, the LBPH logged 12,709 work hours by 8 employees with no work-related injuries.

Outreach efforts continued on a regular basis including a presentation at the Connecticut chapter of the National Federation for the Blind annual convention. Additionally, the NLS ran a national TV and radio campaign which generated over 385 referrals for services. Additional patron applications came from the Bureau of Education and Services for the Blind (BESB), from the Veterans Affairs blind rehabilitation center in West Haven, CT, from the 194 institutions such as rehabilitation centers and school systems, and from a number of home health care providers. The LBPH had a total of 515 new patrons in FY 2019.

### **Office of the Public Records Administrator (OPRA)**

Enterprise Content Management Project: Public Records and State Archives staff and the Department of Administrative Services, Bureau of Enterprise Systems & Technology (DAS/BEST) are continuing to move forward 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 and public portal have been installed and testing has been completed in Staging and updated in Production. The Agency General Retention Schedules and selected Agency Specific Schedules are being imported into Atlas Production for a limited launch in the fall. Additional Agency Specific Schedules will then be imported going forward as they are approved by the Agencies and the State Library.

Retention Schedules: Staff issued 1 state agency-specific records retention schedule.

Training and Outreach: Staff presented training at 6 records management sessions, including full and half day classes for municipal and state agency personnel, and staffed an information table at 2 conferences. Staff held meetings with municipal and state agency personnel throughout the year to address a wide range of records management issues.

Records Storage Vaults: Staff worked with 21 towns on municipal vault construction, renovation or modification projects and issued preliminary or final approvals for 9 projects.

Disaster Preparedness and Recovery: Staff assisted 6 municipalities and 3 state agencies in disaster response for public records damaged by water or mold.

Municipal Grant Program: The Historic Documents Preservation Program has awarded over \$16 million in grants to Connecticut municipalities since its establishment under Public Act No. 00-146. In FY2019, the program awarded a total of \$811,000 in Targeted Grants to 154

municipalities. Funding levels were set at \$4,500, \$6,500 or \$9,500, for small, medium and large municipalities, respectively. Grants were awarded in the categories of Inventory & Planning; Organization & Indexing; Program Development; Storage & Facilities; and Preservation & Conservation. These grants supported the preservation and management of local government records across the state. In FY2019, the program also awarded a total of \$24,732 in disaster recovery grants to 2 municipalities. These grants helped to defray the recovery costs for permanent retention records damaged by water or mold.

Records Disposals; Examinations; and Certifications: In FY2019, 1,012 requests for the disposition of 140,399 cubic feet of state agency records or scanned hard copies were reviewed and approved or denied. 2,896 requests for the disposition of 35,356 cubic feet of municipal government records or scanned hard copies were reviewed and approved or denied. There were no requests from municipalities for removal of public records personal data files. 155 examinations of indexes and inspections of land records were received (calendar year 2017). Nine certificates of records disposition for information systems records were received (calendar year 2019).

State Records Center Services: The State Records Center provides off-site inactive records storage for state agencies at no charge. Staff processed 3,539 reference requests from state agencies and re-filed or inter-filed 2,859 files/boxes. Staff accessioned 6,355 cubic feet of records. In addition, staff deaccessioned 5,649 cubic feet of records, leaving room for an additional 12,484 boxes. Currently the State Records Center stores 62,524 boxes of records.

## **State Archives**

New Acquisitions: The State Archives acquired 40 accessions totaling 1,244 cubic feet, bringing the total quantity of records in the Archives to 47,938 cubic feet. Accessions included Governor Dannel P. Malloy records, 2010-2019; Lt. Governor Nancy Wyman records, 2010-2019; General Assembly papers, 2013-2017, including original bills, Public Acts, Special Acts, and Resolutions; Superior Court records, circa 1793-1819; Secretary of the State, Elections Division mass mailing files, 1987-1998; Secretary of the State records, 1949-1956; Office of the Attorney General, Special Litigation records, 2000-2010; State Police Troop D arrest log books, 2002-2006; Soldiers', Sailors' and Marines' Fund veteran files, 1920-1989; Connecticut Civil War Commemoration Commission records, 2009-2015; Insurance Department, Legal Division records, 1986-2014; Department of Energy and Environmental Protection, Bureau of Natural Resources records, 1900-2007; Office of Higher Education, Academic Affairs records, circa 1944-2019; Town of Branford land records, 1648-1974; Town of Brookfield grantor and grantee records, 1841-1961; Town of Cromwell records, 1851-1972; Town of East Granby school registers, 1937-1952; Town of East Hartford records, circa 1750-1941; Town of Mansfield school registers, 1909-1970; Town of New Haven school records, 1853-1983; Town of Plainville land records, 1901-1931; Town of Pomfret records, 1767-1914; Town of Wallingford records, 1993-2010; Town of Woodbury school records, 1904-1969; Greenwich Probate District general index to dockets and docket of deceased estates, 1853-2002; General Federation of Women's Clubs of Connecticut administrative files, 2016-2018; David Arthur Gibbs Collection of Hosford-Gibbs Family Papers, circa 1748-1980; Arthur (Art) E. Johnson Collection, 1991-2009; Edward and Judith Lowe Hartford Circus Fire Collection, 1944-2017.

Finding Aids: The State Archives encoded 7 additional finding aids in Encoded Archival Description, bringing the total quantity of finding aids posted on the State Library website to 581.

Electronic Records: The State Archives initiated an electronic records program in order to collect and preserve records which were created in a digital format (born digital) in the governor's office. The records are captured and then uploaded to our preservation repository, the Connecticut Digital Archive (CTDA) including Facebook pages and Flickr accounts for both Governor Dannel P. Malloy and Lieutenant Governor Nancy Wyman. The Governor's office is still determining the best way to transfer the constituent correspondence from the office. Hard drives from the Governor's office are being imaged and certain files selected for preservation.

To follow best archival practices, the State Archives in collaboration with State Library IT acquired a Forensic Recovery Evidence Device (FRED) to take images of files delivered on hard drives. Making an image allows staff to review the contents of a hard drive without opening or inadvertently changing any files. The files designated for permanent retention can then be moved to another location for processing.

Collaboration: State Archives staff continued work with the state's constitutional officers to identify historically significant records for transfer to the Archives prior to their relocation in late 2019 and early 2020 from their current locations to the renovated State Office Building at 165 Capitol Avenue.

The State Archives worked to recover a New London County Overseer document related to the Pequot tribe that had disappeared from the collection at some point in time and was sold at auction on eBay in October 2018. The sale occurred despite a request through the State Police to eBay to suspend the sale until the document could be verified. Using documentation related to a 2000 stolen documents case, the staff was able to confirm with certainty that the document had come from its collection of New London County Court Overseers Documents. The Connecticut State Police were eventually able to locate both the seller and the buyer. The seller was unable to provide information on who he had purchased the document from as well as two others, which he still had in his possession. He agreed to return the documents to the Library at no charge. The State Archivist approached the buyer and offered to reimburse him his purchase price. The individual was initially unwilling to return the document even when presented with strong circumstantial proof that the document came from the collection. At the end of the fiscal year, negotiations with the buyer were still ongoing.

Volume XXII (1823-1824) of the *Public Records of the State Of Connecticut* was published and made available through the State Library website. Every Connecticut public library, publicly funded college or university library, incorporated historical society, Judicial Department court library, or Connecticut State Documents Depository Library was eligible to receive one free copy of the volume. For the first time, the State Library was able to electronically process both the orders and payments directly on the website.

### Van Block Storage Facility

In May and June, after significant rain events, Archives staff assigned to the 75 Van Block Avenue storage facility discovered significant water leaks in the warehouse area during a project to cover the existing roof with a new one. An estimated 619 boxes, 800 rolled architectural drawings, and 4 ledgers sustained varying degrees of water damage ranging from slightly wet to soaked and falling apart. Records affected include Department of Correction inmate files, 1926-1974; Child Welfare files, 1913-1977; Connecticut Valley Hospital patient files, 1962-1965; Norwich State Hospital patient files, 1904-1944, 1963, 1965-1966; General Assembly papers, 1913-1971; Governor John G. Rowland, Legal Counsel's Office records, 1994-2004; Department of Public Works architectural drawings, circa 1920-2000; Council of Defense records, 1917-1919; New Haven Probate District, 1683-1921; Town of Hartford tax abstracts, 1920; Town of Hartland records, 1759-1979; Town of Hebron tax abstracts, 1797-1828; Town of Killingworth tax abstracts, 1831-1911; and Connecticut State Library, Division of Library Development records, 1954-1998. Archives staff replaced 153 boxes. Approximately 157 cubic feet, 177 rolled architectural drawings, and 4 ledgers sustained significant water damage from wet to falling apart. Because there was neither the space nor the personnel required to properly handle wet historical records, staff called in a records recovery vendor on state contract, BELFOR USA. At the end of the fiscal year, the vendor is still working on recovering the records. The roofing company's insurance will cover the cost of the recovery work.

### **Museum of Connecticut History**

#### Collecting Activity

The collections (political, industrial and military) grew by 357 accessions, largely through purchase using the private monies of the Museum Collections Fund. Within the recent emphasis of securing fine examples of Middletown-made military contract firearms of the 1830s-1850s, Museum staff were able to acquire high quality Model 1817 Rifles in original flintlock configuration, one made by Robert Johnson and another by Nathan Starr in the 1830s and a military percussion conversion of a Johnson Model 1836 Pistol. Other firearms bought include an 1865 Spencer Rifle, a Middletown-made Remington Split Block Carbine, an Allen and Thurber Percussion Pepperbox pistol made in Norwich, and an unfired Colt 1861 Special Model Rifle-Musket stamped to state of New Jersey ownership to go with an original Colt/New Jersey shipping crate already in the collection. A WWII-era navy training device of a working Colt 1911A1 rendered in multi-color plastic for classroom overhead projection was likely made in quantity at the time but for some reason very few have survived. Militaria purchases brought in the Civil War uniform jacket and hat of Captain Upham of the 8th Connecticut Volunteers; he was struck by a Confederate bullet in the shoulder wearing that jacket and the mangled rank shoulder board and bullet are still with the coat. An 1880s CT officer 5-button blouse, a owner-identified 1902 dress sword and the flag of Troop A of the CT National Guard from the 1916 Us/Mexico Border Campaign are among other highlights. Quantities of WWI post cards, photographs and military sheet music were acquired.

This fiscal year was particularly good for acquiring Connecticut-patented and manufactured hand tools and Connecticut manufacturers trade catalogs. Quick reference to the Museum's collections data-base insures that duplicates of items already represented in the collections do not get bought.

The Official State Portrait of Governor Malloy was unveiled during a ceremony on December 20, 2018 in Memorial Hall. The Museum maintains and exhibits the collection of gubernatorial photographs.

#### Museum Visitation

13,768 Connecticut students visited the museum with an additional estimated 10,000 "walk-in" visitors for a total of 24,000 visitors in FY 2019, a drop of about 2,000 from the prior year.

#### Museum Education Programs

Educational outreach of 68 presentations in K-12 schools in 18 cities/towns gained an audience of 1,412 students. The "CT Samples" ran 35 times, "CT Invents" 15 times and "Colonial CT" two times. Adult outreach visited three senior centers counting 61 attendees at "CT Invents", "Pop History of CT" and "What is Museum of CT History." Through our Lutz Museum collaboration, eight "CT Sampler" sessions complemented eight "CT History in Eight Objects." The museum's social media presence continues to flourish: the "CT Invents" blog had 9,542 views (ctinventor.wordpress.com), an increase of about 1,000. The Twitter feed (@ctmuseum gained an additional 87 followers, now up to 862. The Museum of CT History FaceBook page--- a vehicle for Connecticut short stories, museum objects and images, has more than 1,700 likes, a 13% increase over last fiscal year.

Again this year, the Museum participated in Open House Day (June 2019) which is designed to build awareness of the state's cultural and tourism assets among residents.

### **Information Reported as Required by State Statute**

#### 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 May 18, 2019.

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.

#### Historic Records Account

The following report on the Historic Records Fund [Conn. Gen. Statutes 11-8k(c) and 11-8m(b)] was 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)".