

Connecticut State Library



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 – 93 (as of 6/30/15)

Recurring operating expenses – \$10,941,098

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 Connecticut program; 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 iCONN, Connecticut's Research Engine.

Group Services

Provide business services, collection services, cataloging services, information technology services across the Library and ensures access to the Library's extensive collections.

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.

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.

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.

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. *Connecticar* is the backbone of resource sharing among libraries including interlibrary loan and the *Connecticard* borrowing program.

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.

iCONN, Connecticut's research engine provides all students, faculty and residents in Connecticut with online access to essential library and information resources. Through iCONN, 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 and Willimantic Library Service Centers provide collection support, technology training labs, 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 is also 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. In addition, 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 2014-2015

Office of the State Librarian

Connecticut Dialogue on Public Libraries

On April 13, 2015, a distinguished group of thought leaders gathered in the Connecticut State Capitol for the Connecticut Dialogue on Public Libraries. The dialogue was a partnership between the Aspen Institute Dialogue on Public Libraries and the Connecticut State Library. Leadership from libraries, academia, philanthropy, and economic development joined policy makers in discussing the emerging opportunities for libraries to support the health and vitality of the communities they serve. The Connecticut Dialogue identified key themes in the future of libraries, including the importance of literacy across different spectrums; maintaining the essential role as navigators, and the importance of integrating and aligning services. The information provided from the dialogue will be used to shape plans for continuing to re-envision Connecticut's public libraries. The Connecticut Dialogue on Public Libraries will serve as a model for other states to explore how their public libraries can support and advance the priorities and goals of residents, communities and state leaders. The Dialogue was built on a framework established by an Aspen Institute report, *Rising to the Challenge: Re-Envisioning Public Libraries*, introduced in October 2014.

New Website / Branding Launched

In 2015 the State Library launched a new website and new branding. The new website was created by State Library employees from across the agency. The project required migrating thousands of pages from the old website to the new and creating new pages. Staff members embraced the project with a spirit of cooperation and determination. The new website is easier to manage and more responsive to the needs of the wide audience of State Library users. When the new website was launched, the State Library also introduced new branding to bring all of the State Library's various services and units under one uniform logo, making it easier for the public to identify State Library programs and services.

Connecticut Public Library Upgrade Initiative

The Legislature appropriated \$3.6 million to fund the Connecticut Public Library Upgrade Initiative – CPLUI. Connecticut's Public Libraries are seeing a resurgence in visits and activity, albeit enabled through the application of networking technology. Currently, some 95 principal municipal libraries are connected to the Connecticut Education Network (CEN) with low speed (3 to 6 Mbps) DSL connections. The upgrade project will provide libraries with 1 Gbps high speed fiber optic connection to the CEN, providing equality of fiber speed across all Connecticut Principal Public Libraries and reducing annual operating costs.

Public Programming

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 2014-15 year highlighted several exciting programs that featured authors and historians from around the state. In September, Curator David Corrigan, of the Museum of Connecticut History, gave a presentation on Samuel Colt and his iconic factory that was based in Hartford, CT. During his discussion, he also spoke about some of the most recent artifact acquisitions acquired by the Museum. In October, local Author J. Ronald Spencer spoke on his most recent book, *A Connecticut Yankee in Lincoln's Cabinet: Navy Secretary Gideon Welles Chronicles the Civil War*. Most of his research was based on the Journal of Gideon Welles during his service as the Secretary of Navy under President Abraham Lincoln. The book was published by the Acorn Club. In November, local Author Bob Steele spoke about his most recent book *The Curse*. In January Project Coordinator of the Digital Newspaper Project, Christine Gauvreau, spoke on Newspaper articles written in the Norwich and Bridgeport newspapers that covered the home front during World War I. Former State Senator and recently published author, Don Williams, spoke in February about his latest book, *Prudence Crandall's Legacy: The Fight for Equality in the 1830s, Dred Scott, and Brown v. Board of Education*. Mr. Williams' presentation gave an up close look at the

legacy of one of Connecticut's most iconic figures, Prudence Crandall. In March, Katherine Wiltshire from the Connecticut's Women's Hall of Fame spoke about the history of the organization and the impact of women in the State of Connecticut. In April, Dr. Ira Spar, M.D., spoke about his recent book *New Haven's Civil War Hospital: A History of Knight U. S. General Hospital, 1862-1865*. The book tells the story of the doctors, staff, soldiers, and families who were instrumental in the design and function of Knight U.S. General Hospital in New Haven. In May, Author Lesley J. Gordon spoke about her latest book, *A Broken Regiment*, which recounts the tragic history of Connecticut's 16th volunteer infantry during the American Civil War. The series concluded in June with Cold War Historian John Ramsey speaking about the impact of the Cold War on Connecticut.

Access Services

Reference librarians at the main library, 231 Capitol Avenue, answered a total of 19,043 reference questions:

- 8,958 By patrons visiting the library
- 7,167 By phone
- 2,918 By correspondence and email

State Library collections and resources are shared through specialized workshops, presentations and tours. The Connecticut Society of Genealogists, judicial law librarians, the Attorney General's paralegal staff, National History Day students and interns from all three branches of government all have benefitted this year from the resources at the State Library.

Staff member Kevin Johnson is known for reenacting and telling the story of several individuals who have made an impact on Connecticut History. His portrayal of William Webb, an African-American Civil War soldier was presented at several events throughout the year. One of Kevin's many highlights for the year was participating in the Griswold Bi-Centennial Committee's program "Memories of the Civil War".

There were modifications and additional resources added to the Connecticut Legislative History database. These changes were well received by law researchers. Staff member Mel Smith compiled a Divorce Index, 1864-1929 for Hartford County, Superior Court. This index is available to the public and has been added to the collection. Several staff members assisted in transcribing a 1864 diary kept by Napoleon B. Neal during his imprisonment at Andersonville the Confederate Civil War prisoner of war camp. Neal was a Union soldier from Middletown, CT.

The work of the General Assembly is important to the citizens of Connecticut. The State Library provides access to Assembly bill files, public hearing proceedings and other legislative documents. The 2015 legislative session produced over 3,400 House and Senate bills which were indexed by one of the State Library's law librarians who divides her time between indexing and reference responsibilities. There was a major disruption in the availability of this year's legislative transcripts when the transcription service went out of business. The State Library's Bill Room staff found creative ways to handle the situation and respond to questions relating to

the transcripts. Once the transcripts arrive, the Bill Room staff will index and ready them for patron use.

History and Genealogy Room Renovations

The History and Genealogy room underwent a major renovation project this year. The room was closed from August 15th through September 5th, while renovations took place. During the renovation, History & Genealogy staff worked from the Law reference desk. The collections remained available and access to the secured Archives and Special collections was provided on limited hours in the Library's Conference Room. During the renovation process all materials were relocated and much of the furniture was stored in the former church building adjacent to the State Library. The area was reopened on September 6th. The Judicial Branch added new carpeting, new painting, electrical improvements and reconfigured the access to the History and Genealogy area. The relocation of materials along with the addition of new furniture was funded by the State Library.

Collection Services

27,155	Items added to the general collection
7,373	Items added to the federal documents depository collection
118,314	Unique electronic titles
99	Subscription electronic resources available for patron use
733	Interlibrary Loan requests filled from the Division's collections
212	Interlibrary Loan requests received from other libraries for patrons
916	Items loaned directly to patrons
2,413	Digital objects added to Digital Collections
401,072	Item views in Digital Collections
47,489	Visits via the proxy server to access our electronic resource

Library materials budget The FY15 library materials allocation totaled \$786,592. A budget rescission of 5% or \$39,329 reduced the allocation to \$747,263. Print serials expenditures accounted for 50% and Serial Electronic Resources accounted for about 43% of the library materials allocation. Microfilm and other microforms accounted for 5%. Only 2% was spent on purchasing new books for the library collection.

Items added to the collection included: 8,424 serials, 747 loose-leafs and 9,621 current newspaper issues. Of the 7,373 federal documents received 4,752 or 64% were print, 2,529 or 34% were microfiche and 92 or 1% were CDs/DVDs. Total items (monographs and serials, including Federal and Connecticut Documents) processed by the Collection Services staff totaled 34,528 items. Serials maintained remained steady with a total estimate 8,827 active titles. In FY15, gifts were 41% of the monograph items added to the collection.

Connecticut Documents Print Connecticut Documents added to the collection totaled 3,898 and an estimated 2,068 print items were distributed to depository libraries. Town Documents added

to the collection totaled 264 items. In FY15, 3,018 Connecticut digital born documents scanned in-house were harvested and archived. 1,309 Connecticut Network (CT-N) DVDs were added. Efforts to acquire missing issues of print state and town documents resulted with claims of 564 items.

Federal Documents Serving as the Regional Federal Depository Library for Connecticut and Rhode Island, the State Library approved 205 discard lists from 15 selective federal depository libraries in FY15. Collection Services staff searched 28,221 documents and claimed 615 pieces to add to the State Library's collection. This process enabled the Library to replace items missing from the shelf or in deteriorating condition. Providence College, a former federal depository library in Rhode Island, deaccessioned their federal documents collection and asked the State Library to approve 135 discard lists comprised of 17,112 items. The Providence College project was completed in ten months (June 2014 through March 2015).

Electronic Resources Maintained a total of 99 e-resources, 147,219 links to e-journals and e-books, of which 118,314 were unique links. Usage statistics indicate 68,683 sessions (virtual visits), 335,225 searches, and 510,994 online documents viewed. Total e-resources maintained increased 15% and documents viewed online increased 18.2% over FY14.

In FY15, there were 47,489 virtual visits to our EZproxy server, providing Connecticut State Library cardholders with 24/7 remote access to licensed subscription databases. The average number of virtual visitors served per day was 130. The number of unique users totaled 6,051, which represents 22.9% more than in FY14. In FY15, our most frequently used remote access resources were ProQuest Historical Hartford Courant (1923-1988), Sanborn Maps for Connecticut, HeinOnline, and ProQuest Historical New York Times (1851-2009).

Notable Acquisitions New online resources purchased by the State Library in FY15 include:

- Colonial State Papers *
 - EBSCOhost eBooks (10 titles) *
 - Loislaw *
 - National Consumer Law Center Digital
 - Weiss Ratings Consumer Guides *
- * Remotely accessible by Connecticut State Library cardholders.

Engravings of U.S. Geological Survey Maps The State Library acquired 36 U.S. Geological Survey (USGS) topographic and geologic engraved copperplates of Connecticut for the towns of Gilead, Granby, Litchfield, Meriden, New London, New Milford, Putnam and Waterbury. Twelve of the copperplates are for the entire State of Connecticut. The U.S. Geological Survey (USGS) plates were created from the 1880s to the 1950s. These unique engravings were created by hand and used to print maps. They were made available for transfer to state and other agencies by the federal government.

Circulation and Resource Sharing In FY15, 1,649 items were circulated, scanned or copied. Direct loans or items circulated to patrons totaled 916 or 56%. Interlibrary loans supplied totaled 733 or 44%. Resource sharing between the CSU libraries and the State Library accounted for 2% of total circulation.

Digital Collections In FY15, 2,413 objects were added to the State Library's Digital Collections bringing the total to 63,955. Adding the 7,627 newspaper issues added to Chronicling America brings the total objects to 71,582. This includes Library, Archives and Museum collections on CONTENTdm, Connecticut History Online (CHO), Flickr, HistoryPin and the Internet Archive. 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 3,018 for a total of 32,537 objects.

Digital objects received 292,465 views plus the 108,607 views of the Chronicling America newspapers bringing total views to 401,072. The State Library's Internet Archive collection was heavily used with 93,189 views, Law and Legislation had 37,993 views and Items from the Library had 36,606 views. Since it was added last July, the *Classified Directory and Blue Book of Hartford, 1918* has been in the top ten items viewed each month in the Items from the Library Collection, receiving 1,641 hits.

<http://cdm15019.contentdm.oclc.org/cdm/ref/collection/p4005coll11/id/676>.

In FY15, the purchase of a Bookeye 3R2 overhead scanner with book cradles to allow face-up scanning of bound materials that were not suitable for our flatbed scanners

Notable Digitization efforts

- Fifty-two World War I era publications scanned, including: *The World War veterans of East Hartford : reception and celebration held in their honor, East Hartford, Connecticut, October 10 and 11, 1919*
<http://cdm15019.contentdm.oclc.org/cdm/ref/collection/p4005coll11/id/681> State Library call no.: F104 .E18 W67 1919
- Twenty-four volumes scanned in the series known as the *Special acts and resolutions of the General Assembly of the State of Connecticut* (title varies), including Vol.1-2 part 1
<http://cdm15019.contentdm.oclc.org/cdm/ref/collection/p128501coll3/id/36524> State Library call no. KFC3625 .A21
- Five volumes from a scanning/preservation photocopy project done by Acme Bookbinding that made digital files as well as multiple paper copies for the shelf: *General statutes of the State of Connecticut* for 1821, 1849, 1854, 1866 and *Index to General Statutes of Connecticut, and Public Acts* from 1875 to 1882, including 1821:
<http://cdm15019.contentdm.oclc.org/cdm/ref/collection/p128501coll3/id/34214> State Library call no.: KFC3630.
- *The Bat and ball* [1867 May 1]
<http://cdm15019.contentdm.oclc.org/cdm/ref/collection/p4005coll11/id/689> State Library call no.: SpecColl GV862 .B38 oversize
- Scanned on the Bookeye 3R2: *The state capitol, Hartford, Conn. Richard M. Upjohn, architect* <http://cdm15019.contentdm.oclc.org/cdm/ref/collection/p4005coll11/id/709> State Library call no.: SpecColl NA4412 .C8 U6 1886 oversize.

Connecticut Digital Newspaper Project A two year grant from the National Endowment for the Humanities to digitize 100,000 pages of historic newspapers ends Aug. 30th. As of June 30th, 81,326 pages are approved and online for public viewing and include the *Norwich Bulletin* for

1910-1922 and the *Bridgeport evening farmer* and its successor for 1910-1919. The last three batches (24,064 pages) are at the Library of Congress for approval. As of May, our newspaper pages were viewed 108,607 times in *Chronicling America*.

Collaborative Digital Projects On May 27, 2015, the Connecticut State Library launched *Remembering World War One: Sharing History/Preserving Memories*, a community centered commemorative project that seeks to build a permanent digital archive of Connecticut's role in the Great War. This project, a partnership between the Connecticut State Library and Connecticut Digital Archive, will work with institutions, organizations and individuals around the state. Local institutions and community groups will hold community submission events where the State Library will digitally capture the keepsakes and stories of Connecticut residents. A press conference was held at the State Capitol and followed by a reception in Memorial Hall at the Connecticut State Library. The event showcased an exhibit of World War One collections from institutions around the state. Invited speakers included Edwin Fountain, Vice Chairman, United States World War One Centennial Commission; Robert G. Carroon, National Sr. Vice Commander, Order of the First World War and Anna Nichols, 5th Grader, Community School, Prospect, CT. The event was recorded by CT-N and can be view at <http://ct-n.com/ondemand.asp?id=11582>

In the fall of 2014, digitization events were held at the Middletown Library Service Center, Willimantic Library Service Center, and the Connecticut State Library. At these events, participants were asked to bring in photographs, uniforms, and other keepsakes, of relatives who served in WWI. The project website can be found at: <http://ctinworldwar1.org/>

A *Hartford Courant* article on October 15, 2014, highlighted the project and the scheduled digitization events. "Connecticut State Library Seeks To Digitize World War I History" <http://www.courant.com/news/connecticut/hc-world-war-i-digital-1012-20141015-story.html>

A *Hartford Courant* article on November 11, 2014, in honor of Veterans Day, "State Library Working On Record of Connecticut's Role In The Great War." The article highlighted stories of the veterans and items that have been digitized and collected. <http://www.courant.com/news/connecticut/hc-connecticut-veterans-great-war-exhibit-20141111-story.html>

Connecticut Digital Archive The State Library is participating in, coordinating and supporting the development of a statewide digital archive along with the University of Connecticut and other cultural statewide organizations. Participating educational, cultural and state institutions will be able to create and curate exhibitions to highlight collections. Digital assets will be available to a wider audience via the Digital Public Library of America.

Preservation Activities 485 volumes were sent for binding this year at an average cost of \$10.26. Multiple photocopies of six volumes of the State Statutes were ordered and we received 27 printed and bound copies of these volumes plus digital files of each page. 125 volumes were repaired in house: 112 were recased, the most time-consuming repair. Simpler repairs: tip-in loose page (42), repair torn page (15), encapsulate (7), light weight enclosure or envelope (35), Pamphlet binders, stapling or sewing (17).

Discovery Services

- 7,281 New print monographs and serial cataloged
- 2,411 New state documents (print, online, DVD, & hybrid cataloged)
- 1,104 Electronic state documents digitally archived
- 4,388 New electronic federal documents cataloged

Unit Head Stephen Slovasky served on the Connecticut State College and University (CSCU) Council of Libraries Integrated Library System Request For Proposal Steering Committee, co-chairing the Cataloging functional working group. The Steering Committee was instructed to recommend to the CSCU Council of Library Directors a replacement for the library management systems currently in use by the State Library and state universities, and the community and technical colleges. The State Library currently shares an integrated library system with the four state university libraries.

Original cataloging of unusual and rare print materials dealing with Connecticut resumed. Among these interesting titles are reports and directories of professional associations (e.g. agricultural, medical) from the nineteenth and early twentieth centuries, as well as church histories and other foundation documents from the nineteenth century and earlier.

Cataloging upgrades for 40,000 Library Service Center bibliographic records which lacked OCLC numbers were effectively completed. The Service Center upgrade project received assistance from a cataloging intern in December and January.

Library for the Blind and Physically Handicapped (LBPH)

- 7,154 Patrons (+387 net) activated 765 new patrons
- 186,318 Books circulated
- 13,625 Audio players of both cassette and digital models
- 92,013 Audio and braille book titles
- 217,616 Individual copies of books

LBPH Program Review: The Library of Congress, National Library Service for the Blind and Physically Handicapped, conducted its biannual review of the LBPH's policies and procedures in July 2014. The review compared the practices of the LBPH to the guidelines provided in the American Library Association Revised Standards and Guidelines of Service, 2011. Out of several hundred standards, the reviewer found but 12 discrepancies and all were related to documentation or funding. The reviewer's comments stated that "the Connecticut Library for the Blind and Physically Handicapped has accomplished much in the past two years", "has also enhanced its services to patrons", and "the staff is to be commended for its continuing efforts toward improving patron services".

Braille Book Outsourcing Follow-Up: The State Library has a cooperative agreement with the Utah Regional LBPH to provide braille books to Connecticut residents. This program has proven to be a success resulting in a significant increase in braille circulation. In this past year, the number of volumes circulated was 1,645 which was a 55% increase over FY14.

Donation of Braille Collection: With the Utah Regional LBPH handling the physical circulation of braille books, the Connecticut LBPH can now remove its braille collection. The braille books have already been offered to other network LBPH libraries with only a few takers. The next step is to offer the braille books to foreign libraries. The LBPH is presently working with the American Friends of Kenya to ship about 1,400 cubic feet of braille books to libraries for the blind in Kenya, at their expense. Other foreign libraries soon to be contacted are located in India, Mongolia, and Bangladesh.

LBPH Web Pages: With the State Library's migration to the new State Library website, the LBPH has been able to greatly expand its web presence. The LBPH has added a large quantity of links to related websites, created a large section on patron policies and procedures, expanded the FAQs, and improved other sections.

Connecticut Volunteer Services for the Blind and Handicapped (CVSBH): Has completed migration to digital audiobook production at their 5 studios and their first digital audiobook is nearing completion. The Greater Hartford studio is participating in the National Library Service (NLS) pilot program for uploading a book to the online audiobook download website called BARD. Last March, NLS funded the visit of their recording expert to spend a full week in Connecticut to conduct training with staff of each of the studios. The President of CVSBH has become a member of the LBPH Advisory Committee for the first time since CVSBH was created 37 years ago.

Friends of the Library for the Blind: Begun in January 2014, the group now has 31 paying members. Advocacy for the LBPH patrons had its first success with the increase of the digital magazine loan periods by NLS in response to the group's letter.

LBPH Director: Gordon Reddick was voted to be the Secretary of the Consortium of User Libraries (CUL) user group for a second 2-year term. This group is the managerial team for administering the CUL library software programs used to operate the LBPH in Connecticut and five other states. At the biannual regional conference of NLS network libraries, he was voted as Vice-Chair for the Northern Conference of NLS network libraries. This conference consists of 15 regional LBPH libraries in the 12 northeast states and the District of Columbia.

OSHA: The LBPH was selected again by the federal Bureau of Labor Statistics to serve as a 2015 reporting site for their Survey of Occupational Injuries and Illnesses.

Cassette Book Removal: Being obsolete and replaced with digital books, cassette books are being incrementally withdrawn as there are still some patrons using them. To date, a total of 179,997 cassette books have been recycled. The remaining 84,618 cassette books will be recycled by the spring of 2016.

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.

Telephone Pioneers celebrated 50 years of service to the LBPH audio player repair program. There are five members remaining, all around 90 years of age. In FY15, they repaired, cleaned, charged batteries, and packaged 808 audio players while only meeting for 3 hours every two weeks.

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. The LBPH also receives a number of local student volunteers, disabled students in job training programs, and some court-ordered community service persons in pre-trial rehabilitative programs.

Volunteer Recognition Day was held in April 2015, with about 45 volunteers and family members attending. Plaques and certificates of appreciation were presented individually to volunteers in recognition of their exemplary service to the blind and disabled community.

Outreach: Continues to be emphasized with new ways of spreading the word resulting in 765 new patrons. Staff, assisted by volunteer Tom Grossi, began telephone canvassing of health care institutions and senior centers/groups. Regular outreach efforts continue with the LBPH attendance at over a dozen health fairs, several State Senate senior fairs, a presentation at the National Federation of the Blind state convention, an open house in conjunction with the state Lions Club convention, and participating in other health fairs and events as the opportunity presents.

State Energy Savings Program

All overhead fluorescent lights and all outdoor building and parking lot lights were replaced as part of the energy savings program -- State Energy Savings Program.

Division of Library Development

Outreach The Division of Library Development (DLD) has re-evaluated and revamped its outreach initiative implementing a new Regional Liaison program which assigns each DLD consultant to personalized outreach to principal public libraries in a group of contiguous towns. The consultants, acting as liaisons, will help to share information across each region and keep librarians updated on news from the State Library regarding events, resources, training, grants, and other services. The consultants will also gather input and requests from their libraries that will help shape DLD's future services and offerings. Our intent with this program is to inform, engage, and empower the Connecticut library community through effective and regular communication.

Strategic Focus Plan DLD developed and is preparing to implement a new Strategic Focus Plan with the knowledge that for libraries to thrive in the current information-rich, knowledge-based society, the DLD must concentrate its work in areas that meet the current needs and priorities of libraries and the people they serve. The Division's key principal is to work together with colleagues in the Connecticut library community toward the common goal of making libraries "a trusted community resource and an essential platform for learning, creativity and innovation in

the community.”(Aspen Institute Dialogue on Public Libraries, *Rising to the Challenge: Re-Envisioning Public Libraries*, Washington, D.C.: The Aspen Institute, October 2014, page iv).

Aspen Institute As part of the CSL role as a pilot program for Aspen Institute Connecticut Dialogue on Public Libraries (The Connecticut Dialogue on Public Libraries is a multi-stakeholder forum to identify strategic opportunities presented by the state’s public libraries in response to the educational, economic, social and technological transformations that are affecting individuals and communities across Connecticut. Civic leaders, policymakers and library leaders will explore how to leverage the assets of these highly trusted institutions to build more knowledgeable, healthy and sustainable communities), DLD organized and facilitated 4 CT regional dialogues based on the Aspen Institute report to initiate conversations in the communities of Middlebury, Mansfield, Stamford and Wallingford. DLD will continue the implementation of the Aspen Program with a 10 Step Action Plan for Re-Envisioning Public Libraries.

Public Library Construction: In FY15, the State Library Board awarded the Chester Public Library \$1,000,000, the Farmington Library \$57,000, the Groton Public Library \$413,875, the Mystic and Noank Library \$20,570, the Harwinton Public Library \$1,000,000, the Beekley Library of New Hartford \$621,000, the Douglas Library of North Canaan \$22,045, the Southington Public Library \$1,000,000, the Wallingford Public Library \$229,625, the Weston Public Library \$256,357, and the Willimantic Public Library \$500,000 in library construction grants. These grant funds will be matched by local funds and total project costs in these communities will exceed \$28,000,000. The Bond Commission approved funding for the Public Library of New London, \$75,000 and the Wheeler Library of North Stonington, \$14,009, and the grants mentioned above for Farmington, Groton (Mystic), North Canaan, Wallingford, and Willimantic.

Connecticard use has increased by 11% since the year 2000, with over 4.1 million items borrowed. This grant program that partially reimburses public libraries for these nonresident loans awarded \$950,000 to 169 libraries. Funding for this program dropped from \$1,000,000 in FY14 to \$950,000 in FY15.

Connecticar served 225 public and academic libraries, making an average of 170 stops per day in the state. Based on volume studies conducted in October 2014 and March 2015, it is estimated that Connecticar delivered more than 3.7 million items in FY15.

Public Library Annual Report and State Aid Grant 180 public libraries completed the Annual Report/Survey covering the 2014 fiscal year. This report provides the data for state and federal statistical reports. 163 of these libraries shared the annual State Aid grant of \$193,391 (down from \$203,569 in FY14). The Division provides assistance in completion of the survey and evaluates the accuracy and completeness of the results.

Continuing Education The Division provided 100 on-site continuing education and technical training opportunities, and 22 DLD-sponsored webinars (webinars produced by one of our contracted instructors and provided only to library staff in Connecticut libraries) serving a total of 1,316 Connecticut library staff in FY14-15. Additionally, DLD provided on-site group

viewing of 13 webinars produced by the American Library Association (ALA) and other agencies to 50 CT library staff. The Continuing Education Calendar also listed 60 free, online webinars from ALA, Webjunction, Infopeople, and other sources

Other Grants The Division administered \$2,034,387 in 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 Connecticut statewide delivery service, Connecticut grant program, professional development, consulting and iCONN. It also supports directed grants to local libraries. In FY15, the Division administered five grants in two categories: Every Child Ready to Read and Programs for Older Adults.

iCONN In FY15, the value of all iCONN databases to local communities exceeded \$35 million while the cost to provide iCONN including the statewide library catalog was approximately \$2 million.

In FY15 there were a total of 8,198,944 page views (a measure of when search results are actually viewed) in databases provided in iCONN: 13.3% from public library patrons; 19.8% from school library patrons; and 66.9% from academic library patrons. The total represents a 13% decrease over the previous year.

The statewide library catalog was searched 621,926 times and there were 610,569 full record views. Over 200 libraries successfully lent 112,759 items through reQuest. Holdings in reQuest were 23.6 million items and the number of unique titles was 6 million. As part of a cost savings effort, the State Library is replacing the current statewide library catalog, which was shut down on June 30, 2015. The State Library in partnership with Bibliomation, a library network in the state, will bring online a new statewide library catalog in the fall of 2015.

The statewide collection of downloadable eAudios and eBooks includes 3,593 titles which were checked out 10,511 times, a 3.3% increase over last year.

To increase ease of access to and use of iCONN's online presence, DLD staff migrated its web site to a Word Press platform. The new web site design is ADA Sec. 508 compliant, easy to navigate, and scales automatically to different computer and mobile device screen sizes. DLD staff participated in early planning for eGO ("Books. Research. Historical Documents. Go!"), a legislatively authorized statewide eBook platform for libraries that will also serve as the statewide portal for all digital content and services of the State Library. In partnership with the New York Public Library, eGO will make eBooks and other electronic information available to Connecticut libraries and their users on multiple computer and mobile device platforms, and will include an acquisitions module for libraries to use for purchasing content from eBook publishers. Mutual planning continues between the New York Public Library and the Connecticut State Library.

Service Centers Through the library service centers in Middletown and Willimantic, the Division provides consultation, training, programming and supplemental material to libraries. The service

centers loaned 52,422 items to school and public libraries for a value to local communities of approximately \$1,992,000.

Summer Reading One hundred and nineteen libraries ran summer programs online in 2015, using a program made available to them by the Connecticut State Library. Participants (children, teens and adults) can add books to their reading log anywhere they can get on the internet, using a computer, a tablet or a mobile phone. The *Summer Reader* program encourages participants to write book reviews, share ratings of favorite books and make lists of books that they would like to read. This project collaborates with The Governor's Summer Reading Challenge to encourage children to read wherever they are.

The Connecticut State Library is a member of the *Collaborative Summer Library Program* (CSLP) whose members work together to produce yearly children's, teen and adult summer programs. The collaborative saves local libraries time and money by providing promotional items, programming ideas and a host of other incentives and awards that promote summer reading among Connecticut children and teens. Over 121 libraries made use of CSLP materials in the summer of 2015.

A two day symposium for public librarians was held, focusing on goal setting, current research, program design, community collaboration, and marketing. Fifty librarians from 50 different libraries attended.

Public Records Administration

Records Management Policies and Schedules; ECM Development

As part of the agency's mandate to provide guidelines and standards, staff issued Public Records Policy [PRP] 02: *Digital Imaging* and a corresponding *Digital Imaging Standards* document.

Public Records staff issued one general retention schedule for municipalities and 18 state agency-specific records retention schedules.

Staff continued to work with DAS/BEST to enhance the existing IBM Enterprise Content Management (ECM) environment, including the implementation of IBM Atlas and Enterprise Records, records management components which will allow State agencies to more effectively and efficiently store and manage electronic records.

Historic Documents Preservation Program; Municipal Grants

The Historic Documents Preservation Program awarded \$942,500 in targeted grants to 163 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 \$5,000, \$7,500 or \$10,500, for small, medium and large municipalities, respectively. In addition, the program awarded a disaster recovery grant in the amount of \$4,850 to 1 town for the recovery of water-damaged essential records. The program is funded by a \$3.00 filing fee on all land recordings. The decline in home sales following the Great Recession has continued to reduce the amount of available

funding. The program has awarded over \$14 million in grants to Connecticut municipalities since its establishment under Public Act 00-146. It is administered under CGS §11-8i to §11-8n.

Training and Outreach

5 records management training sessions were conducted for municipal employees on a variety of topics, including records retention and disposition and management of e-mail, police records, and library records. The Public Records Office also had an information table at 2 municipal clerk conferences.

7 records management training sessions were conducted for state and quasi-public agency employees on a variety of topics, including records management liaison responsibilities.

Disaster Preparedness and Recovery

In partnership with the Department of Administrative Services (DAS) Learning Center, staff conducted 1 workshop for state and municipal employees concerning the identification and protection of critical operating records necessary for emergency response and disaster recovery.

Staff assisted 1 municipality in mitigating a potentially serious flooding issue and responded to 1 state agency reporting a water leak. 6 public records disaster preparedness alerts were issued to state agencies and municipalities to take mitigation steps as the result of pending weather conditions.

Records Disposition and Data Removal Authorizations

2,610 requests for the disposition of 38,808 cubic feet of municipal government records were reviewed and approved or denied. 1,093 requests for the disposition of 87,534 cubic feet of state agency records were reviewed and approved or denied. 1 request from a municipality for removal of public records personal data files was reviewed.

Certifications and Examinations

17 certificates of records disposition for information systems records; and 1 certificate of compliance for microfilming standards for public records were processed. 127 examinations of indexes and inspections of land records of the towns for 2014, and 1 for 2013, were processed.

Records Storage Facilities and Vaults

Staff inspected 2 records storage facilities and approved 1 for the storage of public records. Staff assisted 8 towns with municipal vault construction or renovation projects and issued preliminary or final approvals for 4 projects.

State Records Center Services

At the State Records Center, staff processed 4,505 reference requests from 28 state agencies and re-filed or inter-filed 2,367 files/boxes. Staff accessioned 5,996 cubic feet of records. In addition, staff deaccessioned 7,988 cubic feet of records, leaving room for an additional 12,793 boxes. Currently the State Records Center stores 62,215 boxes. The State Records Center provides off-site inactive records storage for state agencies free of charge.

State Archives

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

New Acquisitions The State Archives acquired 55 accessions totaling 544.25 cubic feet, bringing the total quantity of records to 42,742 cubic feet. Accessions included: State Police investigation files, 1985; State Police investigation files, Lambiance Plaza building collapse, 1987; Department of Veterans Affairs, Office of Advocacy and Assistance, veterans discharge certificates and Connecticut Wartime Service Medal discharge certificates, 1940-2014; Board of Firearms Permit Examiners records, 1967-2014; Central Connecticut Regional Planning Agency records, 1966-2014; Reporter of Judicial Decisions, sentence review decisions, circa 1950-1970; Town of Hamden tax abstracts, 1844-1920; Gustave Whitehead Research Collection, 1901-2015; Betty Hudson Papers, circa 1961-2006; Jacob Fred Bernasconi Collection, circa 1897-1949; Lee Tryon Papers, 1916-1955; and records books and probate files from 3 probate districts.

Finding Aids The State Archives encoded 1 additional finding aid in Encoded Archival Description, bringing the total quantity of finding aids posted on the State Library website to 566.

Archives Month A poster celebrating Connecticut Archives Month in October 2014, was produced under a grant given to the Connecticut State Library by the National Historical Publications and Records Commission of the National Archives on behalf of the Connecticut State Historical Records Advisory Board. The theme for the 2014 poster, "Connecticut Answers the Call", was chosen in recognition of the start of the World War I centenary. Archives & Special Collections, University of Connecticut Libraries and the Connecticut League of History Organizations co-sponsored the poster. The poster was distributed to town clerks, public and academic libraries, and local historical organizations.

Museum of Connecticut History

The Museum's collections (political, industrial and military) grew by 399 accessions, largely through purchase, using the private monies of the Museum Collections Fund. The State Purchasing Card has proven to be ideal for online auctions featuring Connecticut historical materials and accounting for expenditures. Several long-established private collections (50+ years in the making) are parting with some of their Connecticut historical treasures; we bought several choice condition Sharps percussion and early metallic cartridge firearms (made just down the street from the Museum a century-and-a-half ago!) and accessories. A scarce surviving Nathan Starr (Middletown) 1799 Contract Horseman's Saber, the first US War Department contract sword, was won on eBay. Bought directly from the inventor's descendants, the A.

Hamilton (Broadbrook) 1861 Patent/Prototype Breech-Loading Rifle came with a comprehensive series of original patent documents including Hamilton's patent attorney's correspondence, possibly a one-of-a-kind survival of accompanying documentation. Several different groupings of Connecticut military memorabilia, variously including uniforms, photographs, diaries, letters, journals and insignia generated by service in the post-Civil War state militia and later World Wars were purchased. A comprehensive lot of Connecticut-made tin smithing tools from the 1850s-1890s came from a life-long collection. Numerous Connecticut-made/patented hand tools were scored from fixed price websites and online auctions.

Loans of original Connecticut Women's Suffrage materials went out to the Litchfield Historical Society for their special exhibit on the subject "Ballots for Both! The Fight for Equal Voting Rights." The Museum provided National Park Service/Springfield Armory staff lengthy printouts of the Museum's Colt-related firearms and archival holdings and met with them and Wadsworth Atheneum staff for preliminary thoughts on themes, exhibits and education programming at the emerging Coltsville National Historical Park in Hartford.

Educational outreach of 67 presentations in K-12 schools in 23 cities/towns gained an audience of 1,722 students. "CT Sampler" ran 40 times, and "CT Invents" 17 times. Adult outreach visited 10 different sites, including retirement homes, long-term care facilities and senior centers. Presentations included 5 "CT Invents", 3 "Pop History of Connecticut" and 2 "Connecticut Eats." 179 people attended.

14,221 students visited the museum with an additional 10,000 "walk-in" visitors for an approximate total of 24,000 attendances, on par with that of the prior fiscal year. The museum's social media presence was down a bit from the prior year: the "CT Invents" blog (ctinventor.wordpress.com) had 9,700 visitors, an average of 808 a month. The Twitter feed (@ctmuseum) gained an additional 104 followers, and is now up to 529. The two 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 864 "likes."

Information Reported as Required by State Statute

Equal Employment Opportunity Reporting Requirement

The Connecticut State Library is firmly committed to the principles and objectives of equal employment opportunity for all individuals. The Library's full-time Equal Employment Opportunity Designee, Jamila H. Goolgar, 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 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 Library's authority. These activities are too voluminous to relate here, but are detailed in the

Library's recent Affirmative Action Plan, approved by the Commission on Human Rights and Opportunities on June 10, 2015. The Library did not knowingly do business with any bidder, contractor, subcontractor, supplier of materials, or licensee who discriminates against members of any class protected under C.G.S. Sec. 4a-60 or 4a-60a.

In Fiscal Year 2014-2015, 55.4 percent of the Library's employees were female and 44.6 percent were male, with the following composition: 81.5 percent white, 10.8 percent black, 6.2 percent Hispanic, and 1.5 percent Asian.

Historic Records Fund

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