

At a Glance

MAUREEN SULLIVAN, Interim State Librarian

Established – 1854

Statutory authority - CGS Chapter 188

Central Office - 231 Capitol Avenue, Hartford, CT 06106

Number of employees – 92 (as of 6/30/20)

Recurring operating expenses – \$8,271,708

Organizational structure –

Office of the State Librarian: Community Engagement and Special Projects

State Archives

Public Records

Business Services Group: Fiscal Services, Support Services, and IT Support

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

Access Services: History and Genealogy, Law and Legislative Unit, and the Government and Reference Services Unit

Collection Services

Discovery & Delivery Services

Library for the Blind and Physically Handicapped

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 administration of the State Library by a State Librarian
- Planning for statewide library service, excluding 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 statewide 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 leading, coordinating, and ensuring the effective performance of the State Library; administering the Federal Library program; and 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; and other statewide library programs.

Public Service

The State Library provides a variety of library, information, archival, public records, museum, and administrative services to the residents of Connecticut, and to 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 (LSTA) state grant. The State Library administers *researchIT CT*, Connecticut's research engine.

The units in **Access Services** maintain and provide access to comprehensive collections of public policy resources; comprehensive collections of Connecticut and United States government publications; legal, legislative, and public policy resources; a broad range of legal treatises and law periodicals; the archives of Connecticut General Assembly, House and Senate proceedings, public hearings, and compilations of legislative histories for Connecticut Public and Special Acts; a comprehensive collection of materials on the history of Connecticut and its people, including an extensive collection of local histories and genealogies, land records, probate records, church records, transcriptions of family Bible records and cemetery inscriptions, military records, the Federal census records for Connecticut, 1790-1930, city directories, and the most comprehensive collection of Connecticut newspapers from colonial times to the present. Staff in this unit answer a variety of questions from Judicial clerks, staff in agencies across the CT government, and the general public and provide in-depth research consultation.

Collection Services is the unit responsible for the acquisition of materials in various formats, including electronic resources, to strengthen the Library's collections; the management of the Library Materials budget; processing documents, books, and journals; and preservation of the collection.

The processing and description of items to ensure access to the collection is performed in the **Discovery & Delivery Services** unit. This unit also manages the Library's integrated library system.

The **Division of Library Development** provides leadership, funding, education, and statewide services that enhance a local library's ability to deliver high-quality library service to their community. Its programs include: *deliverIT CT*, a delivery service to 226 public and academic libraries in Connecticut; *borrowIT CT*, a statewide reciprocal borrowing program allowing Connecticut citizens to use their hometown library cards in any public library in Connecticut; *Consulting and Training Services* to support local libraries' ability to provide high quality services that are responsive to the needs of their communities; *researchIT CT*, Connecticut's research engine, to provide all students, faculty and residents of Connecticut with online access to essential library and information resources. *Statistical data* on public libraries is compiled annually and published online. The Division coordinates and approves E-Rate Technology Planning for public libraries; 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 federal Institute of Museum and Library Services. The Division offers a robust professional development program to enable staff who work in Connecticut's libraries to learn the skills and knowledge required to meet the challenges of providing quality service and programs to their constituents.

The **Library for the Blind and Physically Handicapped (LBPH)** is part of a national network, the National Library Service for the Blind and Physically Handicapped based at the Library of Congress. The Library provides a free loan of recorded and braille books and magazines, with the necessary playback equipment, to eligible state residents who are unable to read conventional print because of a visual or physical disability.

The **Museum of Connecticut History** 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.

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 in the State's municipalities. The Office administers the State Records Center, which provides state agencies with off-site storage of inactive records at no charge and the Historic Documents Preservation Program, which assists municipalities in improving the preservation and management of their historic records.

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.

Improvements/Achievements 2019-2020

The State Library closed to patrons on March 18. Staff continued to maintain core services to state agencies, municipalities, and the public. Staff responded to state and municipal agency record requests by email and phone. State Archives' online finding aids, digital collections, and databases remained accessible via the agency website. State Archives staff, recognizing the needs of hospital staff and the State's Emergency Operations Center for Personal Protective Equipment [PPE], surveyed the disaster response supplies held at the State Library and donated N95 respirators, eye protection goggles, disposable aprons, and other materials in response to a request from the Department of Administrative Services (DAS) Procurement. Managers developed and implemented a staffing plan, in accordance with the Governor's requirements for teleworking.

The State Library developed "**CT Libraries: A Road Map to Re-Opening and Recovery**" in April and shared it with the Governor's Office. This was to ensure that the **Re-Open Connecticut Advisory Group** would be aware of the critical role of libraries in their communities and that the State Library's recommendations would be coordinated with the Governor's directives. The Road map was a key

reference for the Governor's Rules for Reopening by Sector- Public Libraries. A new [COVID-19 LibGuide](#) was added to the website to support and inform libraries as they adapted services during the pandemic. As libraries began to offer curbside services and reopen their buildings to the public, the Library collected and shared their reopening plans and sent weekly updates, via email, to the library community.

The Transformation for Libraries program, funded by a grant from the Institute of Museum and Library Services (IMLS,) was transitioned from the *EXCITE Transformation for Libraries* project to the new *Kedge Futures School "Learn-Unlearn-Relearn through Strategic Foresight"* program. Librarians who participate will develop a foresight mindset and skillset, ensuring they are primed for market-leading innovation, successful opportunity development, and revenue-generating futures intelligence. Ultimately, librarians will learn a strategic framework that will enable them to lead the work necessary for the transformation of libraries.

Funds from the IMLS Library Service and Technology Act (LSTA) Grants to States Program were allocated to support such statewide services as the Library for the Blind and Physically Handicapped; the **deliverIT CT** statewide delivery service; professional development programming; consulting services; summer reading programs; literacy grants to four libraries; planning grants to three libraries for the creation of their strategic plans. A special Urban Libraries initiative of the Advisory Council for Library Planning and Development (ACLPD) led to the awarding of \$5,000 grants to seven urban libraries to help them strengthen their position as community anchor organizations.

A special **LSTA CARES ACT State Grant** of \$322,154 was used to purchase Chrome books and hotspots for 14 libraries to deepen digital inclusivity in their towns. In addition, anticipating the challenge of the economic downturn for public libraries called upon to serve the unemployed and underemployed, the Job and Career Accelerator Center toolkit, at a cost of \$81,000, was made available to all Connecticut libraries.

The **Fiber to the Library Grants** program, begun in February 2016, provides funding and support to upgrade libraries to high-speed fiber optic connections to the Connecticut Education Network (CEN). To date, seventy-six libraries have applied for a combination of federal E-rate discounts and state grants to cover the costs of installation and maintenance of new circuits. In FY2020, fifteen libraries were awarded \$403,093. This amount added to the E-Rate discounts, resulted in a total investment of \$777,629 for new high-speed internet connections.

The **researchIT CT** statewide collection of downloadable eAudiobooks and eBooks includes 4,648 titles, which were checked out 50,200 times, a 33% increase compared to the previous year's activity. **findIT CT** – Connecticut's Statewide Library Catalog contains the holdings of 318 libraries in Connecticut. The catalog had 139,938 visits yielding 650,743 pages or page views; 691,029 files; and 1,112,464 hits in FY2020. One hundred and thirty libraries participated in **requestIT**, Connecticut's Statewide Interlibrary Loan Service, in which 9,405 items were loaned.

Through **borrowIT CT**, the statewide reciprocal borrowing program, 13,473,451 items were loaned by CT public libraries to residents of other towns.

The State Library Board awarded four **public library construction grants** totaling \$1,430,614 to Bethany - Clark Memorial Library (\$131,214); Meriden Public Library (\$1,000,000); Warren Public Library (\$49,400); and the Waterford Public Library (\$250,000). Through new Grant Information Sessions, prospective applicants learned about the grant application and management process as well as state regulations for construction projects and the use of bond funds.

Innovative professional development programs offered include: a *pilot program with the Niche Academy* that enabled librarians to take self-paced continuing education tutorials while their libraries were closed; *Transforming Teen Services* to prepare librarians to develop services to prepare teens for future success; an inaugural Summer Reading Unconference, presented to over one hundred youth librarians in April, focused on meeting the needs of teens during the Covid-19 pandemic and helping them to address the various challenges with online learning programs. A total of 88 continuing education programs were attended by 2,269 individual staff in CT libraries. In-person workshops ceased in late March when professional development went virtual due to COVID closures. From March through June, there were 21,226 views of 218 different online tutorials. In February, a two-day virtual conference was held to prepare librarians for Census 2020. Eighty-two staff from sixty libraries participated.

The Connecticut Digital Newspaper Project received an extension of its grant from the National Endowment for the Humanities (NEH) to digitize and contribute Connecticut newspapers to the Library of Congress (LOC) for inclusion in *Chronicling America*.

Significant collections, or parts of collections, that were processed include: a DVD collection from the Connecticut Network; planning documents and municipal codes for Cheshire, Guilford, Hartford, Harwinton, Kent, Killingly, Ledyard, Manchester, Marlborough, Meriden, Middletown, New Milford, North Canaan, and Norwalk; resources on emergency management, nuclear energy, and nuclear safety; Bureau of National Affairs Labor Relations Reports.

The Library for the Blind and Physically Handicapped (LBPH) received the Gutenberg Duplication-on-Demand (DoD) audio book system from the National Library Service (NLS) in July 2019. This system immediately revolutionized the circulation process of audio books by greatly increasing the number of books distributed to patrons, eliminating the need for a large area of physical shelf space, and streamlining audio book processing procedures. Within two months, the circulation of single-title digital cartridges dropped from 69% to just 4% and the circulation of DoD-produced cartridges rose from 0% to 78%. Patrons no longer had to be computer-savvy to access the entire collection. This is a huge step forward toward universal accessibility.

Public Records and State Archives staff worked with the Department of Administrative Services, Bureau of Enterprise Systems & Technology (DAS/BEST) to enhance the Enterprise Content Management (ECM) system which will allow state agencies to store and manage electronic records more effectively and efficiently and to ensure compliance and support agency requirements. Public Records and State Archives staff also have worked with DAS/BEST to implement the IBM Enterprise Records Management Application (IER).

The Historic Documents Preservation Program awarded a total of \$942,000 in grants to 150 municipalities for the preservation and management of their local government records. The State Records Center processed 1,965 reference requests from state agencies and accessioned 3,691 cubic feet of records.

The State Archives acquired 26 accessions totaling 234 cubic feet, bringing the total quantity of records in the Archives to 49,012 cubic feet. Accessions included Office of the Attorney General records, 1864-2016; Office of the Attorney General press releases, 1991-2018; Office of the State Comptroller, Fiscal Policy Services records, circa 1860-2019; Office of the State Treasurer state land deed records, circa 1919-1995; Department of Administrative Services, Employees' Review Board records, 1956-2004; Department of Community Affairs records, 1925-1983; Department of Transportation aerial photograph mosaics, 1934; Department of Public Safety, Division of Emergency Management and Homeland Security records, circa 1952-2012; Department of Mental Health and Addiction Services, Connecticut

Mental Health Center master patient index card files, circa 1960-1999; Town of Darien building permits, 1937-2008; Town of Stratford records, 1842-1964; Town of Windsor Locks property records cards, 1979-2010; Connecticut River Valley Flood Control Commission records, circa 1950-1959; New London Second Congregational Church records, 1835-2018. Staff began to implement *ArchivesSpace*, an open source web application designed to enable more timely access to newly acquired records. The State Archives made 204 audio files of former Governor Dannel Malloy's interviews and press conferences available.

Five documents related to Connecticut's ratification of the 19th Amendment were on display during the Woman Suffrage Centennial Community Leaders meeting, jointly sponsored by Lieutenant Governor Susan Bysiewicz, Secretary of the State Denise Merrill, and First Lady Annie Lamont, on September 12, 2019. Digital images of the records of the General Assembly's two special sessions in September 1920 to approve the 19th Amendment and Governor Marcus Holcomb's correspondence on women's right to vote have also been made available through the Connecticut Digital Archive (CTDA).

The **Museum of Connecticut History** collections (political, industrial and military) grew by 270 accessions, largely through purchase using the private monies of the Museum Collections Fund. Among the acquisitions are: two fine condition Civil War shoulder arms, one a Model 1859 "Egyptian" Sharps Rifle (made a few blocks from the museum) and the other a Model 1855 Springfield Rifle-Musket; a rare Whitney Arms illustrated factory letter in which a pistol worker in 1862 comments on his job; an 1851 Colt Navy revolver .36 caliber six-cavity gang mold in superior condition; a World War II John Ek Commando Knife (Hamden, CT) in its original box. Museum staff located the 1778-1779 Revolutionary War winter encampment of General Jedediah Huntington's brigade in Redding, a site long thought to have been lost to modern development. The findings were shared with town officials and the state's archaeological community. Photographs and measured sketches of an English Fawcett & Preston muzzle-loading cannon, run through the blockade to the Confederacy in the Civil War and privately-owned in Connecticut, were prepared and sent to North Carolina officials for comparison with other guns surviving from the same shipment. The museum's 1793 George Washington silver Peace Medal underwent metallurgical analysis by University of Connecticut scientists assisting researchers developing a database of alloys for genuine and spurious examples of this artifact type. Researchers working on the definitive book on Colt Model 1911 semi-automatic pistols photographed premiere examples here in our Colt Collection.

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 8, 2019. The State Library is firmly committed to the principles and objectives of equal employment opportunity for all individuals. The State Library has undertaken numerous steps to effectuate equal opportunity in its hiring, promotions, training and other employment-related responsibilities, and in the provision of the programs and services that fall under the Department's authority. 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.

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)".