

Connecticut State Library

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 – 105 (as of 6/30/11)

Recurring operating expenses – \$11,066,755

Organizational structure –

Office of the State Librarian: Human Resources/Affirmative Action, Web Presence;

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 card 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 ensure access to the Library's extensive collections.

Access Services maintains and provides access to 1) a collection of public policy resources, and comprehensive collections of Connecticut and United States government publications dating from the late 1700's 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; 2) a comprehensive collection

of legal, legislative, and public policy resources. The collection includes statutes and case reports for all 50 US 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; and 3) 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.

The **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.

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 is responsible for the design and implementation of a Public Records Program for local governments and for state agencies within the executive department of government. This includes administrative responsibility for the State Records Center. The Office of the Public Records Administrator publishes records retention schedules and records management guidelines for state and local government agencies; publishes regulations regarding the construction of record storage vaults and the creation of permanent land maps that are filed in the towns; and monitors the annual examination of land record indexes; and administers a historic documents preservation grants program to help municipalities enhance or improve the preservation and management of local historic documents. By statute, the Public Records Administrator and State Archivist must approve the disposition of all public records.

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. Today, the Archives includes more than 37,489 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, housed in the 1910 State Library and Supreme Court Building, 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 focus of the Museum and its collections 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 2010-11

Office of the State Librarian

A series of events, exhibits, and articles commemorated the 100th anniversary of the opening of the State Library and Supreme Court Building. The building opened to the public on November 28, 1910. The Justices of the Connecticut Supreme Court and the State Librarian hosted a reception in Memorial Hall on Tuesday evening, November 30th.

The second year of *Third Thursdays at the Connecticut State Library* attracted larger audiences. The speaker series features a variety of authors and historians whose research has been augmented by or relates to the State Library's extensive research, archives and museum collections. Financial support is provided by the Connecticut Heritage Foundation.

The State Librarian was appointed to and has been active on the Connecticut Civil War Commemoration Committee.

Access Services

The main library at 231 Capitol Avenue fielded 21,740 questions from library users this year, including onsite visits, telephone, email, correspondence, Instant Messages and texts.

Text reference service was introduced, allowing the Library to connect with more of its users. In addition to the State Library's website (www.cslib.org), the Library uses [Facebook](#), [Twitter](#) and [Flickr](#) to promote its services

A public book scanner was installed for patrons to use as an alternative to making photocopies.

The United States Government Printing Office performed a Public Access Assessment of the Library's Federal Depository Library Program services. The Library was evaluated in four areas: Access, Collections, Service, and Cooperative Efforts and were found fully compliant in all areas. As the Regional Library for both Connecticut and Rhode Island, the State Library processed 105 discard lists from depository libraries, and continues to work closely with libraries in managing their collections and depository programs.

The Library continues to collaborate with state agencies to insure that their publications are being collected to guarantee access for future use, and also distributing copies to libraries across the state through the state depository library program. The Library also continues to digitally archive those publications that agencies only make available online.

In partnership with Ancestry.com, many of the State Library's unique genealogical collections, including the 1917 Military Census, are being digitized, and will ultimately be accessible to users at 231 Capitol Avenue through Ancestry.com and to residents statewide on iCONN.

[Family Tree Magazine](#) named the Connecticut State Library among the best state websites for genealogy in 2010.

State Library staff publicized the Library through participation in many presentations, training sessions, workshops and conferences held throughout the state and New England.

Before Governor Malloy's inauguration, the Library digitally archived the existing web pages of Connecticut's constitutional offices and executive agencies to preserve their historical record and content.

The State Library's responsibility to maintain the permanent record of activities of the General Assembly is constantly challenged by evolving technologies. Previously, recordings of proceedings of public hearings for all committees and the Senate were provided on cassettes and CDs. In 2011, they were only issued as mp3 audio files. The Library adapted its equipment and procedures so material in that format can be stored and permanently saved. Likewise, the Library has expanded preservation efforts to include digital copies of transcriptions that are both indexed and searchable.

Collection Services

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|---------|---|
| 43,184 | Items added to the general collection, |
| 9,223 | Items added to the federal documents depository collection, |
| 32,825 | Unique electronic serial titles, |
| 75 | Subscription electronic resources available for patron use, |
| 1,076 | Interlibrary Loan requests filled from the Library's collections, |
| 136 | Interlibrary Loan requests received from other libraries for patrons, |
| 793 | Items loaned directly to patrons, |
| 6,984 | Digital objects added to Connecticut Digital Archive, |
| 893,192 | Item views in Digital Collections. |
| 6,804 | Visits via the proxy server to access our electronic resources. |

Library materials budget

An initial allocation of \$1,083,000 in FY11 was reduced to \$ 926,830. This was an allocation holdback of \$156,170 or a 14.42% budget reduction.

As a result of the budget reduction in our library materials account, the State Library used strategies such as identifying overlaps between print and electronic resources, usage statistics, what might be available via shared resources such as document delivery and ILL, postponing microforms to purchase later, skipping some editions of continuations and used selector recommendations from past serials reviews.

- Working with our selectors, titles were prioritized a scale of 1 to 5: 1= Essential; 2=Support; 3= Good to have; 4=Buy Later; 5=Cancel
- 278 Subscriptions were canceled including 160 print law reviews that will be accessed online. Total estimated savings of \$52,073
- 216 Standing orders postponed as was purchasing of new editions, some continuations, microforms, etc. Total estimated savings of \$91,290
- renegotiated contracts with West, LexisNexis, ProQuest, CCH, BNA, and others to achieve better terms and lower pricing. Revising multi-year agreements, unbundling packages so we only pay for the services that we truly need, and simply calling providers at renewal time achieved lower rates. This resulted in a savings of over \$50,000. Many vendors agreed to hold at FY2010 pricing which also helped to close the gap.

Serials expenditures accounted for 80% of the library materials allocation and Serial Electronic Resources accounted for 19% of the library materials allocation. Due to budget restrictions, only 1% was spent on monographs or new titles from the library materials budget

Items added to the collection included: 19,910 serials, 2,430 loose-leaves and 8,917 current newspaper issues. These figures do not include federal or state serials items received. Total items (monographs and serials, including Federal and Connecticut Documents) processed by the Collection Services staff totaled 52,407, which represents a 23.8% decrease due to cancellations and minimal new purchases. Serials maintained decreased by 4.7% to an estimated 9,578 titles

Connecticut Documents

Print Connecticut Documents added to collection totaled 5,285 and 1,235 print items were distributed to depository libraries. Depository libraries were notified of 1,187 electronic documents via links made available on the depository shipping lists.

In FY11 the overall receipt of print Connecticut Documents declined by one half of a percent. Over 2,700 digital documents (mostly serials) were “harvested” from state agency websites. Efforts to acquire missing issues of print state and town documents increased with claims of over 700 items. 1,238 Connecticut Network (CT-N) DVDs and 711 Town Documents were added to the collection.

Electronic Resources

Maintained a total of 75 e-resources; 38,600 links to e-journals and e-books, of which 32,825 were unique links. Due to budget holdbacks, there was an 8.5% decline in e-resources maintained, but 64.4% more unique titles and 46.8% more links maintained. This increase in unique e-titles and links maintained is due to the addition of more free e-journals to our Serials Solution account. Usage statistics indicate that 137,745 sessions (virtual visits), 340,453 searches, and 392,581 online documents were viewed.

Proxy Server: In FY11, there were 6,804 visits via the Proxy Server. The number of Unique visitors totaled 1,926. The two most popular resources accessed were the Hartford Courant (1923-1985) and Sanborn Maps.

Digital Collections

In FY11, 6,984 objects were added to the Library's Digital Collections including 692 into the Treasures of Connecticut Libraries. A total of 40,919 digital objects are in the digital collections, including CONTENTdm, Flickr and the Internet Archive. State Publications is the largest collection with 3,590 new objects archived for a total of 20,598 State Publication objects in the Digital Archive. In FY11, the entire digital collection had 893,192 item views. Most heavily viewed collections include Aerial photographs, with 453,269 views; Law and Legislation, with 101,695 views and the WPA Architectural Survey, with 66,023 views. In FY11, Treasures from Connecticut Libraries had 89,522 views.

Notable Digitization Efforts: Legislative hearings and proceedings for 1971 & 2009; WPA Architectural Survey for Hampton through Morris; *State Library Echo* (staff newsletter 1925-1935); 10 indexes for the Personal and Family Vital Records collection. The Digital Newspapers group (done in cooperation with Library Connection, Inc.) added 180 Civil War era newspapers. Internet Archive scanned 25,000 pages for us and our 81 vols. were viewed 4,996 times & the most popular (929 downloads) was *List of registered motor vehicles, with motor vehicle law... 1914*. Ancestry.com is scanning various collections from the State Archives, including the [*Service Records: Connecticut Men and Women of the Armed Forces who served in World War I.*](#)

Photo Duplication staff are being cross trained to use their photocopy/scanners to make PDF files (with OCR) of Connecticut Documents.

A Rapid Imaging Project was approved and implemented to produce high quality images and a Digital Asset Management System was purchased to better provide access, metadata and protection of the master digital files.

Improvements to Digital Collections: A digital document delivery order form was developed for patron orders from the Library's Digital Collections site. This allows patrons to select items and place them in a shopping cart to order a high quality digital image. Collection pages were redesigned and program searches developed to improve discovery of digital images.

Circulation and Resource Sharing

Of the 1,751 items that circulated in FY11, 55% of these were to satisfy Inter Library Loan (ILL) requests. Overall borrowing activity decreased by 11.92%; loans to state employees decreased by 33%; loans to the general public, including CSU students, increased by 8.7% and Interlibrary loans increased by 4.57%. Overall decreases in borrowing may reflect the increased availability to materials online.

Resource sharing between the Connecticut State University libraries and the State Library accounted for 7% of total circulation; a total of 127 items from the State Library were supplied to the CSU libraries using the REQUEST function available in the shared catalog. It is anticipated

that participation in the CONSULS resource sharing with the CSUs will increase use of the State Library's circulating collections.

Of the total 1,379 non-expired card holders, 1,042 were new registrations and over 330 were renewals. The general public accounts for 73% of library cardholders and State employees account for approximately 12%. Since the launching of the proxy server on May 28, 2010, library card registration and renewals have increased. Allowing residents to apply for a library card via the mail has also made it more convenient for patrons. Overall, this past year new library card registration increased by 9%.

Emergency Preparedness and Recovery

The Disaster Plan Committee submitted a short version of the disaster plan to the State Librarian for approval. Staff is working with the Department of Administrative Services on a contract for Emergency response services. Approx. 100 moldy books were air dried and cleaned in-house; Public Records sent 10 boxes to be freeze dried. Collection Services collaborated with other Connecticut cultural institutions on the Coordinated Statewide Emergency Preparedness (COSTEP-CT) steering committee. Collection Services assisted with creating the COSTEP-CT web site and to establish a state contract for disaster recovery services, open to use by all state agencies, municipalities and qualified non-profit organizations.

Discovery & Delivery Services

The State Library concluded its participation in the *Directory of Open Access Journals* cataloging project (a CONSER initiative). *DOAJ* promotes the use of open access journals, which do not charge readers or libraries for access. The State Library contributed original cataloging for 21 serial titles in 6 languages (English, French, German, Spanish including Catalan, Portuguese and Romanian), covering history, historiography, human geography and archaeology.

The Library produced a comprehensive and accurate list of U.S. federal documents held at the State Library to replace the less reliable vendor-generated federal documents records in *reQuest*.

Among the over 1,500 new electronic-only Connecticut state publications cataloged were websites for over 30 state agencies, thereby documenting the change of administrations and the reorganization of the executive branch.

In CONSULS, the State Library's shared online catalog, over 800 federal documents in the print collection were linked to their corresponding scans in the HathiTrust Digital Library.

Library for the Blind and Physically Handicapped (LBPH)

The Library loaned more than 175,000 'talking books' and Braille materials along with necessary playback equipment to 8,359 individuals at their homes or at 88 institutions around the state.

To date LBPH has sent new digital players to all registered patrons that desire the new technology. A list was created of all active patrons that had not yet received a digital player and books. Those on the list were contacted by one of the volunteers at LBPH by phone to see if they were interested and explain the end of production of cassette books.

A random survey of patrons was done by phone by a LBPH volunteer. The survey questions were designed to help gain insights from patrons and to help gauge how well they are being served.

F. Kurt Cylke, Director of the National Library Service for the Blind and Physically Handicapped (NLS) retired in February 2011 after 38 years of dedicated service to the program. Ruth Scoville was appointed Acting Director while a national search is being conducted for a permanent appointment.

LBPH's shared computerized circulation system was upgraded to a ".net" system from the obsolete Access database in order for it to be supported by Microsoft. All seven member libraries of the consortium are being migrated. This will create uniformity for the vendor in doing upgrades and addressing issues that are brought to their attention. Four libraries have been converted with three scheduled for the remainder of 2011.

The LBPH Advisory Committee is moving closer to creating an active Friends of the Connecticut Library for the Blind and Physically Handicapped. By-laws have been created and officers elected. They are working on getting assistance to create the non-profit status and filing all necessary papers.

The transition to BARD (Braille and Audio Reading Download) was completed in July 2010. Many patrons have registered and are now accessing digitized books and magazines in a timely fashion to meet their reading needs. LPBH is responsible for reviewing and accepting all applications for service and troubleshooting any patron issues with the program.

Division of Library Development

[iCONN: Connecticut's Research Engine](#)

iCONN celebrated its 10th year of continuous operation in April 2011. In FY 2011, the value of all iCONN databases to local communities exceeded \$27 million while the cost to provide both iCONN and the statewide library catalog was less than \$2 million annually. Substantial improvements in the search interface have been undertaken by the State Library and the database vendors. An online customer satisfaction survey of current users demonstrated a significant trend towards higher levels of satisfaction across a number of factors. In FY2011, there were a total of 8,158,172 page views (a measure of when search results are actually viewed): 25.8% from public library patrons; 19.8% from school library patrons; and 54.4% from college library patrons. The page views total represents a 15.5% decrease over the previous year, while the total number of attempts to access the service increased by 28%. The drop in page views represents the combined effect of fewer resources available to search due to budget cuts, and substantially improved usability, making it easier to find relevant materials. The statewide library catalog was searched 1,365,140 times, a 41% decrease over last year but there were 1,592,243 full record views, a 30% increase over last year reflecting the improved accuracy of the search interface. Over 200 libraries successfully lent 134,731 items through reQuest, a 3% increase over the previous year. Holdings in reQuest increased to 22.6 million items, a 2% increase over last year, and the number of unique titles increased to 5.2 million.

To help meet the growing demand for e-Books at a time when there was no funding to purchase the most popular titles, iCONN provided ready access to the major sources of free, downloadable e-Books. A readers' advisory database *What Do I Read Next?* was upgraded to the substantially improved *Books & Authors* at no additional charge. iCONN's collection of e-reference titles was expanded from 67 to 102 at no additional cost by proactively securing an agreement from the vendor to credit iCONN for sales of Gale e-reference titles in Connecticut. The statewide collection of downloadable audiobooks was expanded from 2,176 to 2,218 titles which were checked out 15,778 times. A separate search widget was implemented that enables any user to search all Connecticut Digital Collections at once, and a *Newspapers of Connecticut* collection focused on the Civil War era was added.

Public Library Construction

The State Library provides grants for public library construction projects to improve their facilities to meet their communities' changing needs. Public libraries may apply for grants to create additional usable space (i.e. new buildings, additions, and renovations) or to improve existing space (i.e. handicapped accessibility, correcting building and fire code violations, remodeling to accommodate new technologies, and energy conservation).

In FY 2011 the State Library Board awarded a grant to Hartford Public Library for \$153,333 in state bond funds. These funds will be matched by local funds for \$460,000 in total project costs in this community. The Bond Commission approved this grant as well as previously awarded public library construction grants to Avon Public Library for \$1,000,000, Cheshire Public Library for \$50,000, and Sherman Public Library for \$1,000,000.

Service Centers

Through the library service centers in Middletown and Willimantic, the Division provides consultation, training and supplemental material to libraries. The service centers loaned 66,122 items to school and public libraries for a value to local communities of approximately \$2,493,931.

Summer Reading

The Connecticut State Library is a member of the Collaborative Summer Library Program, a group of 49 state and regional libraries who 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. The State Library also developed a [summer reading website](#) for kids to accompany the summer reading program. The page is filled with games, crafts, songs, book lists and places to visit.

The Connecticut State Library partnered with the Office of the Connecticut State Treasurer, Connecticut Higher Education Trust (CHET), and TIAA-CREF Tuition Financing, Inc. to present an exciting summer reading promotion Dive into Saving for College that encourages Connecticut parents to sign up their children for their local summer reading program and provides an incentive to motivate them to do so. The promotion gives parents a chance to win a \$1,000 prize that can be used toward their child's future college education and reminds families of the importance of saving early to help offset the rising costs of a college education. As an

added bonus, the winning parent's library won a \$500 prize to support their library programs and initiatives.

[Training](#)

Continuing education and training support for library staff in Connecticut's libraries is a major focus for the Division. The Division offered 114 on-site continuing education and technical training opportunities to 1,031 Connecticut library staff in 2011. The State Library has increased the number of online Webinars offered to library staff. In 2011, 51 webinars provided training on the use of the iCONN databases. 37 webinars on library services, planning and technology topics were provided through the State Library's partnership with [WebJunction](#). The Division uses WebJunction Connecticut to provide all library development web content, a Continuing Education Calendar, free online courses, and free Webinars on important library topics and issues. 129 additional webinars, provided by other library organizations, were offered through the [Continuing Education Calendar](#). Webinars reduce the cost and time of travel for the staff of both the State Library and local libraries. In addition, the State Library's partnership with WebJunction provides libraries with 359 free online courses on library services, basic computing and software applications, public access computing, fundraising, and web development. In FY 2011 Connecticut library staff enrolled in 297 courses.

[Connecticar](#)

The Division oversees delivery of materials among the state's public and academic libraries. This delivery system is the backbone of resource sharing among libraries. Based on a volume study conducted in March 2011, Connecticar shipped over 3 million items in FY 2011. The State Library conducted an extensive [turn-around time study](#) in April 2010 that demonstrated items are delivered in an average of 1.66 business days.

[Connecticard](#)

The Connecticard program allows Connecticut citizens to use any library in the state with their hometown library card. Use of this popular service has increased by about 30% in the last 10 years, with over 4.9 million items borrowed. This grant program that partially reimburses public libraries for these nonresident loans awarded \$1,226,028 to 175 libraries.

[Statistical Reports, Resources and Training](#)

The Division compiles annual statistical data on public libraries in Connecticut, publishes data in the annual [Connecticut's Public Libraries: A Statistical Profile](#), submits data to the Public Library Statistics Cooperative at the Institute of Museum and Library Services (IMLS), and compiles and reports statistical and narrative data on the State Library agency to IMLS.

91 libraries asked for and received a portfolio of statistical charts which shows how their library compares with state averages and with averages for libraries in towns of comparable size. The Division makes available an automatic chart-maker tool, in-class workshops, and online tutorials to help libraries use statistics to evaluate and advocate for their libraries.

[Public Library Annual Report and State Aid Grant](#)

181 public libraries completed the Annual Report/Survey for FY2010, which provides the data for state and federal statistical reports. 162 of these libraries shared the annual State Aid

grant of \$347,109. There is an online tutorial available to assist libraries in completing the survey.

Other Grants

The Division administered \$2,232,404 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 and iCONN. It also supports grants to local libraries. In FY 2011, the Division administered ten grants in four categories: Community Needs Assessment, Collaborations to Support Literacy for Children and Young Adults, Programs for Older Adults, and Services for People with Disabilities.

Job Support Services

The State Library partnered with the State Department of Labor (DOL) for presentation of a Connecticut Jobs Conference: *Your Library as a Community Resource for Economic Recovery* which reviewed the services of the DOL and shared best practice services among Connecticut public libraries in support of job seekers. This October workshop was followed by regional workshops with the regional CT Works Centers. In addition the State Library continues to develop the [Job Search Toolkit](#) that provides extensive resources in support of libraries services to job seekers.

Connecticut Book Festival

A coalition of organizations interested in promoting the value of reading presented the first Connecticut Book Festival on May 21st and 22nd at the Greater Hartford Campus of the University of Connecticut. The goal of the festival was to bring together writers and readers and to promote and celebrate books and reading with a special emphasis on Connecticut writers. Over 800 people attended programs featuring over 35 authors and performers. The Festival was a partnership of the Connecticut State Library and the Connecticut Center for the Book at Hartford Public Library, Connecticut Commission on Culture & Tourism, Connecticut Humanities Council, Connecticut Library Association, Thomas J. Dodd Research Center, UConn Co-op Bookstore, and the University of Connecticut, Greater Hartford Campus.

Public Records Administration

Staff from the Office of the Public Records Administrator worked together with staff from the State Archives to provide guidance during the transition of government between Governor Rell and Governor Malloy, including identifying records eligible for destruction and identifying historical records to be transferred to the State Archives. In addition, Public Records staff provided guidance to all agency heads on managing records during the change in administrations and reached out to new agency heads to make them aware of their recordkeeping responsibilities.

As part of our mandate to provide guidelines and standards, the Office issued 5 policy documents and 10 forms. Policies included Retention of Records for Agency Closures, Mergers, and Consolidations (PRP 06); and Transfer and Storage of Records at the State Records Center (PRP 10). Guidelines included Public Records Laws; Records Management Self-Evaluation and Compliance Guide; and Managing Records of Outgoing Employees Guide.

The Office issued 3 General Records Retention Schedules for state agencies and 29 Agency-Specific Records Retention Schedules.

The *Historic Documents Preservation Program* awarded \$573,000 in targeted grants to 149 municipalities, supporting improvements in the preservation and management of historic documents 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 \$3,000, \$6,000 or \$9,000, for small, medium and large municipalities, respectively. The program has awarded over \$10 million in grants to Connecticut municipalities since its establishment under Public Act 00-146 and is administered under CGS §11-8i to §11-8n.

The Office provided 13 records management training sessions for municipal employees on a variety of topics, including management of e-mail, police records, election records, and general records retention. In addition, 2 workshops were presented through the Historic Documents Preservation Program in conjunction with the Connecticut Certified Municipal Clerk Institute. Offered as part of an ongoing series of town clerk workshops, these sessions were Municipal Records Preservation: The Basics and Beyond; and Disaster Recovery: The Damp, the Wet and the Ugly.

The Office provided five records management training sessions for state agency employees, including agency commissioners and the Office of the Governor.

2,104 requests for the disposition of more than 72,010 cubic feet of obsolete government records were processed. The Office also processed 8 requests for removal of public records personal data files.

18 certificates of records disposition for information systems records; 17 certificates of compliance for digital imaging standards for public records; and three certificates of compliance for microfilming standards for public records were processed.

Six records storage facilities were inspected and 5 facilities for the storage of public records were approved. The Office reviewed plans for municipal vaults in 2 towns and approved the plans with revisions. Newly constructed or renovated vaults in 3 towns were inspected and approved. The Office inspected records management practices in 2 towns in response to complaints filed with the office.

At the State Records Center, 4,845 reference requests from 28 state agencies were processed and re-filed or inter-filed 2,319 files/boxes. 6,201 cubic feet of records were accessioned and 18,858 cubic feet of records were deaccessioned, leaving room for an additional 15,997 boxes.

State Archives

The State Archives acquired 135 accessions totaling 2,731 cubic feet, bringing the total quantity of records to 40,475 cubic feet. Accessions include Governor M. Jodi Rell records, 2004-2010; Lieutenant Governor Michael Fedele records, 2007-2010; Office of the Governor extradition files, 1976-1987; Office of the Secretary of the State records, 1868-1949; Law

Revision Commission records, circa 1978-2003; Public Utilities Commission dockets, 1911-1988; Town of Hebron tax abstract, 1900-1961; League of Women Voters record of suffrage interviews, 1918; and record books and probate files from 51 probate districts.

The State Archives processed records that include Office of the Attorney General *Connecticut v. Massachusetts*, 1890-1932, 11 cubic feet and *Abele v. Markle*, 1947-1981, 4.75 cubic feet; League of Women Voters of Connecticut records, 1918-1957, 4.25 cubic feet; and George Washington Bicentennial Commission records, 1931-1933, 7.75 cubic feet. The State Archives encoded 30 additional finding aids in Encoded Archival Description, bringing the total quantity of finding aids posted on the State Library website to 413.

The State Archives, Public Records Administrator and State Library Preservation Office assisted in the formation of COSTEP-CT which stands for Coordinated Statewide Emergency Preparedness. Several meetings were held with FEMA officials. The National Historical Publications and Records Commission (NHPRC) approved a grant to the State Library on behalf of the Connecticut State Historical Records Advisory Board for a \$24,500 joint grant with COSTEP-CT to set up regional mutual aid networks that would assist in recovery after a disaster that might hit historical societies, museums and libraries with archival collections. The grant runs from July 1, 2011 – June 30, 2012.

The State Historical Records Advisory Board successfully completed its \$62,638 grant from NHPRC by assisting the Connecticut Historical Society with the expenses for History Day in Connecticut; producing and distributing a Connecticut Archives Month held in October 2011; and completing and summarizing archival assessments of 60 representative local public libraries, historical societies and museums with archival collections.

The intake of the Probate Court records mentioned above created a space issue at the Van Block Storage Facility. Shelving capacity was increased by 5,100 cubic feet by replacing an area of fixed shelving with compact shelving.

Museum of Connecticut History

The Museum's historic Colt Factory photographic holdings gained tremendous prizes with the purchase of five unpublished images of the 1864 fire aftermath by Hartford photographers and, separately, a stack of early-mid 20th century factory views commissioned by the Colt Company as official record photographs of their gun-making enterprise. This group includes spectacular unpublished shots of the production floor chock-a-block with 19th century belt-driven machinery just before it was all removed and replaced by modern electric motorized machines. Standing out from the typical acquisition of Connecticut-made hand tools and trade catalogs is a 1920s "Portable Whirldry Washer", a striking counter top laundry appliance of copper and aluminum by New Haven's fabled Winchester Firearms Company.

Loans from the collection included several of the Museum's chairs which are at the Old State House to the Governor's Inauguration in the State Armory and choice Connecticut Civil War artifacts to Central Connecticut State University's exhibit accompanying the kick-off of the state's commemoration of the 150th Anniversary of the Civil War.

Germane collection items and staff expertise assisted Colt's Manufacturing Company with their video production of the story of the Colt Model 1911 Pistol for its 100th anniversary. A new publication, *The Pattern 1853 Enfield Rifle*, by The Royal Armouries Museum, England, featured a photo series of Civil War musket loading/firing conducted for them by staff. The museum provided technical assistance, props and images for the contract videography of the State Library's own "William Webb, 29th Connecticut Volunteers", a centerpiece of the Connecticut Commission on Culture and Tourism's fantastic new website on state African-American history. Illustrated essays contributed to the magazine *Connecticut Explored* included "The Depression Gave Us---The Buffet Server?" which examined the relationship between Connecticut specialty food serving wares and new dinner party rituals. "Connecticut Arms the Union" laid out the state's tremendous contract production of firearms, edged weapons and munitions that did much to ensure a Union military triumph ending that tragic Civil War.

Museum staff gave public presentations on diverse topics; "Might Springfield Armory Get Gettysburged?" at the New England Museum Association conference in Springfield and for the lunchtime series at the State Library; "Connecticut Eats", a historical overview of the state's oft-distinctive cuisine, and "Bad Art: Good History", a commentary on the Governors' Portrait Collection gracing Memorial Hall.

Educational outreach visited 37 schools, engaging some 2,000 students in 112 presentations of "Connecticut Invents" or "Connecticut Sampler" which promote Connecticut's political, industrial and military heritage. The "Connecticut Invents" blog attracts 1,500 views a month.

Visitors to the museum numbered around 28,000, a steady count in recent years.