

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 – 97 (as of 6/30/12)

Recurring operating expenses – \$11,285,147

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 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 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; 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 of the Public Records Administrator is responsible for the design and implementation of 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, including the probate districts. The office establishes records retention schedules and records management guidelines; publishes regulations regarding the construction of vaults and the filing of permanent land maps in the towns; and monitors the annual examination of land record indexes. The office administers the State Records Center, which provides free off-site storage of inactive agency records. 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. 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. Today, the Archives include more than 40,700 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 2011-12

Office of the State Librarian

The State Library's Human Resources and Business Office functions were transitioned over to the SmART Unit and the Department of Administrative Services Business Office.

The State Librarian issued *Recommendations of the State Librarian for Establishing Standards and Guidelines for the Preservation and Authentication of Electronic Documents*. The report recommends seven steps that need to be taken to ensure the authentication and preservation of electronic government information at the state and local level. Some of these action steps are being taken under the State Librarian's existing authority. However, to comprehensively ensure long term access to authentic government information he proposed some changes and additions to the General Statutes.

The Museum Property Act (Public Act 12-171) was signed into law. This Act provides a legal process for museums, libraries, archives and other not for profit or public institutions to establish legal title to items in their collections for which there are no loan agreements or deeds of gift.

Access Services

The main library at 231 Capitol Avenue fielded 20,428 research questions from library users this year, including onsite visits, phone, email, IM and text.

During the unexpected snowstorm and extensive power outage in October 2011, many first-time patrons utilized the library to access their email, search the internet, power-up their electronic devices, and use our Wi-Fi. Many reference questions were received about tree removal, property damage, shelters, and food and water safety concerns, as well as historical information on other Connecticut disasters. Upon learning of the devastating fire to the Somers Congregational Church, State Library staff offered them copies of material in the Library's collections, including original building plans, which may assist them in rebuilding efforts. Several network and cable TV shows, as well as national print media utilized the resources of the library this year as well.

The Library continues to collaborate with state agencies to insure that their publications are being collected to guarantee access for future use, and also to distribute copies to libraries across the state through the state depository library program. This year our interlibrary loan service of state documents was expanded to provide scanned images of those materials too old, fragile, or rare to be borrowed. The Library also continues to digitally archive those publications that agencies only make available online.

As the Federal Depository Library Programs' (FDLP) Regional Library for both Connecticut and Rhode Island, the Library continues to offer patrons a comprehensive collection of federal documents and works closely with depository libraries in managing their collections and depository programs. The State Library participated in several nationwide initiatives to assess the effectiveness of the FDLP.

State Library staff publicized the Library through participation in many presentations, training sessions, workshops and conferences held throughout the state and New England. Specialized tours and research assistance were provided to National History Day students, genealogical societies, Connecticut law schools, Supreme Court Clerks, Legislative Interns, Hartford Convention Center staff, and professional groups.

Collection Services

28,553	Items added to the general collection,
7,395	Items added to the federal documents depository collection,
37,300	Unique electronic serial titles,
77	Subscription electronic resources available for patron use,
1,056	Interlibrary Loan requests filled from the Library's collections,
142	Interlibrary Loan requests received from other libraries for patrons,
811	Items loaned directly to patrons,
7,255	Digital objects added to Connecticut Digital Archive,
1,828,672	Item views in Digital Collections.
11,605	Visits via the proxy server to access our electronic resources.

Library materials budget

The initial budget allocation of \$1,000,000 in FY12 was reduced to \$408,992. This was an allocation holdback of \$591,008 or a 59% budget reduction. In January 2012 rescissions on the library materials allocation by \$50,000 reduced the budget further from \$408,992 to \$358,992. At the end of April, an allotment adjustment request transferred \$419,000 in the Library Materials budget.

As a result of budget cuts in the library materials account, the Library continued to use 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 selector recommendations from past serials reviews.

- Cancellation of the majority of legal treatises on standing order for an est. of \$90,000.
- Cancellation of the majority of legal digests on standing order for an est. of \$120,000.
- Elimination of all subscription renewals of law reviews, and all periodicals, loose-leaf services, standing orders and memberships not related to Connecticut for an est. of \$99,000

Contracts with West, LexisNexis, ProQuest, CCH, BNA, Aspen and others were renegotiated 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 estimate of \$160,000.

As a result of these savings some essential new library material purchases were made including updating our collection of Civil Service Exam Study Guides. Essential historical monographs and genealogies were purchased. Back volumes of West Reporters that we postponed until funds were available, were purchased at a considerable discount. In electronic resources, the Library acquired the Making of Modern Law Digital Collections from Gale Cengage Learning, a fully searchable online collection of legal treatises, historical records and works from the 17th century to the beginning of the 20th century. A new subscription to CCH Labor and Employment Law Suite Online was placed and in doing so shifted several CCH subscriptions from loose-leaf to online services.

Serials expenditures accounted for 61% and Serial Electronic Resources accounted for about 34% of the library materials allocation. Due to budget restrictions, only 5% was spent on monographs or new titles from the library materials budget.

Items added to the collection included: 7,941 serials, 1,145 loose-leafs and 9,752 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 Management staff totaled 35,948, which represents a 31.4% decrease due to cancellations and minimal new purchases. Serials maintained decreased by 8.5% to an estimate 8,767 titles.

Collection and Bibliographic Services implemented a more efficient workflow for West's Reporter series volumes. As new volumes are received, Collection Services staff now creates item records upon receipt. Volumes are then reviewed before labeling. This new workflow allows materials to go from receipt to shelf more efficiently and quickly.

Connecticut Documents

Print Connecticut Documents added to the collection totaled 4,297 and 2,244 print items were distributed to depository libraries. In FY12 the overall receipt of print Connecticut Documents declined by 17%. Over 900 serial digital documents were harvested. Efforts to acquire missing issues of print state and town documents resulted with claims of 728 items. 1,169 Connecticut Network (CT-N) DVDs and 355 Town Documents were added to the collection.

Electronic Resources

Maintained a total of 77 e-resources; 51,088 links to e-journals and e-books, of which 37,300 were unique links. This represents a 2.7% increase in e-resources maintained, 32.4% more links maintained, and 13.64% more unique titles. Usage statistics indicate 168,585 sessions (virtual visits), 414,712 searches, and 405,291 online documents viewed. In FY12, virtual visits increased by 22.4%, searches increased by 21.8% and documents viewed online increased by 3.2%.

Proxy Server

In FY12, there were 11,605 visits via the Proxy Server. The number of unique visitors totaled 3,343. The average visit duration was 18:44 minutes. The most popular resources accessed remotely included the Sanborn Maps for Connecticut, the Historical Hartford Courant 1923-1986, and HeinOnline.

Digital Collections

In FY12, 7,255 objects were added to the State Library's Digital Collections, for a total of 48,548 digital objects, available via CONTENTdm, Flickr and the Internet Archive. State Publications is the largest collection with 2,830 new objects archived for a total of 23,347 State Publications.

In FY12, the CONTENTdm Digital Collections received 1,680,863 hits, the Internet Archive had 18,088 hits and the Flickr collections had 129,721 hits for a total of 1,828,672 this FY and for a total of 4,128,293 since 2007. Most heavily viewed collections include the WPA Architectural Survey, with 647,509 views; Aerial Photographs, with 325,835 views, State Publications, with 198,883 views and the Treasures of Connecticut Libraries had 94,736 views.

The CONTENTdm collection software was updated to version 6 in February, with new features including buttons to download and print files (use "print" to download PDF files) and to share via email, Twitter and so on.

Notable Digitization Efforts

Patron requests for scanned copies of the Legislative Histories of specific public acts are being scanned. After delivery to the patron they are saved for re-use and the Law and Legislation Unit is looking at ways to present this information online. The Photo Duplication Office created 116 files from February-June 2012.

The master TIF files of the 1934 aerial photographs have been shared with the University of Connecticut and the Dept. of Energy and Environmental Protection. They plan to make a mosaic map of the entire state with the photographs, pinning each to the map in three places and improving the user experience of panning across the entire state.

Three collections were loaded to HistoryPin as a way to promote our collections. HistoryPin is an online site that allows individuals and institutions to upload historic photographs which are "pinned" to a map. Visitors to the site can add information and comment on the images.

The staff of the Preservation Office and Photo Duplication Office have scanned and put online 173 books and pamphlets (over 6,000 pages) selected by staff or requested by patrons. In 1935, the State Tercentenary Commission published 60 pamphlets on various topics in state history and most are now online, with the remainder in the queue. Recent additions include: Connecticut society blue book [for 1904] <http://www.consuls.org:80/record=b2622764~S1> , Study of Connecticut housing needs in relation to family income <http://www.consuls.org:80/record=b3299322~S1> , and Charter of the colony of Connecticut 1662 <http://www.consuls.org:80/record=b1209972~S1>.

Emergency Preparedness

The state now has a contract for Emergency Response and Recovery for Records and Collections, effective Feb. 1, 2012 and for the next 5 years. Belfor USA, BMS CAT and Polygon US will provide services such as packing, freezing, drying and cleaning in the event of a disaster that affects paper-based library, archival or museum materials such as books and papers, manuscripts, administrative or other records and photographs. This includes such things as a fire, flood, and mold outbreak or furnace puffback. State agencies, political sub-divisions and not-for-profit organizations may all use this contract.

Circulation and Resource Sharing

Of the 1,506 items that circulated in FY12, 46% of these were to satisfy Interlibrary Loans (ILL) requests. Overall borrowing activity decreased by 14%; loans to state employees increased by 21.7%; and loans to the general public, decreased by 17.7%. Overall decreases in borrowing may reflect the increased availability to materials online. Resource sharing between the CSU libraries and the State Library accounted for 8% of our total circulation; a total of 118 items from the State Library were supplied to the CSU libraries using the REQUEST function available in our shared catalog.

Interlibrary loans supplied decreased by 2% for a total of 1,056 items or copies. In FY12, we started to supply some of our ILL requests with scans, specifically for those items in the public domain and do not circulate. This scan on demand approach has increased online access to books in our collection.

The Connecticut Forum on Digital Initiatives was held on October 28, 2011. The Forum attracted librarians, archivists, curators and educators to discuss issues related to digitizing collections and how to collaborate to make our collections more widely accessible online. Christine Pittsley did an excellent job planning and organizing the Forum. State library staff worked together to make the day a success.

Discovery & Delivery Services

6,329	new print monographs and serials cataloged.
2,454	new Connecticut state documents—print, electronic, and hybrid—cataloged.
1,162	new state document titles stored in OCLC Digital Archive.
9,816	new electronic United States federal documents added.
4,216	current and long-held United States federal documents enhanced with links to GPO purl server.
1,747	CONSULS monographs printed 1890-1905 enhanced with links to unrestricted (HathiTrust, Internet Archive, University of Chicago) and restricted (Hein, LLMC) electronic versions.

Cataloging microfilm version of Gideon and Thaddeus Welles newspaper compilation was completed. The set comprises 87 unique titles on 70 reels.

Completed the Lewis S. Mills images for Connecticut History Online.

Began LC Collection inventory as by-product of History and Genealogy label restoration and barcoding efforts.

Participated in the CONSER OpCo meeting, May 2-4, 2012 at the Library of Congress, and we welcomed City College of New York into the Connecticut NACO funnel.

Restored scoped authority control to the CONSULS family name index.

Undertook cataloging of United States War Department documents from late 18th to early 20th century.

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 8,137 individuals at their homes or at 94 institutions around the state.

Connecticut patrons of the LBPH continue to enjoy their new digital players and book cartridges. There are still several "hold-outs" who do not wish to relinquish their cassette machines and books, but, the disposal of the many cassette books in the collection has begun. During 2012 a total of 40,000 copies will be selected and prepared for mailing to a centralized recycle center contracted by the federal government. All disposals will be complete by 2015. Many student volunteers have assisted with this process during their summer vacation.

Beginning last fall many State Legislators sponsored Senior Fairs in their districts inviting vendors and state programs that might be of assistance to seniors and their families. LBPH participated in more than a dozen of these fairs throughout the state informing attendees of the services we provide. It was also a good opportunity to network with other agencies and exchange contact and program information.

In February, Librarian of Congress James H. Billington announced the appointment of Karen A. Keninger as director of the National Library Service for the Blind and Physically Handicapped (NLS), effective March 26, 2012. Keninger succeeds Frank Kurt Cylke, who retired from federal service on February 28, 2011. Since 2008, Keninger had been the director of the Iowa Department for the Blind, a leading provider in the United States of vocational rehabilitation and independent-living programs and library services for blind and visually impaired individuals. She brings with her extensive experience and throughout her career demonstrated leadership and strategic thinking.

Connecticut's NLS network consultant, Vickie Collins visited the library in late April 2012 to observe the program operations based on the American Library Association *Revised Standards and Guidelines of Service for the Library of Congress Network of Libraries for the Blind and Physically Handicapped*. She then prepared a report to update information, findings, and recommendations made during the previous biennial consultant visit. It is also a wonderful opportunity for staff to ask questions and learn how other network libraries are handling similar tasks. Once her final report is received the library will have an opportunity to respond to her recommendations.

Director Carol Taylor, Deputy Director Gordon Reddick and the three program reader advisors attended the National Conference of Librarians Serving the Blind and Physically Handicapped sponsored by NLS. This biennial conference was held May 19 – 24, 2012 in Newport, RI and featured many national program updates and special presentations to assist all network libraries with enhancing the efficiency of their local operations.

LBPH is working with the State Library's Division of Library Development (DLD) to inform public libraries throughout the state of the services provided by our program. They will be visiting 40 libraries, providing them with a packet of resource information and offering DLD's assistance to the libraries in meeting the needs of their library patrons. On LBPH's behalf they will provide sample brochures and other program materials in the packet and demonstrate the new digital player and book cartridge.

Division of Library Development

Sharon Brettschneider, the Director of Library Development, retired in February having diligently served the people of the State of Connecticut for 22 years, 16 of those as the Director of Library Development. During her tenure she instituted many important services and service improvements and most significantly, she oversaw the establishment of the Connecticut Library Network and its successful transformation into iCONN.

[iCONN: Connecticut's re-search engine](#)

In FY2012, the value of all iCONN databases to local communities exceeded \$79 million while the cost to provide both iCONN and the statewide library catalog was approximately \$2.2 million. To absorb a 5% cut in the FY2013 budget, the State Library requested and confirmed that all iCONN suppliers would not increase their rates in FY2013.

In FY2012, there were a total of 8,925,243 page views (a measure of when search results are actually viewed): 14.6% from public library patrons; 14.3% from school library patrons; and 71.1% from college library patrons. The page views total represents a 17.9% increase over the previous fiscal year. The statewide library catalog was searched 1,144,686 times, a 19% decrease over last year, and there were 1,341,437 full record views, also a 19% decrease over last year. Over 200 libraries successfully lent 128,470 items through reQuest, a 5% decrease over the previous year. A portion of the decrease in volume was likely due to the hurricane in September and the snow storm in October that closed libraries in parts of the state for up to one week. Also, a consortium of 60 libraries that shares a circulation system moved to a new platform, which increased their lending through that system in lieu of reQuest. Holdings in reQuest increased to 22.8 million items, a 1% increase over last year, and the number of unique titles increased to 5.3 million, a 2% increase over last year. The statewide collection of downloadable audiobooks includes 2,218 titles which were checked out 9,306 times, a 41% reduction over last year, primarily due to our inability to add any new titles.

Access to CINAHL Full Text for academic libraries, ProQuest national newspapers for all libraries, and cover art, professional reviews and related record enrichments in the statewide library catalog was restored. We made available substantial directories of images/photos and

readers' advisory services at no added cost to partially supplant licensed content lost due to budget reductions. iCONN's collection of e-reference titles was expanded from 102 to 144 titles at no added cost.

iCONN, including the statewide library catalog, consistently ranks in the top tier of State Library services most important to libraries based on focus groups of public, school and academic librarians. A large percentage of respondents gave high scores (and many testimonials) to iCONN for the degree to which the program has had a positive impact on library services in their library and on library services statewide. When asked which three Connecticut State Library services were the most important to them, public, school and academic library focus groups designated iCONN, reQuest and the Connecticut delivery service as the top three. According to a professional online customer satisfaction survey, 70% of users trust the content in iCONN more than the content found through web search engines.

To promote awareness of iCONN, we shared an exhibit booth with the Connecticut Association of School Librarians (CASL) at the joint annual conference of the Connecticut Educators Computing Association (CECA) and the Connecticut Association of School Librarians (CASL), added a link to the testimonials page from the main iCONN.org page, and maintained an active presence on Twitter and all electronic distribution lists. A visually compelling 60-foot iCONN banner was placed in front of the State Office Building (near the Bushnell and State Capitol) for two nonconsecutive weeks in 2012.

[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 63,621 items to school and public libraries for a value to local communities of approximately \$2,493,280.00.

Summer Reading

The Connecticut State Library is a member of the *Collaborative Summer Library Program* 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.

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 *Think Big! Save 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.

Early Literacy

The Division of Library Development focused its early literacy efforts on parents and caregivers, training 80 librarians to present *Every Child Ready to Read @ Your Library* classes in libraries throughout the state. *Every Child Ready to Read (ECRR)*, an initiative of the American Library Association, teaches simple practices, based on research, to help parents and other caregivers develop early literacy skills in children from birth to age five. In addition, eleven public libraries have received *Library Service and Technology Act* grants to present ECRR workshops in partnership with daycare centers, preschools, Head Start, Family Resource Centers, and Young Parent Programs in their communities.

Training

Continuing education and training support for library staff in Connecticut's libraries are a major focus for the Division. The Division offered 113 on-site continuing education and technical training opportunities to 844 Connecticut library staff in FY12. The State Library has increased the number of online Webinars offered to library staff. 27 webinars provided training on the use of the iCONN databases. 25 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. 132 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. Connecticut library staff enrolled in 316 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 December 2011, Connecticar shipped over 3 million items in FY 2012.

[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 20% 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 \$1,000,000 to 174 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.

60 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](#)

179 public libraries completed the Annual Report/Survey for FY2011, which provides the data for state and federal statistical reports. 161 of these libraries shared the annual State Aid grant of \$207,692. There is an online tutorial available to assist libraries in completing the survey.

[Other Grants](#)

The Division administered \$2,264,908 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 Connecticar statewide delivery service and iCONN. It also supports grants to local libraries. In FY 2012, the Division administered nine 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.

Public Records Administration

As part of the mandate to provide guidelines and standards, the Office of the Public Records Administrator issued 2 policy documents and 3 forms. Policies included Public Records Policy [PRP] 03: *Standards for Public Records Storage Facilities* and PRP 05: *Disposition of Public Records*. Forms included *Examination of Indexes & Inspections of Land Records of the Towns* (Form RC-074), revised *Records Retention Schedule* (Form RC-050) and revised *Records Retention Schedule Worksheet* (Form RC-050W).

The Office issued 1 general records retention schedule for state agencies, 2 general retention schedules for municipalities, and 21 agency-specific records retention schedules.

The Historic Documents Preservation Program awarded \$635,500 in targeted grants to 146 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 \$3,500, \$6,000 or \$9,000, for small, medium and large municipalities, respectively. The program has awarded nearly \$12 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 5 records management training sessions for municipal employees on a variety of topics, including management of e-mail, police records, tax collection and assessment records, library records, and general records retention. The Office conducted a full-day workshop for town clerks and assistant clerks working towards their Certified Municipal Clerk certification.

The Office provided 7 records management training sessions for state and quasi-public agency employees, including new managers and higher education employees.

In partnership with the Department of Administrative Services Learning Center, the Office also conducted 3 workshops for both state and municipal employees concerning the identification and protection of critical operating records necessary for emergency response and disaster recovery. This training was part of the nationwide *Intergovernmental Preparedness for Essential Records* project funded by FEMA through the Council of State Archives

The Office processed 2,232 requests for the disposition of more than 14,743 cubic feet of obsolete local government records and authorized the destruction of 91,163 cubic feet of obsolete state agency records. Staff also processed 8 requests from municipal agencies for removal of public records personal data files.

33 certificates of records disposition for information systems records; 17 certificates of compliance for digital imaging standards for public records; and 12 certificates of compliance for microfilming standards for public records were processed. The Office processed 169 examinations of indexes and inspections of land records of the towns.

The Office inspected 3 records storage facilities and approved 1 facility for the storage of public records. The Office reviewed plans for municipal vaults in 3 towns and approved the plans with revisions. Newly constructed or renovated vaults in 2 towns were inspected and approved. The Office inspected records management practices in 2 towns in response to complaints filed with the office.

The State Records Center processed 4,296 reference requests from 28 state agencies and re-filed or inter-filed 2,666 files/boxes. 6,644 cubic feet of records were accessioned and 6,152

cubic feet of records were deaccessioned, leaving room for an additional 18,484 boxes. In addition, 20 cubic feet of records and 63 reels of film were accessioned into the vault.

State Archives

The State Archives acquired 56 accessions totaling 176 cubic feet, bringing the total quantity of records to 40,700 cubic feet. Accessions include General Assembly Papers, 2008-2009, including original bills, Public Acts, Special Acts, and Resolutions; Connecticut River Valley Flood Control Commission records, 1953-2010; Division of Special Revenue hearing decisions, 1984-2010; Gaming Policy Board meeting minutes and recordings, 1971-2011; Connecticut State Police Troop L arrest log books, 1941-1999; Irving J. Stolberg papers, circa 1968-1994; and record books and probate files from 26 probate districts.

The intake of Probate records from districts being merged with other districts began in 2010 precipitating a space crisis at the State Library's Van Block Facility. In FY 2012 the shelving capacity increased to 4,500 cubic feet due to the installation of compact shelving. This is the second section installed replacing fixed shelving. The total increase for the past two years of compact shelving installation has increased shelving capacity by 9,600 cubic feet.

The State Archives placed the following digital collections online: Blizzard of 1888; Bradley Field World War II Activities, 1942-1945; September 11, 2001 – Connecticut State Government Responds; and William H. Thompson Photographs of Hartford, 1903-1906. The State Archives encoded 44 additional finding aids in Encoded Archival Description, bringing the total quantity of finding aids posted on the State Library website to 489.

Museum of Connecticut History

The museum received a significant donation of nearly 1,000 20th century Connecticut political buttons, delightfully grouped in large plexiglass wall boxes, from Mr. James Cassidy of Greenwich. One of the oldest dates back from Melbert Cary's unsuccessful run for governor in 1902. By purchase and donation, the history collection grew by some additional 250 items in the realms of state manufacturing, military and political heritage.

Salient loans from the collection to other history museums included Connecticut Civil War uniforms to the Litchfield County Historical Society, a rare Union shelter tent half to the American Museum of Textile History in Lowell, MA and World War I items to the Old State House.

A temporary 6-case exhibit, "Connecticut Arms the Union", ran in Memorial Hall. Staff assisted the Hartford Public Library development and installation of their Connecticut Maps exhibition.

The museum hosted a December meeting of the Antique Arms Collectors Association of Connecticut, the Loomis-Chafee School Civil War Club and a special after-hours CT Civil War tour bus.

Three new Power Points shows debuted; “Pop History of Connecticut”, “Connecticut Arms and Equips the Union” and “Portraits & Politics: Dissent in Civil War Connecticut” and a revised version of “Connecticut Yankees: Likenesses from the Rebellion.” Staff were guests on radio talk shows about toasters and also governors’ portraits; television appearances promoted our holdings of Pope Bicycle manufacturing materials and the Colt Firearms company. An essay, “Selling Connecticut Products Abroad,” came out in the monthly *Connecticut Explored*. Educational outreach of 115 presentations gained an audience of 3,260 with visits to 33 of Connecticut’s 169 towns/cities. Topics included “CT Sampler (52 times) and “Connecticut Invents (55) with 3 teacher’s workshops.

Scheduled school tours to the museum engaged 14,500 students from 101 Connecticut towns, with about 10,000 additional “walk-in” visitors for a total of 24,500, a slight drop from last fiscal year. The Connecticut Invents! Blog had 11,195 visits, an average of 932 a month, with 200 followers populating our CTMuseum Twitter feed.