

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 – 89 (as of 6/30/13)

Recurring operating expenses – \$10,727,776

Organizational structure –

Office of the State Librarian;

Business Services Group: Fiscal Services; Support Services; IT Services

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

Group Services: Access Services; Collection Services; Discovery & Delivery Services;

Library for the Blind and Physically Handicapped;

State Archives;

Public Records and;

Museum of Connecticut History

Mission

The mission of the Connecticut State Library is to preserve and make accessible Connecticut's history and heritage and to advance the development of library services statewide.

Statutory Responsibility

The twelve member State Library Board has responsibility for:

- The supervision of the State Library by a State Librarian
- Planning for state-wide library service, other than for school libraries
- Maximum state participation in federal aid for public libraries
- Establishing standards for principal public libraries
- Appointing an advisory council for library planning and development

- Instituting and conducting programs of state-wide library service
- Maintaining the state's principal law library
- Maintaining a library service for the blind and other persons with disabilities
- Planning and developing the Connecticut Digital Library
- Making construction grants to public libraries
- Creating and maintaining the official state archives
- Programs for library development and reader services
- Operating the Raymond E. Baldwin Museum of Connecticut History and Heritage

The State Library Board consists of the Chief Justice of the Supreme Court or designee; the Chief Court Administrator or designee; the Commissioner of Education or designee; five members who are appointed by the Governor, one of whom shall be an experienced librarian, one of whom shall be an experienced archivist and one of whom shall be an experienced museum professional; and one member each appointed by the president pro tempore of the Senate, the minority leader of the Senate, the speaker of the House of Representatives and the minority leader of the House.

Under the direction of the State Library Board, the State Librarian is responsible for administering, coordinating, and supervising the State Library; administering the Federal Library program; developing and directing a public records management program.

The State Library Board approves rules and regulations for the state publications depository library system, the retention, destruction and transfer of documents; the Connecticut program; and statewide library programs.

Public Service

The State Library provides a variety of library, information, archival, public records, museum, and administrative services to the citizens of Connecticut, as well as the employees and officials of all three branches of State government. Students, researchers, public libraries and town governments throughout the state are also served by the State Library. In addition, the State Library directs a program of statewide library development and administers the federal Library Services and Technology Act state grant. The State Library also administers iCONN, Connecticut's Research Engine.

Group Services

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

Access Services

Maintains and provides access to 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 U.S. states as well as for all federal jurisdictions, and a broad range of legal treatises, law periodicals, loose-leaf services, and electronic resources on topics relevant to state government interests, the archives of Connecticut General Assembly documents, indexes legislative bills and House and Senate proceedings and public hearings, and compiles legislative histories for Connecticut Public and Special Acts. The State Library Bill Room provides information on the status of current Connecticut state legislation, and supplies copies of pending and current legislation on request; 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.

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, the filing of permanent land maps in the towns, and the electronic recording of land records; and monitors the annual examination of land record indexes. The office administers the State Records Center, which provides 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. The office carries out a program to identify and preserve essential records necessary for disaster response and recovery of normal business operations by the state and its political subdivisions. In addition, by statute, the Public Records Administrator and the State Archivist must approve the disposition of all public records prior to their destruction or transfer.

State Archives

Since 1855, the Connecticut State Library has acquired historical records from the three branches of state government. In 1909, the General Assembly made the State Library the official State Archives. Today, the Archives include more than 41,650 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 2012-2013

Office of the State Librarian

"An Act Concerning the Adoption of the Electronic Legal Material Act" (P.A. 13-17) was signed into law by the Governor on May 17, 2013. This Act establishes as state law a version of the Uniform Electronic Legal Material Act (UELMA), which the National Conference of Commissioners on Uniform State Laws adopted in 2011. UELMA provides for the authentication and preservation of electronic records of legal material published by the state (e. g., the General Statutes or court cases). The bill does not require the state to publish legal material electronically, but sets certain requirements if the state does so and designates the record as official. Adoption of UELMA had been included in the *Recommendations of the State Librarian for Establishing Standards and Guidelines for the Preservation and Authentication of Electronic Documents* issued in 2012.

Access Services

The main library at 231 Capitol Avenue fielded 20,445 research questions from library users this year, including onsite visits, phone, email, IM and text. Electronic access continues to soar, with over 2,000 of those inquiries arriving through email and IM.

The Library collaborated with state agencies to insure that their publications were collected or digitally archived to guarantee future availability. The Library also provides copies or links to state agency publications to libraries across the state through the state depository library program.

As the Federal Depository Library Program Regional Library for both Connecticut and Rhode Island, the Library continued to provide a comprehensive collection of federal documents in either paper or digital format and worked closely with depository libraries in managing their collections and depository programs.

The State Library created database, *Members of the General Assembly* was updated. 2,868 bills from the 2013 General Assembly session were indexed, and the transcripts of General Assembly proceedings were indexed and paginated as they were received. The Library continued to pursue options to enhance the public's access to this vital information.

This year the Library provided specialized tours and research assistance to National History Day students, genealogical societies, law students, Supreme Court clerks, Legislative Interns, and professional groups. The New England Historical and Genealogical Society sponsored a three day workshop for 33 of their members at the Library and our experts assisted with their research.

The Library offered training sessions and presentations to public librarians, the Legislative Commissioners' Office, the Office of Legislative Research, the Attorney General's Office and the Connecticut Association of Equity and Diversity Professionals.

Local and national media were frequent followers of our blogs, facebook and twitter pages. Staff member Kevin Johnson performed his 510th portrayal of Private William Webb, a black civil war soldier, reaching countless school children and civic groups across the state over the last 15 years.

Outreach efforts also included collaborations that resulted in broader access to the Library's unique material. This year, Ancestry.com digitized and posted the Library's collections of the *Connecticut 1917 Military Census*, *Hartford Probate Records, 1639-1700*, and *Connecticut Passport and Birth Certificates, 1852-1928*, and the Internet Archive digitized and posted the *Digest of Administrative Reports to the Governor* for 1981 – 2001.

Collection Services

39,433	Items added to the general collection,
7,580	Items added to the federal documents depository collection,
42,081	Unique electronic serial titles,
81	Subscription electronic resources available for patron use,
833	Interlibrary Loan requests filled from the Division's collections,
158	Interlibrary Loan requests received from other libraries for patrons,
989	Items loaned directly to patrons,
8,207	Digital objects added to Digital Collections,
1,143,998	Item views in Digital Collections,
18,635	Visits via the proxy server to access our electronic resources.

Library materials budget

An initial allocation of \$827,992 in FY13 was reduced by \$41,400 or 5%. The reduced Library materials allocation totaled \$786,592 for FY13.

As a result of budget cuts in the library materials account, Collection Services staff 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 inter-

library loan, postponing microforms to purchase later, and skipping some editions of continuations.

Serials expenditures accounted for 51% and Serial Electronic Resources accounted for about 45% of the library materials allocation. Only 4% was spent on purchasing new books or resources for the library collection.

Notable Acquisitions in FY13

English Reports Full Reprint on microfilm. The 178 volumes on 91 reels contains reprints of the decisions of the English Courts from 1220-1866.

Connecticut Newspapers

In the aftermath of the tragic shootings in Newtown, CT, on Dec.14, 2012, Collection Services staff assembled a unique collection of 273 Connecticut newspaper issues from 61 different publications reporting on the event. This collection preserves news articles, photographs, letters to the editor, and more from the perspective of many Connecticut communities and demonstrates the outpouring of support from all around our state. In FY13, the Library recycled 33 boxes of printed Connecticut newspapers from Offsite Storage after purchasing microfilm. 43 new boxes of papers were added to Offsite Storage until microfilm or digitized versions become available.

Items added to the collection included: 8,744 serials, 836 loose-leafs and 9,723 current newspaper issues. Of the 7,580 federal documents received 4,335 or 57% were print, 3,117 or 41% were microfiche and 128 or 2% were CDs/DVDs. Total items (monographs and serials, including Federal and Connecticut Documents) processed by the Collection Management staff totaled 47,013, which represents a 31 % increase over last year. Serials maintained remained steady with an estimate of 8,785 titles.

Connecticut Documents

Print Connecticut Documents added to collection totaled 3,776 and an estimate 4,108 print items were distributed to depository libraries. Over 2,900 Connecticut documents were harvested. Efforts to acquire missing issues of print state and town documents resulted with claims of 695 items. We added 1,236 Connecticut Network (CT-N) DVDs and 402 Town Documents to the collection.

Electronic Resources

Maintained a total of 81 e-resources; 58,108 links to e-journals and e-books, of which 42,081 were unique links. This represents a 5.2% increase in e-resources maintained, 13.7% more links maintained, and 12.8% more unique titles. Our usage statistics indicate 304,150 sessions (virtual visits), 1,058,983 searches, and 417,494 online documents viewed. In FY13, virtual visits increased by 80% or 304,150 visits, searches soared by 155% and documents viewed online increased by 3%.

Enhancements to Remote Access

On Dec.10, 2012, the Library successfully transitioned to an OCLC Hosted EZproxy server for authenticating remote access to our online subscription databases. This hosted solution helps the

Library gain 24/7 reliability for providing eContent access to CT State Library cardholders.
New remote access was added to:

- *Bar Journal Collection* (HeinOnline)
- *Complete Directory for People With Disabilities* (Grey House)
- *FolioMed Physician Directory for Connecticut and Rhode Island* (Folio Associates)
- *History of Supreme Court Nominations* (HeinOnline)
- *Hartford Courant Digital Microfilm (2008-2012)* (ProQuest)
- *Legal Source* (EBSCO)
- *LegalTrac* (Gale Cengage Learning)

In FY13, there were 18,635 visits via the Proxy Server. This represents a 60% increase from last year's visits. The number of unique visitors totaled 3,691. In FY13, our most frequently visited remote access resources included ProQuest's *Hartford Courant 1923-1987*, *Sanborn Maps for Connecticut*, and *HeinOnline*.

Circulation and Resource Sharing

In FY13, 8,207 objects were added to the State Library's Digital Collections to bring our total to 56,745. This includes Library, Archives and Museum collections on CONTENTdm, Flickr, HistoryPin and the Internet Archive, and also our contribution to Connecticut History Online and the contribution of many libraries from around the state in our Treasures of Connecticut Libraries collection. Some objects are shared on our own site and also in Flickr or HistoryPin but some objects are unique to each. The State Publications collections, with its modern born-digital and historical scanned objects, grew by 2,950 for a total of 26,297 and we worked hard to complete the pilot project for the Newspapers of Connecticut collection with 2,908 new issues for a total of 3,243.

In FY13, our digital objects received 1,143,998 views for a total of 4,972,172 since 2007. Most heavily viewed collections include the State Publications with 319,734 views, Flickr with 260,879 views, Aerial Photographs with 116,198 and Newspapers of Connecticut with 90,673 views.

Digital Collections

In FY13, 8,207 objects were added to the State Library's Digital Collections to bring our total to 56,745. This includes Library, Archives and Museum collections on CONTENTdm, Flickr, HistoryPin and the Internet Archive, and also our contribution to Connecticut History Online and the contribution of many libraries from around the state in our Treasures of Connecticut Libraries collection. Some objects are shared on the State Library's site and also on Flickr or HistoryPin but some objects are unique to each. The State Publications collections, with its modern-born digital and historical scanned objects, grew by 2,950 for a total of 26,297.

In FY13, the Library's digital collections received 1,143,998 views for a total of 4,972,172 since going online in 2007. Most heavily viewed collections include the State Publications with 319,734 views, Flickr with 260,879 views, Aerial Photographs with 116,198 and Newspapers of Connecticut with 90,673 views.

Notable Digitization efforts

Newspapers of Connecticut, a pilot project to demonstrate an online newspaper collection, was completed and publicized in April at the Connecticut Library Association's Annual Conference. Short runs of 86 newspapers from 1829-1929 (mostly 1850-1880) from 34 towns are included. This was a joint effort of the Preservation Office, the Division of Library Development and the Library Connection. Staff worked hard to complete the pilot project for the Newspapers of Connecticut collection with 2,908 new issues added for a total of 3,243.

Aerial photographs of the Hurricane of 1938 were added to HistoryPin to give historical background to its project about Hurricane Sandy.

Early years of the state *Register and Manual* have been scanned and also high-resolution scans of materials from the State Archives, notably from the Special Genealogical Files, which are a collection of interest to our genealogy patrons.

Staff sent 104 volumes to the Internet Archive for scanning, increasing our presence there to 185 state publications and history and genealogy titles. This included the *Evening Post Annual*, with biographies and portraits of state legislators and officials (from the 1880s and 1890s, 9 vols.), the *Encyclopedia of Connecticut biography, genealogical-memorial* (v.4-5, v.7-10 for 1917-1923), the state *Register and Manual* (59 vols. ranging from 1882-1980), and the *Public Records of the State of Connecticut* (vol. 17-19).

The staff of the Preservation Office have scanned and put online 155 books and pamphlets (13,861 pages) selected by staff or requested by patrons. Recent additions include:

- *Report of the State Park Commission to the General Assembly, 1914-1920*
<http://www.consuls.org:80/record=b3323733~S1> and we also scanned 1922-1946
- *Report of the municipal Board of inquiry on the circus disaster*
<http://www.consuls.org:80/record=b1747342~S1>.
- *Inventory of the church archives of Connecticut. Baptist.* The original edition of this title was produced by the Connecticut Historical Records Survey in 1940-1941. Recently retired librarian Carol Ganz created a new index to the contents; the volume was scanned and is now published as a new edition. The inventories for the Unitarian and Universalist churches also have new, online editions with indexes.
<http://cdm15019.contentdm.oclc.org/cdm/ref/collection/p4005coll11/id/577>
- *Green's almanac and register, for the state of Connecticut for the year of our lord,* Issues for 1802-1804 were scanned here as part of an ongoing project to make this publication available for free public access. We also finished *Connecticut register 1810-1812*, and *Connecticut register, and United States calendar 1814*
<http://www.consuls.org:80/record=b1797268~S1>

Staff converted two very large, hard-to-use databases, from the Dept. of Public Health, about Connecticut marriages and deaths 1897-2001 into patron-friendly searchable databases.

A \$247,033.93 grant application for digitizing 100,000 pages of Connecticut newspapers from microfilm was submitted to the National Endowment for the Humanities (NEH). If awarded, an Advisory Board will select newspapers using criteria set by the NEH. Project staff will inspect

the microfilm to ensure it is suitable for scanning. A vendor will scan the duplicate negatives; staff will inspect the results and send the files to the Library of Congress to go online via Chronicling America. Our coalition of Supporting Institutions includes the Connecticut Historical Society, Mystic Seaport, Dodd Research Center of the University of Connecticut, Yale University and the public libraries of Bridgeport, Greenwich, Guilford and Putnam.

Emergency Preparedness

There were a few leaks at the 231 Capitol Avenue and at 75 Van Block Avenue facilities, but, overall, it was a fortunate year with no damage to library, archives or museum collections. Staff check for leaks when there is heavy rain or snow melt and items that may be in danger are moved or shelves are covered with plastic. Solutions are being sought for one problem area - the drain in the window well outside Rooms L108D & L108E, which periodically fills with rain water, which then penetrates the seals around the window and flows across the floor.

Preservation Activities

534 volumes were sent for binding this year at an average cost of \$9.33 each. The 406 volumes that were repaired represent a 379% increase over FY12. The use of lightweight enclosures increased (by 478%) probably because of the reduction in bindery activity that began four or five years ago. The increase in signature repairs (600%) and recasing (323%) also share that cause.

Connecticut Forum on Digital Initiatives - October 22, 2012

The theme of the 2012 Forum was collaboration, and how working collaboratively can enhance a project and create communities of value. Presentations explored the impact of the Digital Humanities community on the Library, Archive and Museum community and discovered new avenues of collaboration. Some of the Forum was broadcast by CT-N.; opening Remarks by Kendall Wiggin and the Keynote by Trevor Owens of the Office of Strategic Planning at the Library of Congress on CT-N can be viewed at <http://ct-n.com/ondemand.asp?ID=8308>.

The Forum, which is organized by staff from Collections Services, attracted 122 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. Numbers of attendees represented a 25% increase over last year. State Library staff worked together to make the day a success.

Discovery & Delivery Services

6,958	new print monographs and serials cataloged
2,402	new state documents (print, electronic, and hybrid) cataloged
1,067	electronic state documents digitally archived
6,815	new electronic federal documents cataloged
3,420	print federal documents hybridized with links to electronic version on GPO server
12,741	print titles issued 1800 through 1922 hybridized with links to unrestricted digitized version.

The catalogers adopted RDA, our new standard for providing Resource Description and Access. Discovery & Delivery Services staff attended several online training sessions for RDA and a second sequence of training events leading to independence for the Connecticut NACO funnel.

Following the State Library's leadership, CONSULS (the shared catalog of the Connecticut State University libraries and the State Library) systematized practices for Web OPAC linking to online resources, both born-digital and restricted or unrestricted digitized versions of print originals.

Discovery & Delivery Services hosted a Supervised Field Placement internship for a student in the Library Technology certificate program at Three Rivers Community College.

Progress continued in the ongoing effort to re-label and barcode the stacks collections to make for improved retrieval and inventory control.

Library for the Blind and Physically Handicapped (LBPH)

Carol Taylor, Director of the LBPH, retired in October 2012 after 22 years of diligent service to the people of the State of Connecticut and the blind community in particular. Gordon Reddick, Deputy Director for the past 18 years, was appointed Director. Kris Abery, with 9 years of state library service, was selected as the new Deputy Director.

The LBPH served 6,768 patrons loaning 179,648 'talking books' and Braille materials. The LBPH has 86,467 individual titles and 278,208 total copies.

FY13 was a period of many transitions at the LBPH including major changes in staff and in the mechanics of the Braille and Talking Book program. Circulation has remained steady at 179,000. The patron count totals 6,767. Out of a total staff of 11 employees: 3 retired, 1 was promoted, and there were 2 new hires and 1 vacant position remained vacant. Despite this relatively high turnover, the performance of the LBPH continued unabated.

The LBPH was selected by the federal Bureau of Labor Statistics to serve as a 2013 reporting site for their Survey of Occupational Injuries and Illnesses.

The transition of the LBPH audio books from analog to digital formats has rapidly progressed. In July of 2011, the number of cassette books circulated equaled the number of digital books. As of the end of June 2013, the digital book circulation outnumbers the cassette books by a factor of almost 5:1, and growing. LBPH's patrons have clearly chosen the digital books even though the cassette books are still available.

In April of 2013, all of the audio magazines produced by the National Library Service (NLS) became available in digital format only. This has been a difficult transition for patrons as the new digital magazines must now be returned, whereas before they were allowed to keep the cassette magazines. The LBPH had established a patron calling system where an LBPH volunteer calls each patron who is late on returning a magazine. This volunteer is also a blind patron. The NLS penalty for being delinquent is cancellation of magazine service.

As part of the transition to digital format, the LBPH is removing and recycling the cassette books with the goal set by NLS of completely eliminating all cassette books by 2015. Over the past year, the LBPH has recycled 75,476 cassette books. With 185,800 books remaining, the task is far from over. However, patrons still order about 2,500 cassette books each month.

Patron and volunteer involvement with the LBPH remained strong. The LBPH Advisory Committee met quarterly with an active group of about 15 representatives of patrons and other related organizations. The Friends of the LBPH has been a dormant group but is seeing a revival with the promulgation of updated By-Laws, the election of officers, and the formulation of the group's infrastructure. There is a dedicated group of 6-8 regular volunteers who perform critical library functions. The LBPH also received a number of volunteers from local schools and from those performing community service hours ordered by the courts.

The Connecticut Volunteer Service for the Blind and Handicapped (CVSBH) is a private non-profit group who record and produce audio books for the LBPH with Connecticut-specific themes. They too are transitioning to the digital format, purchasing new computer equipment and software with the LBPH providing them with digital cartridges and containers, as well as the means to circulate their audio books produced. As the partner of CVSBH, the LBPH originated a new Memorandum of Understanding which is being reviewed by the CVSBH Board of Directors. The LBPH Director now attends all of the CVSBH quarterly Board meetings to improve and deepen our collaborative relationship with them. The CVSBH produces on average 100 audio books per year.

Outreach continued with LBPH representatives attending several Senior Fairs, the National Federation of the Blind state conference, two conferences for ophthalmologists, and two New Director's Brunch's for new public library directors. In May 2013, the LBPH participated in a Department of Consumer Protection (DCP) roundtable concerning services for the disabled. From this roundtable, the LBPH will produce an audio book containing a variety of DCP's consumer safety / advisory pamphlets for circulation to our patrons. Demonstrations of our LBPH equipment continued by staff of the Division of Library Development as they visited public libraries in the course of their normal business. This effort is estimated to have already reached more than 40 public libraries.

To improve the integrity of the LBPH database, and to ensure consistency with the National Library Service's master national database, a reconciliation of the audio book players was completed and a complete reconciliation of the patron database was begun.

In the fall of 2012, the LBPH implemented a cassette player battery recycle program to properly dispose of several thousand dead nickel cadmium batteries.

The Telephone Pioneers group has performed all repairs and service of the audio players. The Telephone Pioneers is a group of 5-6 retired AT&T employees with a typical age in the mid-eighties. Their services are invaluable to the LBPH.

Division of Library Development

In FY13, Division of Library Development staff visited 40 libraries providing information on state library services, resources and initiatives as well as gathering information and feedback from these libraries on how the Division can better serve them through programming, consulting and support. This initiative will continue in FY14.

The Connecticut State Library was one of seven state libraries chosen to participate in the EDGE which is a ground-breaking, national initiative that will provide libraries everywhere with new strategies and tools to help achieve community priorities through enhanced technology. The State Library will embark on an initiative to encourage all Connecticut libraries to participate in the EDGE assessment when it is launched nationally in January 2014.

The Division launched several literacy initiatives – Financial literacy, providing resources and support for Connecticut libraries participating in National MoneySmart Week. Last year one Connecticut library participated in the week long financial literacy education event, this year over 30 Connecticut libraries participated. Digital Literacy, with the launch of several nationwide digital literacy initiatives, the Division created online resource pages and offered webinars for the library community. For Health Literacy the Division developed online resource pages and offered webinars and other training for the library community. These literacy initiatives will continue into FY14 with additional programming, online resources and consulting opportunities.

iCONN: Connecticut's re-search engine

In FY13, the value of all iCONN databases to local communities exceeded \$32 million while the cost to provide both iCONN and the statewide library catalog was approximately \$2.1 million. A comprehensive Results-Based Accounting (RBA) statement was completed and made available at iCONN.org. The bid process for electronic resources was completed and will result in reduced costs (\$72,000) and improved services in FY14. Negotiations with the current vendor for the statewide library catalog will result in \$99,750 annual savings and no reduction in current services.

In FY13, there were a total of 7,578,456 page views (a measure of when search results are actually viewed): 14.8% from public library patrons; 26.7% from school library patrons; and 58.5% from college library patrons.

The statewide library catalog was searched 1,040,869 times, a 9% decrease over last year, and there were 1,227,193 full record views, also a 9% decrease over last year. Over 200 libraries successfully lent 129,355 items through reQuest, a 0.3% increase over the previous year. Holdings in reQuest increased to 23.6 million items, a 4% increase over last year, and the number of unique titles increased to 5.5 million, a 4% increase over last year. The statewide collection of downloadable audiobooks includes 2,218 titles which were checked out 6,750 times, a 27.4% reduction over last year, primarily due to our inability to add any new titles.

To increase awareness of iCONN, staff promoted the placement of downloadable icons on computer desktops and on the home screens of smartphones and tablet computers; posted a web page that fully delineates the many advantages of iCONN relative to free web search engines;

updated posters for public and school libraries; updated bookmarks highlighting resources for kids; established a vendor-hosted online ordering facility to make it easier for libraries to order bookmarks and posters as needed, all at no expense; planned 250 60-second radio ads that will air on multiple commercial radio stations in FY14, all at no expense; created a new tri-fold brochure that libraries can edit and print locally; designed a coaster listing the Top 10 Reasons To Use iCONN.org; exhibited iCONN at the annual conferences of the Connecticut Association of School Librarians (CASL) and the Connecticut Library Association; and continued to maintain an active presence on Twitter, Facebook 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) in 2013.

To increase access to iCONN, we added an A-Z resources page and registered all state agencies in the executive branch in iCONN.

Soon after the tragedy at Newtown, we created a page of resources for “Helping Children Cope with Tragedy” and linked to it from the main iCONN.org page.

Public Library Construction

In FY13 the State Library Board awarded the East Hartford Public Library a grant of \$345,666, the Meriden Public Library a grant of \$50,000, and the Otis Library of Norwich a grant of \$18,516 in state bond funds. These funds will be matched by local funds for \$828,368 in total project costs in this community. In FY13 the Bond Commission approved the Meriden and Norwich grants as well as a previously awarded public library construction to the New Haven Free Public Library of \$318,524.

Service Centers

The service centers loaned 54,658 items to school and public libraries for a value to local communities of approximately \$2,066,459.

Summer Reading

Eighty five public libraries will be running summer programs on-line in 2013 using a program made available to them by the Connecticut State Library. Participants (children, teens and adults) can add books to their reading log anywhere they can get on the internet, using a computer, a tablet or a mobile phone. The Summer Reader program encourages participants to write book reviews, share ratings of favorite books and make lists of books that they would like to read. This project collaborates with The Governor’s Summer Reading Challenge to encourage children to read wherever they are.

The State Library continued its membership in 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 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 *Reading Makes Cent\$* 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 \$250.00 prize to 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 \$250.00 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, five public libraries were added to the healthy roster of libraries supported by *Library Service and Technology Act* grants in presenting ECRR workshops in partnership with daycare centers, preschools, Head Start, Family Resource Centers, and Young Parent Programs in their communities.

Training

The Division offered 134 on-site continuing education and technical training opportunities to 1,398 Connecticut library staff in FY13. The State Library has increased the number of online Webinars offered to library staff. 23 webinars provided training on the use of the iCONN databases. 26 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. 66 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. Library staff from around Connecticut enrolled in 312 courses.

Connecticar

Connecticar delivered to 223 libraries, making an average of 174 stops per day in the state. \$26 million is the estimated cost savings over four years FY10 - FY13 of the state providing library delivery versus libraries independently using a commercial delivery service. Based on a volume study conducted in December 2012, Connecticar shipped over 3 million items in FY13.

Connecticard

Use of this popular service has increased by 7% in the last 10 years, with over 4.8 million items borrowed. This grant program that partially reimburses public libraries for these nonresident loans awarded \$1,000,000 to 173 libraries. In FY12, 4,916,021 items were loaned to residents of other towns representing a value of over \$73 million dollars.

Statistical Reports, Resources and Training

The Division compiled and published the annual *Connecticut's Public Libraries: A Statistical Profile*; collected and submitted data to the Public Library Statistics Cooperative at the Institute of Museum and Library Services (IMLS); and compiled and reported statistical and narrative data on the State Library agency to IMLS.

The Division provided over 100 customized statistical reports to public libraries. Also, the Division provided consulting services, an automatic chart-maker tool, and online tutorials to help libraries use statistics to evaluate and advocate for their libraries.

Public Library Annual Report and State Aid Grant

182 public libraries completed the Annual Report/Survey for FY12, which provides the data for state and federal statistical reports. 162 of these libraries shared the annual State Aid grant of \$207,692. The Division provides assistance in completion of the survey and evaluates the accuracy and completeness of the results.

Other Grants

The Division administered \$2,090,429 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 FY12, the Division administered 17 grants in five categories: Every Child Ready to Read, Services for People with Disabilities, Programs for Multilingual Populations, Programs for Older Adults, and Digital Preservation.

Additionally, the Division was happy to partner with the Connecticut Community Foundation's Lifelong Libraries Sponsorships which help older adults age successfully by staying healthy, informed and engaged in their communities. So far five libraries have received a total of \$5,708 in funding. Sponsorships connect people age 65 and older to their libraries with programs focused on a wide range of topics including health, wellness, education, arts, creative expression, technology, safety, and financial security.

Public Records Administration

As part of the Public Records Administrator's mandate to provide guidelines and standards, staff issued 1 policy document, Public Records Policy [PRP] 07: *Records Management Liaison Officer (RMLO) and Assistant RMLO - Appointment and Duties*; and 2 forms, *Records Management Liaison Officer Designation (Form RC-078)* and *Records Inventory Worksheet (RC-104)*.

Public Records staff issued 1 general records retention schedule for state agencies, 1 general retention schedule for municipalities, and 7 agency-specific records retention schedules.

The Historic Documents Preservation Program awarded \$727,500 in targeted grants to 152 municipalities, supporting improvements in the preservation and management of local

government records across the state. Grants were awarded in the categories of Inventory & Planning; Organization & Indexing; Program Development; Storage & Facilities; and Preservation & Conservation. Funding levels were set at \$4,000, \$6,500 or \$9,500, for small, medium and large municipalities, respectively. The program has awarded over \$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.

Staff provided 11 records management training sessions for municipal employees on a variety of topics, including management of e-mail, police records, election records, library records, and general records retention.

Public Records staff provided 2 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 (DAS) Learning Center, Public Records staff conducted 1 workshop 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.

Public Records staff processed 2,509 requests for the disposition of more than 37,753 cubic feet of obsolete local government records and 935 requests for the destruction of 75,274 cubic feet of obsolete state agency records. Staff also processed 2 requests from state agencies for removal of public records personal data files.

13 certificates of records disposition for information systems records; 6 certificates of compliance for digital imaging standards for public records; and 5 certificates of compliance for microfilming standards for public records were processed by the Public Records office. Staff processed 169 examinations of indexes and inspections of land records of the towns.

Staff inspected 4 records storage facilities and approved 3 for the storage of public records. They assisted 6 towns with municipal vault construction or renovation projects. Staff reviewed records management issues in 3 towns in response to complaints filed with the office and resolved the complaints.

Public Records staff worked with DAS Procurement Services in the evaluation of bid proposals and selection of a new records storage vendor for state agencies. The new contract is conservatively projected to save to the state \$344,000 annually and \$1,720,000 over the life of the five-year contract.

At the State Records Center, staff processed 4,406 reference requests from 24 state agencies and re-filed or inter-filed 2,681 files/boxes. Staff accessioned 10,468 cubic feet of records, including 886 reels of microfilm. In addition, staff deaccessioned 4,900 cubic feet of records, leaving room for an additional 12,018 boxes.

Public Records staff worked with the Real Property Electronic Recording Advisory Committee to draft the State Library's Regulation concerning Real Property Electronic Recording. The regulation was adopted with an effective date of April 1, 2013, allowing town clerks the option of accepting electronic documents for recording on the land records. It ensures that electronic recording is implemented in a manner that is consistent with national and statewide practices and that the records and recordkeeping systems are maintained properly and securely.

State Archives

Mark Jones, the State Archivist, retired at the end of May having diligently served the people of the State of Connecticut for 31 years. During his tenure he instituted many important services and service improvements. The archives collection more than doubled as a result of his relationships with state agencies, municipalities and private individuals. He also oversaw the publication of three important volumes of the Public Records of the State of Connecticut State Archives covering the years 1816-1819.

The State Archives acquired 56 accessions totaling 1,198 cubic feet, bringing the total quantity of records to 41,650 cubic feet. Accessions included State Police investigation files, 1940-1982; State Police log books, 1922-2002; Forestry Division records, circa 1901-2004; Connecticut Forest and Park Association records, 1920-2010; Town of Windham and City of Willimantic grand lists, 1833-1944; the David A. Gibbs Collection of Hosford and Gibbs Family Papers that include the Chauncey Hosford War of 1812 Papers, 1813-1816; and records books and probate files from 10 probate districts.

The State Archives placed the following digital collections online: Chauncey Hosford War of 1812 Papers; and Herbert Randall Survey of New Haven and Environs, 1880-1920. The State Archives encoded 57 additional finding aids in Encoded Archival Description, bringing the total quantity of finding aids posted on the State Library website to 546.

The project to edit volume 20 of the Public Records of the State of Connecticut came to a successful conclusion. Volume 20 covers the years 1819-1820, the years immediately following the ratification of the Constitution of 1818, and contains material on tax and fiscal reform, the Panic and depression of 1819-1822, the Missouri controversy, major changes in the poor law and funding for the common schools, and a switch from legislative appointment to popular choice of electors for U.S. president and vice president. The State Library has been supporting this project by its Historical Documents Preservation Account. Copies were distributed to public and academic libraries statewide.

A poster in celebration of Connecticut Archives Month in October 2012, was produced under a grant given to the Connecticut State Library by the National Historical Publications and Records Commission on behalf of the Connecticut State Historical Records Advisory Board. Conservation ConneCTion and COSTEP-CT co-sponsored the poster that featured a fire prevention theme. The poster was distributed to town clerks, public and academic libraries, local historical organizations, and fire departments statewide.

Museum of Connecticut History

The Museum's historical object collecting has significantly curtailed since January of 2012 because of online payment service difficulties, particularly with eBay, for which no permanent solutions have developed. The collections (political, industrial and military) grew by 325 items; highlights are:

- a pike made by Collinsville blacksmith Charles Blair for abolitionist John Brown's ill-conceived scheme to seize the Federal Arsenal at Harpers Ferry, VA and foment an enslaved persons insurrection
- a scarce Model 1861 Contract Rifle-Musket by CT arms maker Mowery with gunlock marked "Eagleville"
- identified cartes de-visites of Connecticut Civil War soldiers
- a spectacular 1850s wall-mount lithograph of the Ames Iron Works in Falls Village
- a rare Boyd & Benson, Winchester, CT, cast steel gouge from the 1830s.

Digital photography by staff of "heads and tails" of some 300 Federal-Era Connecticut Copper pennies in the Mitchelson Coin Collection have provided coin hobbyists an opportunity to refine typological identifications made by staff curators some forty years ago. There are plans to get these images online for public exposure. Similarly, a volunteer digitally scanned collections management black and white photographic negatives of about half of the 1,500 firearms in the collection.

Museum staff continued participation in meetings concerning possible National Park Service operation of Hartford's Coltsville and joined a revived initiative for recognition of the Connecticut River Valley as a Precision Manufacturing Industrial Corridor.

Connecticut Explored magazine published a staff article titled "Connecticut's Ruling Aristocracy 1639-1818" and staff gave a presentation on the Governors' Portrait Collection to a Third Thursday speaker series audience in Memorial Hall.

Educational outreach of 107 presentations in K-12 schools in 35 cities/towns gained an audience of 2,707 students. "CT Sampler" ran 61 times, and "CT Invents" 46 times. Adult outreach visited 10 different sites, including retirement homes, long-term care facilities and senior centers. Presentations included 4 "Connecticut Invents", 4 "Pop History of Connecticut" and 2 "Connecticut Eats." 150 people attended.

13,600 students from 95 Connecticut towns visited the museum with an additional 10,000 "walk-in" visitors for a total attendance of 23,600, down about 900 from the prior fiscal year.

The museum's social media presence continues to flourish: the "Connecticut Invents" blog had 13,199 visitors, an average of 1,099 a month. The Twitter feed gained an additional 100 followers, now up to 301. A new Museum of Connecticut History Facebook page began in April of 2013 as a vehicle for CT short stories, museum objects and images, and upcoming museum events.