

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 6/30/14)

Recurring operating expenses – \$11,053,571

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 ensures access to the Library's extensive collections.

Access Services

Maintains and provides access to:

- A collection of public policy resources and comprehensive collections of Connecticut and United States government publications dating from the late 1700s to the present. These

collections, numbering well over a million and a half pieces, support the Library's roles as the Regional Federal Depository for Connecticut and Rhode Island, and as the Connecticut State Documents repository.

- A comprehensive collection of legal, legislative, and public policy resources. The collection includes statutes and case reports for all 50 U.S. states as well as for all federal jurisdictions, and a broad range of legal treatises, law periodicals, loose-leaf services, and electronic resources on topics relevant to state government interests, the archives of Connecticut General Assembly documents, indexes legislative bills and House and Senate proceedings and public hearings, and compiles legislative histories for Connecticut Public and Special Acts. The State Library Bill Room provides information on the status of current Connecticut state legislation, and supplies copies of pending and current legislation on request.
- A comprehensive collection of materials on the history of Connecticut and its people. Resources include an extensive collection of local histories and genealogies, with particular emphasis on Connecticut and New England, most Connecticut town vital records, land records, and probate records from the 1600s to the early 1900s, church records from hundreds of Connecticut churches, transcriptions of family Bible records and cemetery inscriptions, abstracts of newspaper notices of marriages and deaths, military records, the Federal census records for Connecticut, 1790-1930, comprehensive and retrospective collections of Connecticut atlases and maps (including Sanborn Fire Insurance Atlases), city directories, and the most comprehensive collection of Connecticut newspapers from colonial times to the present.

Library for the Blind and Physically Handicapped

Is a network library of the National Library Service for the Blind and Physically Handicapped, Library of Congress. The Library provides a free mail loan of recorded and Braille books and magazines and necessary playback equipment to eligible state residents unable to read conventional print because of a visual or physical disability.

Division of Library Development

The Division provides leadership, funding, education, and statewide services that enhance a local library's ability to deliver high-quality library service to their community.

Connecticar provides a delivery service to 226 public and academic libraries in Connecticut, transporting books and other items for patrons providing support for statewide resource sharing.

Connecticard is a statewide reciprocal borrowing program allowing Connecticut citizens to use their hometown library cards in any public library in Connecticut. The Division administers the program including grants that partially reimburse libraries for non-resident use. *Connecticar* is the backbone of resource sharing among libraries including interlibrary loan and the *Connecticard* borrowing program.

Consulting and Training Services support the local library's ability to provide high quality library services that are responsive to the needs of their communities.

iCONN, Connecticut's research engine provides all students, faculty and residents in Connecticut with online access to essential library and information resources. Through iCONN, a core level of information resources including a statewide catalog and interlibrary loan system is available to every citizen in the state. In addition, specialized research information is available to college students and faculty.

The Middletown and Willimantic Library Service Centers provide collection support, technology training labs, consulting and training and professional development materials for Connecticut library staff.

Public Library Grants provide basic support for public libraries in Connecticut.

The Public Library Construction program provides grants for public library construction projects to improve library facilities to meet their communities' changing needs.

Statistical data on public libraries is compiled annually and published online. The Division submits statistical data to the Federal-State Cooperative System for Public Library Data and compiles and reports statistical and narrative data on the State Library agency to the Institute of Museum and Library Services.

Federal support for libraries from the Institute of Museum and Library Services is administered through the division. The Division also coordinates and approves E-Rate Technology Planning for public libraries.

Office of the Public Records Administrator

The Office of the Public Records Administrator is responsible for 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 42,000 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 2013-2014

Office of the State Librarian

Governor Malloy signed into law Public Act No. 14-82, An Act Concerning A State-Wide Platform For The Distribution Of Electronic Books. This Act allows the State Library Board to establish a statewide eBook lending service. The Legislature also appropriated \$2.2 million dollars to fund the project which is expected to become available in late 2015.

Established the position of Outreach Services Librarian. This position is responsible for managing the Library's web presence; communications; outreach to state agencies, libraries, and the community; and developing and implementing a public relations plan.

We were deeply saddened by the death of State Library Board Member and Ferguson Library President Ernie DiMattia. Mr. DiMattia died on Thursday, June 26. He was appointed to the State Library Board by Governor Malloy in 2012. In recent years, Mr. DiMattia became committed to ensuring public library access to eBook technology, chairing the Advisory Council on Library Planning and Development eBook Task Force from 2011-2012.

Access Services

The main Library at 231 Capitol Avenue answered 9,357 questions by onsite patrons, 7,203 questions by telephone, 2,166 through correspondence and email for a total of 18,723 reference questions answered.

Thirty-three researchers affiliated with the New England Historical and Genealogical Society spent 3 days in April using our resources to conduct their genealogical research.

The television show, “Who Do You Think You Are”, filmed a segment in the reading room.

As part of the State Library's partnership with Ancestry.com, *Connecticut School Age Certificates, 1904-1911* and the Hale Collection of Cemetery Inscriptions are now available on Ancestry.com.

Staff shifted over 1,000 linear feet of material on level 7 in the stacks. This will allow 2-3 years growth of the Federal Register, Code of Federal Regulations, and the U. S. Supreme Court Records & Briefs.

State Documents Depository Program Staff visited many of the Connecticut and Federal Documents depository libraries in the state to explore how the collections are used and publicized in other libraries. Libraries visited include: Groton Public Library, UCONN, Eastern Connecticut State University, Northwestern Community College, Silas Bronson Public Library, Post University, Quinnipiac University, New Haven Free Public Library, University of New Haven, Russell Library, Ferguson Library, Bridgeport Public Library, Western Connecticut State University, Coast Guard Academy Library and Wesleyan University.

Regional Federal Depository Library Program Through an agreement with the Government Printing Office, the University of Connecticut has served as our selective housing site for many federal maps. A stipulation in the agreement is that when the maps are no longer needed at UCONN, they can be returned to us. In January, the State Library accepted a shipment of 9 map cabinets, filled with maps issued by the United States Geological Survey, which we will incorporate into our federal document collection.

Collection Services

26,616	Items added to the general collection
17,062	Items added to the federal documents depository collection
70,410	Unique electronic serial titles
86	Subscription electronic resources available for patron use
795	Interlibrary Loan requests filled from the Division's collections
120	Interlibrary Loan requests received from other libraries for patrons
1,027	Items loaned directly to patrons

4,025 Digital objects added to Digital Collections
251,137 Item views in Digital Collections
46,192 Visits via the proxy server to access our electronic resource

Library materials budget The FY14 library materials allocation totaled \$786,592. Print serials expenditures accounted for 49% and Serial Electronic Resources accounted for about 43.5% of the library materials allocation. Microfilm and other microforms accounted for 5%. Only 2.5% was spent on purchasing new books for the library collection.

Items added to the collection included: 8,142 serials, 717 loose-leafs and 9,767 current newspaper issues. Of the 17,062 federal documents received 4,381 or 26% were print, 2,586 or 15% were microfiche and 95 or 1% were CDs/DVDs. As mentioned above, the State Library received a shipment of 10,000 Geological Survey maps previously stored at the University of Connecticut. The maps comprised 59% of federal depository items added to our collection this year. Total items (monographs and serials, including Federal and Connecticut Documents) processed by the Collection Management staff totaled 43,678, which represents a 6.4% decrease in items added to the collection over last year. Serials maintained increased by .4% with a total estimate 8,821 active titles.

Connecticut Documents Print Connecticut Documents added to collection totaled 3,917 and an estimated 2,660 print items were distributed to depository libraries. Town Documents added to the collection totaled 330 items. In FY14, 3,348 Connecticut digital born documents were harvested and archived. The State Publication collection had 17,482 views in FY14. Efforts to acquire missing issues of print state and town documents resulted with claims of 463 items. We added 1,132 Connecticut Network (CT-N) DVDs.

Federal Documents As of June 1, 2014, Collection Services is responsible for approving Federal Depository Library Program discard requests for selective federal depository libraries in Connecticut and Rhode Island. In the month of June, 2014, we processed 23 discard lists, searched 2,339 documents and claimed 66 items for the State Library's federal documents collection.

Connecticut Newspapers After receiving microfilm, 83 boxes of original newspapers from Van Block remote storage were discarded. 126 new boxes of original newspapers were sent to Van Block remote storage until these issues can be microfilmed and/or digitized.

Subscriptions In October 2013, the Agency successfully completed the Request for Quotation process for a state contracted print subscription vendor for the State Library.

Electronic Resources Maintained a total of 86 e-resources; 94,988 links to e-journals and e-books, of which 70,410 were unique links. This represents a 6.2% increase in e-resources maintained, 63.5% more links maintained, and 67.3% more unique titles. Our usage statistics indicate 231,284 sessions (virtual visits), 395,960 searches, and 432,188 online documents viewed. In FY14, documents viewed online increased by 3.5%.

Notable Acquisitions in FY14

New online resources purchased by the State Library in FY14 include:

American Lawyer Media News Package

American Indian Law Collection *

Avotaynu, Anthology of Jewish Genealogy (1985-2011)

ABA/BNA Lawyers' Manual on Professional Conduct

Biography & Genealogy Master Index *

Early American Newspapers, Series 10 (1730-1900)

Family Law Reporter

Godfrey Scholar

New York Analytical. Westlaw access to NY Jurisprudence, NY Practice, Pattern Jury Instructions, and more.

Smart Litigator Connecticut

United States Law Week

*These allow remote access for Connecticut State Library cardholders.

In FY14 there were 46,192 visits via the Proxy Server. This represents more than double the amount of visits from last year. The number of unique visitors totaled 4,922. In FY14, our most frequently visited remote access resources are the ProQuest databases, specifically the ProQuest Historical Hartford Courant (1764-1988) and the Sanborn Maps for Connecticut.

The State Library changed over Internet service for all of its public access computers to the Connecticut Education Network. We notified all our subscription database vendors to add the new IP address for our public workstations. The transition was seamless, with uninterrupted 24/7 access to our subscription databases.

Circulation and Resource Sharing In FY14, 1,822 items were circulated, scanned or copied. Direct loans or items circulated to patrons totaled 1,027 or 56%. Interlibrary loans supplied totaled 795 or 44%. Overall borrowing activity remains level with FY13. Loans to state employees increased by 7.25% and loans to the general public increased by 1.82%. Resource sharing between the CSU libraries and the State Library accounted for 4% of our total circulation resulting in a total of 70 items supplied to the CSU libraries using the resource sharing function available in our shared catalog.

Digital Collections In FY14, 4,025 objects were added to the State Library's Digital Collections to bring our total to 60,770. This includes Library, Archives and Museum collections on CONTENTdm, Connecticut History Online, Flickr, HistoryPin and the Internet Archive. Some objects on our own site are duplicated in Conn. History Online, Flickr or HistoryPin but some objects are unique to those sites. The State Publications collections, with its modern born-digital and historical scanned objects, grew by 3,348 for a total of 29,645 objects.

In FY14, our digital objects received 251,137 views. Our Internet Archive collection was most heavily used with 62,921 views, Law and Legislation had 33,471 views and Items from the Library had 24,331 views.

Notable Digitization efforts

We scanned and put online, volumes selected by staff or requested by patrons, including:

- Forty-six World War I era publications of the State Council of Defense, including *Bulletin of approved war activities* [Aug. 6, 1918]
<http://cdm15019.contentdm.oclc.org/cdm/ref/collection/p128501coll2/id/286084> State Library call no. St291 ...
- Twenty-four issues of the Register and Manual, from 1805 to 1847, including: *Green's register and almanac* ... [1805]
<http://cdm15019.contentdm.oclc.org/cdm/ref/collection/p128501coll2/id/248128> State Library call no. R26g ...
- Several booklets relating to the WWI welcome home celebrations, including: *Danbury and our boys in the World War* [1923]
<http://cdm15019.contentdm.oclc.org/cdm/ref/collection/p4005coll11/id/618> State Library call no.: F104 .D2 H67 1923
- General statutes of the State of Connecticut for 1918, Supplements to 1930, and 1949, including: 1949 [Index pt. 1]
<http://cdm15019.contentdm.oclc.org/cdm/ref/collection/p128501coll3/id/21137> State Library call no.: KFC3630 ...
- Supreme Court Records and Briefs for the Amy Archer Gilligan trial for murder [1918:Mar. STvGI]
<http://cdm15019.contentdm.oclc.org/cdm/ref/collection/p128501coll3/id/26794> State Library call no.: KFC3645.9 .C6 C66

Connecticut Digital Newspaper Project In August 2013, the State Library was awarded a grant for \$274,034 from the National Endowment for the Humanities to digitize 100,000 pages of Connecticut newspapers from microfilm. The Advisory Board selected the *Norwich Bulletin* and *Bridgeport evening farmer*, for 1910-1922. Christine Gauvreau was hired as Project Coordinator and contracts were awarded for microfilm duplication and for scanning from microfilm. Our first batch of 10,000 scanned images is due for quality review in mid-July.

Collaborative Digital Projects *100 Years: Connecticut's Role in World War*

The State Library is participating in a joint digital project with the University of Connecticut and Historypin titled *100 Years: Connecticut's Role in World War*. This statewide project will highlight Connecticut's role in World War I. To help us better understand the needs of the cultural heritage community and the citizens of Connecticut for digitizing World War I historic material a survey has been created. The survey is open to all residents, institutions, organizations, and businesses in Connecticut and can be found at <http://bit.ly/WWIinCT> or on the project website at <http://ctinworldwar1.org>. This project will be a model for a national project.

Connecticut Digital Archive The State Library is participating in, coordinating and supporting the development of a statewide digital archive along with the University of Connecticut and other cultural statewide organizations. The first phase of the project launched on November 13, 2013. The Connecticut Digital Archive will provide services to preserve and provide access to Connecticut digital assets. Participating educational, cultural and state institutions will be able to

create and curate exhibitions to highlight collections. Digital assets will be available to a wider audience via the Digital Public Library of America.

Preservation Activities 495 volumes were sent for binding and 229 volumes were repaired in house.

Discovery & Delivery Services

6,962 new print monographs and serials cataloged
3,419 new state documents (print, online, DVD, and hybrid) cataloged
1,130 electronic state documents digitally archived
5,158 new electronic federal documents cataloged

Project highlights

Profiled the Library Service Centers for integration into the integrated library system shared by the State Library and the State University Libraries (CONSULS): Prepared and loaded 77,000 bibliographic records. Trained Service Center staff in Millennium, and in cataloging with OCLC Connexion.

Progressed into LC Class F in our ongoing effort to relabel and barcode the stacks collections to enhance retrieval and security.

Undertook USGS maps cataloging project on items transferred from UCONN-Storrs. Completed transfer and recataloging of federal depository maps from Dewey (H&G) to SuDocs collection.

Library for the Blind and Physically Handicapped (LBPH)

Braille book outsourcing The outsourcing of the storage and delivery of Braille books to another state's Library for the Blind was finally accomplished after the initial idea was originated 9 years ago because of a severe lack of shelving. A thorough study was done in 2014 and determined by objective measures that the Utah Library for the Blind was best suited for delivering Braille materials to our patrons. The Connecticut LBPH still offers Braille services and there's no change to how our patrons order books. The Utah LBPH is a delivery service only. Thus we can now remove nearly 32,000 volumes of Braille currently on hand and distribute them to other LBPH's and to charitable organizations overseas.

LBPH Web Pages The Library for the Blind's web pages on the State Library's website were out-of-date, limited in scope, and dormant. Major improvements were made including updated narratives and blog postings of information relevant to not just our patrons, but to the blind and visually impaired community at large. New links include the LBPH applications for service, relevant book catalogs, and paths to other public and private organizations supporting the blind and visually impaired community.

LBPH Online Public Access Catalog (OPAC) The OPAC is now accessible to all of our patrons and the contents are updated regularly by the LBPH software maintenance contractor.

Connecticut Volunteer Services for the Blind and Handicapped (CVSBH) This independent, incorporated non-profit group produces audio books for the LBPH program at no cost to the State, but for some low cost materials support. They completed a year-long effort in 2014, to upgrade all of the computer equipment and software at their five recording studios. These upgrades will meet the digital audio book quality control standards of the National Library Service for the Blind (NLS), which will thus make CVSBH's books available nationwide. The NLS staff has also graciously offered many hours of consulting and training to the CVSBH staff in digital book recording and production. Book production has now resumed.

Digital book duplication workstation In conjunction with the State Library's IT services, two independent workstations were installed for the purpose of duplicating digital books and creating a low vision workstation for patrons. With the advent of digital books and the online downloading of all NLS audio and Braille books, the LBPH now has the capability of quickly filling patron requests that used to be handled by the slow hardcopy inter-library loan method. Furthermore, the LBPH can easily replace lost and damaged books.

Friends of LBPH The Friends of the Library for the Blind became a fully functioning entity this year, completing their activation begun in FY13. Outreach included a radio show interview with Bill Pearce of WTIC-AM and with CRIS Radio. The group has received excellent education and advice from the Friends of Connecticut Libraries and has submitted a grant request for \$200 in seed money for a membership drive. Advocacy for the LBPH patrons also began this year when the group's president wrote a letter to the Director of the National Library Service for the Blind and Physically Handicapped commenting on a controversial audio magazine program.

A tri-annual patron survey was completed in May 2014, in conjunction with the school project of a Southern Connecticut State University MLS student and a patron volunteer. This is the first patron survey to be done jointly with an academic institution. The key finding of the survey: 98% patron satisfaction of good or better (76% was excellent).

The LBPH was selected once again by the federal Bureau of Labor Statistics to serve as a 2014 reporting site for their Survey of Occupational Injuries and Illnesses.

The recycling of obsolete cassette audio books continued with another 49,100 books withdrawn, with about 93,000 cassette books remaining. All cassette books are scheduled to be withdrawn by the end of 2015.

Patron and volunteer involvement with the LBPH continues to be strong. The LBPH Advisory Committee meets quarterly with an active group of about 15 representatives of patrons and other related organizations. We also have a dedicated group of 6-8 regular volunteers who perform critical library functions such as book inspections. The Telephone Pioneers continued their dedicated maintenance and repair support for audio players. In FY14, they repaired, cleaned, charged batteries, and packaged 664 players. The LBPH also receives a number of local student

volunteers, disabled students in job training programs, and a regular flow of court-ordered community service persons in pre-trial rehabilitative programs.

Added emphasis is being placed on setting up demonstration accounts with Connecticut public libraries. LBPH materials, including playback machines, are loaned to a library to be displayed where their patrons can readily see it. The State Library Division of Library Development continue to include LBPH materials in their visits to public libraries. A post was made on the public libraries listserv which has brought several responses.

Use Statistics for FY2014:

6,713 patrons
189,935 circulation
13,743 audio players
104,903 titles
241,536 book copies

Division of Library Development

Outreach Division of Library Development continued its public library outreach initiative. Staff visited an additional 40 libraries providing information on state library services, resources and initiatives as well as gathering information and feedback from those libraries on how the Division can better serve them through programming, consulting and support. Additionally, Division of Library Development staff maintained contact with the original 40 libraries continually providing services and support. This initiative will continue in FY15.

Literacy Initiatives The Division is continuing with literacy initiatives including financial literacy, providing resources and support for Connecticut libraries participating in National MoneySmart Week. The Division expanded the financial literacy initiative through a partnership with UConn Extension, the Department of Banking, the Department of Labor Job Corps and the Consumer Financial Protection Bureau for Connecticut Saves Week as part of the America Saves Week Campaign.

Access to Justice The Division is active in the Access to Justice Working Group which was formed to conduct outreach to public librarians and academic librarians with a goal of developing an ongoing program of training, information sharing, and, when possible, resource exchange. The Workgroup shall also work to foster partnerships with legal aid providers and pro bono attorneys, with a possible eye towards utilizing public library space to conduct free legal information and legal assistance programs for the public.

Multi-State Partnership The Division is working on a partnership with the New Jersey, New York and Delaware State Libraries to develop a regional, innovative leadership project for professional librarians. The Division has developed leadership, project management and innovation training, resources and support for Connecticut librarians.

Public Library Construction: In FY14, the State Library Board awarded the Burlington Public Library \$1,000,000, Columbia - S.B. Little Library \$1,000,000, Lebanon - Jonathan Trumbull \$1,000,000, Tolland Public Library \$1,000,000, Voluntown Public Library \$402,759, Westport Library \$1,000,000, New Fairfield Public Library \$751,253, North Stonington – Wheeler Library \$140,009, Portland Public Library \$20,000, Putnam Public Library \$1,000,000, New London Public Library \$75,000 in state bond funds. These funds will be matched by local funds and total project costs in these communities will exceed \$54,000,000. The Bond Commission approved an East Hartford Public Library grant of \$345,666, a Rockville Public Library grant of \$300,000, and the grants mentioned above for Tolland, New Fairfield, and Portland.

Connecticard use has increased by 22% since the year 2000, with over 4.5 million items borrowed. This grant program that partially reimburses public libraries for these nonresident loans awarded \$1,000,000 to 172 libraries.

Connecticar served 224 libraries, making an average of 170 stops per day in the state. Based on a volume study conducted in March 2014, Connecticar shipped 2.9 million items in FY14. Based on a study conducted over two weeks in the fall of 2013, the average turn-around time for delivery of items was 1.84 days based on the Connecticar delivery schedule.

Public Library Annual Report and State Aid Grant 181 public libraries completed the Annual Report/Survey for FY14, which provides the data for state and federal statistical reports. 162 of these libraries shared the annual State Aid grant of \$203,569. The Division provides assistance in completion of the survey and evaluates the accuracy and completeness of the results.

Continuing Education The Division provided 91 on-site continuing education and technical training opportunities to 1,235 Connecticut library staff in FY14. Additionally, we provided on-site group viewing of 37 webinars produced by ALA and other agencies to 231 CT library staff. Our Continuing Education Calendar also listed 100 free, online webinars from ALA, Webjunction, Infopeople, and other sources.

Other Grants The Division administered \$2,037,047 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, Connecticard grant program, professional development, consulting and iCONN. It also supports directed grants to local libraries. In FY13, the Division administered 14 grants in two categories: Every Child Ready to Read and Programs for Older Adults.

iCONN In FY14, the value of all iCONN databases to local communities exceeded \$35 million while the cost to provide iCONN including the statewide library catalog was approximately \$2 million.

The Division partnered with the National Network of Libraries and Medicine, New England Region (NNLM/NER) to bring all Connecticut libraries and their patrons promotional materials and training resources on *MedlinePlus*, *PubMed* and *SeniorHealth*. The Division coordinated a successful symposium on ebooks, and provided valuable research and coordination of activities

in support of Public Act 14-82 that authorizes the State Library to “create and maintain a state platform for the distribution of electronic books (e-books) to public library patrons.”

In FY14 there were a total of 9,429,240 page views (a measure of when search results are actually viewed) in databases provided in iCONN: 14.2% from public library patrons; 10% from school library patrons; and 75.8% from academic library patrons. The total represents a 24.4% increase over the previous year. iCONN completed a large migration from databases provided by Gale Cengage Learning to databases provided by EBSCO in July 2013. The change to EBSCO restored access to *Consumer Reports* and magazines provided by Time, Inc. In addition, iCONN substituted the freely accessible and highly rated *MedlinePlus* and *PubMed* resources for the licensed health database provided by Gale Cengage Learning. To compensate for the loss of a dedicated business resource, we created a separate search capability for over ten million business-related articles in iCONN at no added cost.

The statewide library catalog was searched 775,889 times and there were 951,363 full record views. Over 200 libraries successfully lent 128,384 items through reQuest. Holdings in reQuest were 23.5 million items and the number of unique titles was 5.8 million.

iCONN conducted a statewide survey to gauge the importance of the statewide library catalog service to libraries and to elicit suggestions for improving the service. The survey had a high response rate and showed very strong support for and high levels of satisfaction with the service. The survey also yielded over 700 comments that will be useful in promoting and improving the service.

The statewide collection of downloadable audiobooks, expanded to include eBooks, includes 3,369 titles which were checked out 10,169 times, a 50.7% increase over last year, primarily due to the addition of new and popular titles.

To increase awareness and usability of iCONN, an online tutorial was developed and integrated into iCONN; as well as webinars that demonstrate the advantages of iCONN over free web search engines and how current EBSCO resources support Common Core State Standards; improved access to audiobooks and eBooks by all students; improved access to all resources by students using smartphones at school; added permalinks to all resource menus; links to a collection of readers’ advisory services; a separate search box for *Consumer Reports* that libraries can place on their websites; an iCONN exhibit at the annual conferences of the Connecticut Library Association and Connecticut Education Network; and continued maintenance of an active presence on Twitter, Facebook and all electronic distribution lists.

Service Centers Through the library service centers in Middletown and Willimantic, the Division provides consultation, training, programming and supplemental material to libraries. The service centers loaned 52,535 items to school and public libraries for a value to local communities of approximately \$1,900,000.

Summer Reading One hundred and twenty five public libraries will be running summer programs on-line in 2014 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.

Conversational Reading - Parent/Caregiver literacy training and grant opportunity One hundred and two librarians from seventy three libraries attended a day long workshop that included an introduction and welcome from Commissioner Stefan Pryor, keynote from educator Diane Frankenstein and collaborative group work among all the participants. Each participant and library received a copy of *Reading Together: Everything You Need to Know to Raise a Child Who Loves to Read* by Diane Frankenstein and all 73 libraries received a \$500.00 stipend to implement a Conversational Reading project of their choice. The projects targeted parents and caregivers, and modeled strategies which promote reading success.

Libraries that sent staff to the workshop were eligible to submit grant applications for more extensive projects. Seventeen libraries applied and three \$3,000.00 grants were awarded. The program was made possible by the generosity of Mr. Andrew Eder, businessman and philanthropist, of Guilford, Connecticut.

Public Records Administration

Records Management Policies and Schedules; ECM Development As part of our mandate to provide guidelines and standards, staff issued 1 policy document, Public Records Policy [PRP] 10: *Transfer and Storage of Records at the State Records Center*.

Staff issued 1 general records retention schedule for state agencies, 1 general retention schedule for municipalities, and 11 agency-specific records retention schedules.

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

Historic Documents Preservation Program; Municipal Grants The Historic Documents Preservation Program awarded \$690,500 in targeted grants to 144 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. It is administered under CGS §11-8i to §11-8n.

Training and Outreach Staff provided 7 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.

Staff provided 5 records management training sessions for state and quasi-public agency employees, including new managers and higher education employees.

Disaster Preparedness and Recovery In partnership with the Department of Administrative Services (DAS) Learning Center, staff conducted 2 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.

Staff responded to reports of waters leaks in 3 town halls and 1 state agency. Two of the towns and the state agency required staff assistance with the disaster response. Staff issued 1 public records disaster preparedness alert to state agencies and municipalities to take mitigation steps as the result of pending weather conditions.

Records Disposition and Data Removal Authorizations Staff reviewed and approved/denied 2,658 requests for the disposition of more than 39,769 cubic feet of obsolete local government records and 1,230 requests for the destruction of 79,275 cubic feet of obsolete state agency records. Staff also reviewed and approved/denied 1 request from a state agency and 2 requests from municipalities for removal of public records personal data files.

Certifications and Examinations Staff processed 11 certificates of records disposition for information systems records; 4 certificates of compliance for digital imaging standards for public records; and 2 certificates of compliance for microfilming standards for public records. Staff processed 163 examinations of indexes and inspections of land records of the towns.

Records Storage Facilities and Vaults Staff inspected 2 records storage facilities and approved 1 for the storage of public records. Staff assisted 6 towns with municipal vault construction or renovation projects, issuing plan approvals for 4 projects. Staff reviewed and approved plans for the first municipal vault to be constructed using modular panels, allowing for lower costs and the protection of both paper and non-paper records.

State Records Center Services State Records Center staff processed 5,356 reference requests from 32 state agencies and re-filed or inter-filed 3,616 files/boxes. Staff accessioned 7,243 cubic feet of records. In addition, staff deaccessioned 6,026 cubic feet of records, leaving room for an additional 10,801 boxes. Currently the State Records Center stores 64,207 boxes. The State Records Center provides off-site inactive records storage for state agencies free of charge.

State Archives

In Memoriam of Paul E. Baran

The Connecticut State Library and the broader Connecticut archives and history community lost a valued member and leader on January 25, 2014, with the death of State Archivist Paul E. Baran. During his tenure he focused on making more collections accessible. He transformed the State Archives' typewritten finding aids into user friendly guides on the State Library's web site. Paul also implemented the More Product, Less

Process [MPLP] methodology which significantly decreased the number of unprocessed accessions. Due to his efforts, researchers gained a greater understanding of what was in the State Archives, which resulted in greater use of the records.

Paul oversaw one of the largest acquisitions of records into the State Archives. He worked with the Probate Court to acquire and preserve significant historical records from smaller courts which were closing as a result of consolidation in 2011. These historical probate record books and estate paper files are an invaluable resource for genealogists and social historians researching the nineteenth and twentieth century.

Paul's cheerful smile, the help he extended to staff and the public, and his effective solutions to vexing problems will be greatly missed by his colleagues at the State Library.

New Acquisitions The State Archives acquired 43 accessions totaling 553.5 cubic feet, bringing the total quantity of records to 42,181 cubic feet. Accessions included State Police investigation files, 1983-1984; Connecticut Agricultural Experiment Station records, circa 1861-1976; Town of Columbia grand lists and individual tax lists, 1937-1989; Tolland Superior Court records, 1786-1928; Department of Energy and Environmental Protection Stream Channel Encroachment Lines Program maps, circa 1955-2013; Billie (Helen) Hill Political Memorabilia Collection, 1943-2013; and records books and probate files from 7 probate districts.

Finding Aids The State Archives encoded 19 additional finding aids in Encoded Archival Description, bringing the total quantity of finding aids posted on the State Library website to 565.

Archives Month A poster celebrating Connecticut Archives Month in October 2013, was produced under a grant given to the Connecticut State Library by the National Historical Publications and Records Commission of the National Archives on behalf of the Connecticut State Historical Records Advisory Board. The theme for the 2013 poster, "Connecticut at Work", was chosen in support of a year-long initiative by Connecticut Humanities that invited Connecticut residents to explore a wide range of issues related to work in terms of both the present and the past. The Thomas J. Dodd Research Center, University of Connecticut Libraries and Connecticut Humanities co-sponsored the poster. The poster was distributed to town clerks, public and academic libraries, local historical organizations, and by Connecticut Humanities at its "Connecticut at Work" events.

Museum of Connecticut History

Additions to the Collection The collections (political, industrial and military) grew by 207 accessions, largely through purchase using the private monies of the Museum Collections Fund. Several long-established private collections (50+ years in the making) are beginning to part with some of their Connecticut historical treasures. The Museum acquired a select group of scarce Whitney (New Haven) Civil War military contract muskets in high condition, a 27th Connecticut Volunteers knapsack and cross-stitch identified havelock, a 25th Conn. Vols. unit-stamped imported English rifle-musket and the previously unknown Andersonville Prison Camp diary of

Middletown's Pvt. Napoleon Neal, 16th Conn. Vols. The diary is undergoing digital photography for online publication and ease of sharing. Internet auction buys included a Civil War Colt Special Model rifle-musket stenciled shipping crate with one musket, and a Civil War New Haven-made Lindsey 1860 patent double-shot rifle musket. Several Connecticut stoneware utilitarian vessels were bought, including a unique O.H. Seymour (Hartford) crock decorated in cobalt blue script "Ingersoll Governor 1873." Numerous Connecticut-made/patented hand tools were scored from fixed price websites and online auctions.

Rell Portrait The State Library took delivery of the official portrait of Governor M. Jodi Rell on August 21, 2013. The portrait was officially dedicated at a ceremony held in Memorial Hall on September 11, 2013. The portrait was painted by Portrait Artist Laurel Stern Boeck. The Museum of Connecticut History's Memorial Hall is the repository the Portraits of Connecticut's Governors.

Loans to other Institutions Loans of Civil War uniforms went out to the Litchfield Historical Society for their Civil War 150th special exhibit. The Smithsonian Institution ("our nation's attic") borrowed a Hartford-made ca. 1870s Weed sewing machine and a partial set of turn-of-the-century Colt "New Service" revolver inspection gauges for their upcoming "Places of Invention" exhibit and accompanying book.

The Winter '13-'14 issue of *Connecticut Explored* featured curator-written "The Mere Presence of a Gatling" detailed the CT National Guard's restoration of order in Waterbury's trolley strike of 1903, heavily illustrated with museum and CT State Archives photographs.

Outreach Educational outreach of 68 presentations in K-12 schools in 23 cities/towns gained an audience of 1,870 students. "CT Sampler" ran 40 times, and "CT Invents" 28 times. Adult outreach visited 11 different sites, including retirement homes, long-term care facilities and senior centers. Presentations included 2 "CT Invents", 8 "Pop History of Connecticut" and 1 "Connecticut Eats." 208 people attended.

13,450 students from 89 Connecticut towns visited the museum with an additional 10,000 "walk-in" visitors for a total of 23,450 attendances, down about 150 from the prior FY.

The museum's social media presence continues to flourish: the "CT Invents" blog had 10,500 visitors, an average of 875 a month. The Twitter feed gained an additional 124 followers, now up to 425. The year-old Museum of Connecticut History Facebook page--- a vehicle for CT short stories, museum objects and images and upcoming museum events--- has more than 200 "likes."

Information Reported as Required by State Statute

The Library's Affirmative Action Plan was approved by the Commission on Human Rights and Opportunities.

The following reports on the Historic Records Fund [Conn. Gen. Statutes 11-8k(c) and 11-8m(c)] were submitted to the General Assembly committee of cognizance:

"Annual Report to the Joint Standing Committee on Government Administration on the Preservation Activities of the Connecticut State Library (September)"

"Preserving the Past, Protecting the Future: The Historic Documents Preservation Grant Program" (January)