

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 – 96 (as of 6/30/15)

Recurring operating expenses – \$10,681,233

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 borrowIT CT programs (formerly Connecticut); 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 researchIT CT (formerly iCONN), Connecticut's Research Engine.

Group Services

The Agency is a very flat organization and is organized around a matrix structure. Group Services support the agency's program units by providing business services, collection services, cataloging services, information technology services across the Library and ensures access to the Library's extensive collections. In 2011, the Department of Administrative Services' Small Agency Resource Team (SmART) became responsible for State Library's Human Resources needs and most of its business office operations.

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.

Collection Services

Responsible for the acquisitions and administering the Library Materials budget; collection development; documents processing; monograph and serial processing; preservation; digitization and electronic resource acquisition.

Discovery & Delivery Services

Responsible for cataloging and Meta Data creation for the Library's collections; and managing the library's integrated library system.

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.

deliverIT CT (formerly *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.

borrowIT CT (formerly *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.

research IT CT (formerly *iCONN*), *Connecticut's research engine* provides all students, faculty and residents in Connecticut with online access to essential library and information resources. Through *researchIT CT*, 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 Library Service Center provides collection support, technology training lab, 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 designing and implementing 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. 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 also administers the State Records Center, which provides state agencies with off-site storage of inactive records at no charge. 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. The Archives include more than 42,742 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 is located in the 1910 State Library and Supreme Court Building. The Museum consists of Memorial Hall, a magnificently restored beaux-arts style gallery, and three adjoining exhibit areas. On permanent display are portraits of Connecticut Governors as well as historic documents, including the State's original 1662 Royal Charter, the 1639 Fundamental Orders, and the 1818 and 1964 State Constitutions. The primary focus of the Museum's collection is Connecticut's government, military and industrial history. Permanent and changing exhibits trace the growth of the state and its role in the development of the nation from the Colonial era to the present.

Improvements/Achievements 2015-2016

Office of the State Librarian

World War I Centenary: The State Library organized the Connecticut World War I Commemoration Committee, with representatives from the State Library & Museum, the Connecticut League of History Organizations, Connecticut Historical Society, the Connecticut Council for the Social Studies, and the Association for the Study of Connecticut History, working with the State Historian, and a team of scholars and educators to plan events around Connecticut's role in the war and the impact it had on the state.

As part of its Remembering World War I project, the State Library held a series of very successful "Digitization Days" around the state where local residents brought family WWI

memorabilia to be digitized and often donated to the State Archives. These events have unearthed important documents, photographs, and artifacts.

The Connecticut Heritage Foundation, on behalf of the State Library, applied for and received a planning grant for an exhibit in the Museum of Connecticut History. *Looking Back, Looking Forward: Connecticut's Role in the Great War* will consider the question - How did Connecticut's participation in World War I effect the Connecticut of today? The exhibit is scheduled to open November 2017.

2015-16 Public Programming

The State Library and Museum of Connecticut History's Third Thursday Brown Bag Lunchtime speaker series is held September through June. It features a variety of speakers on various aspects of Connecticut history and is supported in part by the Connecticut Heritage Foundation. All programs are free and open to the public and are held in Memorial Hall at the State Library.

The 2015-16 year highlighted several exciting programs that featured authors and historians from around the state. In September Judge Jon C. Blue discussed his latest book, *The Case of the Piglet's Paternity*. Judge Blue, a Superior Court Judge since 1989, talked about his archival research of records containing amazingly vivid reports of colonial trials of the New Haven Colony. In October, in celebration of Connecticut Archives Month, author and historian Dr. Edward Gutierrez discussed his latest book *Doughboys on the Great War*, which was based on World War I soldier questionnaires that are part of the State Archives extensive documentation of World War I. In November, Vietnam War Veteran Dennis Mannion talked about his experience during the Vietnam War and the Battle of Khe Sanh. In January, Dave Corrigan, Curator of the Museum of Connecticut History, discussed the Goodwin Brothers Pottery in West Hartford 1870-1929. In February, the library celebrated Black History Month with a program on W.E.B. Du Bois's connection to Hartford by Whitney Battle-Baptiste, Associate Professor of Anthropology at the University of Massachusetts Amherst and also the Director of the W.E.B. Du Bois Center at UMass Amherst Libraries. In March, the library celebrated Women's History Month with author Anthony Riccio, who discussed his latest book *Farms, Factories and Families: Italian American Women of Connecticut*. In April, Dr. Ira Spar discussed his new book, *New Haven's Civil War Hospital: A history of Knight U.S. General Hospital, 1862-1865*, which focuses on how doctors, staff, soldiers, and families were instrumental in the design and function of Knight U.S. General Hospital in New Haven, built to care for the wounded soldiers of the Union Army during the Civil War. In May, Professor Lesley Gordon discussed her new book, *A Broken Regiment: The 16th Connecticut's Civil War* based on the tragic history of one of the Civil War's most ill-fated Union military units, the 16th Connecticut Volunteer Infantry.

On June 11, Outreach Librarian Robert Kinney greeted visitors to the Library and Museum for the annual Open House Day, sponsored by the CT Office of Tourism, and strives to showcase historical and cultural places of interest in Connecticut.

Access Services

Reference librarians at the main library, 231 Capitol Avenue, answered a total of 17,059 reference questions:

8,369 By patrons visiting the library
6,283 By phone
2,407 By correspondence and email

In FY16, there were 36,733 virtual visits to our licensed subscription databases, providing State Library cardholders with 24/7 remote access. The average number of virtual visitors served per day was 100. The number of unique users totaled 7,204, which represents 19% more than in FY15. In FY16, the most frequently used remote access resources were ProQuest Historical Hartford Courant (1923-1988), Sanborn Maps for Connecticut, HeinOnline, and ProQuest Fold3.

Importantly, two vacancies were filled. Bonnie Gallagher joined the Law & Legislative Reference Services staff and has been instrumental in developing law research guides. Kris Abery was named Regional Documents Coordinator for the Federal Depository Library Program.

More than 1,000 searches for the legislative history of a Public or Special Act were conducted last year. The State Library is making more of these histories available in electronic formats through cooperation with the Connecticut General Assembly and through in-house scanning projects. Planning is underway to do a similar project with the legislative bill files. Both projects provide great public access to these important resources while preserving the original documents.

State Library collections and resources are shared through specialized workshops, presentations and tours. Some of the organizations and groups served by these activities in FY2016 were the New England Historic and Genealogy Society, National History Day students, and interns from all three branches of government.

As a result of budget reductions, several state commissions, agencies or divisions were eliminated, moved or reduced. This created many questions about what to do with the historical documents and publications. Archives, Public Records and Access Services staff, visited with a couple of the commissions to discuss the transfer of files and documents. As a result, documents and publications of historical significance will be coming to the State Library.

The Office of Legislative Research (OLR) Library works with the State Library. To better acquaint staff with each operation and enhance cross-branch cooperation, the OLR Library invited State Library staff for a tour and the State Library reciprocated by giving OLR a tour of the State Library.

The State Library is one of only ten U.S. Supreme Court depositories for printed U.S. Supreme Court records and briefs in the country. This year the Library evaluated this depository role and studied the acquisition process which resulted in a determination to maintain the Library's depository status and modifications to the workflow so that materials are now processed more efficiently.

The History and Genealogy unit received the Donna Holt Siemiatkoski Acquisition Fund Award from the Connecticut Professional Genealogists Council, Inc. The award was for \$1,000 worth of genealogical books for the History and Genealogy collection.

Discovery Services

- 7,910 New print monographs and serials were cataloged
- 2,331 New state documents (print, online, DVD, and hybrid) were cataloged
- 1,104 Electronic state documents digitally archived
- 4,811 New electronic federal documents were cataloged

Migration to ExLibris: In January, the State Library along with the Connecticut State Colleges and Universities, began implementing the ExLibris Alma library management system (replacing the Innovative Interfaces Millennium system) and the Primo discovery service. Unit Head Stephen Slovasky, with the patient support and advice of his staff and colleagues, performed the following:

- Served as Project Lead for the State Library and coordinated the pre-migration cleanup of existing bibliographic records, participated in weekly online training sessions and implementation meetings, and began organizing the data extraction and data parameters for migration.
- Served on the Technical Services Functional Group, and led a subgroup which produced the document *Practices for Cataloging and Database Management*. This report is intended as a blueprint governing standards and practice for the CSCU cataloging community after the implementation of Alma in early 2017.

Transferring Willimantic Library Service Center Materials: Discovery Services assisted Division of Library Development staff in deleting from the CONSULS catalog, all juvenile fiction and several thousand additional weeded items, in preparation for the merging of the Library Service Centers collections as part of the closing of the Willimantic Library Service Center. Of the material retained, 44,000 items were transferred from Willimantic to Middletown, and 28,000 large print books from both Service Centers were transferred to the Library for the Blind and Physically Handicapped.

Original Cataloging: Titles of Interest: Original Cataloger Bill Anderson completed original cataloging of two previously uncataloged noteworthy collections of material produced in the late nineteenth century: The Charles E. Arnold Amateur Periodicals Collection of 100 titles representing the self-published work of amateur journalists, and 150 pieces of sheet music, mainly Connecticut-themed parlor songs, marches and dance music.

Collection Services

- 24,369 Items added to the general collection
- 7,482 Items added to the federal documents depository collection
- 128,926 Unique electronic titles
- 104 Subscription electronic resources available for patron use
- 671 Interlibrary Loan requests filled from the Division's collections

- 156 Interlibrary Loan requests received from other libraries for patrons
- 670 Items loaned directly to patrons
- 8,715 Digital objects added to Digital Collections
- 277,168 Item views in Digital Collections
- 36,733 Visits via the proxy server to access our electronic resource

Library materials budget: The FY2016 library materials allocation of \$737,431 was reduced part way through the fiscal year to \$671,062. This 9% budget reduction impacted the Library's serials subscription commitments. In an effort to deal with this shortfall, capital equipment funds were allocated to pay for library materials of long term value such as Connecticut newspaper microfilm and state statutes. Print serials expenditures accounted for 49% and Serial Electronic Resources accounted for about 43% of the library materials allocation. Microfilm and other microforms accounted for 7%. Significantly and of concern, only 1% was spent on purchasing new books for the library collection.

Items added to the collection included 8,585 serials, 811 loose-leaves and 9,617 current newspaper issues. Of the 7,482 federal documents received 5,108 or 68% were print, 2,307 or 31% were microfiche and 67 or 1% were CDs/DVDs. Total items (monographs and serials, including Federal and Connecticut Documents) processed by the Collection Services staff totaled 31,851 items. Serials maintained were an estimated 8,228 active titles. In FY16 of the 506 monographs items received, 38.4% were gifts, 36.4 % were Connecticut Documents, and 25.3% were purchased items added to the collection.

Connecticut Documents: Printed Connecticut Documents added to the collection totaled 3,315 and an estimated 2,795 printed items were distributed to depository libraries. Town Documents added to the collection totaled 436 items. In FY16, 3,227 Connecticut born-digital documents were harvested or scanned in-house and archived. 1,283 Connecticut Network (CT-N) DVDs were added. Efforts to acquire missing issues of printed state and town documents resulted with claims of 413 items.

Federal Documents: Serving as the Regional Federal Depository Library for Connecticut and Rhode Island, the State Library approved 177 discard lists from 18 of the 26 selective federal depository libraries in FY16. Collection Services staff searched 43,827 documents which represents a 64% increase over FY15. We claimed 659 documents to add to the State Library's collection. This process enabled us to replace items missing from the shelf or in deteriorating condition. In June 2016, the State Library entered into partnership with ProQuest to digitize federal Executive Branch Documents from 1933 to June 1976. Our library will temporarily loan federal documents from our collection to ProQuest's scanning facilities in Ypsilanti, MI. In return for our participation, the State Library will gain perpetual online access and metadata for the digitized documents.

Electronic Resources: Maintained a total of 104 e-resources, 165,262 links to e-journals and e-books, of which 128,926 were unique links. Usage statistics indicate 37,275 sessions (virtual visits), 307,486 searches, and 474,035 online documents viewed. Total e-resources maintained increased 5% and links to e-journals and e-books maintained increased 12% over FY15.

Notable Acquisitions of new online resources purchased by the State Library in FY16 include:

- *Directory of Business Information Resources*
- *Findmypast*
- *National Survey of State Laws 7th Edition (HeinOnline)*
- *State Attorney General Reports & Opinions (HeinOnline)*
- *State Reports: A Historical Archive (HeinOnline)*
- *Westlaw Tribal Law databases*. This includes content such as: *All Tribal Codes; Native American Law Reviews, Texts, and Bar Journals; West's American Tribal Law Reporter; West's Mashantucket Pequot Reports; Mohegan Tribal Law Cases*; and more.

Circulation and Resource Sharing: In FY2016, 1,341 items were circulated, scanned or copied. Direct loans or items circulated to patrons totaled 670. Interlibrary loans supplied totaled 671 or 50%. Loans to state employees accounted for 30% of total items loaned. Resource sharing between the CSUS libraries and the State Library accounted for 4.6%, or 54 of total items loaned. Of the items circulated in FY2016, Civil Service Test Guides accounted for 28%; Newspaper microfilm accounted for 21%; history monographs accounted for 14%; Connecticut Documents and Federal Documents each accounted for 4%. State Library patrons borrowed or acquired copies for 130 items via inter-campus resource sharing. In FY2016, 156 books or copies were received via Interlibrary Loan for our patrons.

Digital Collections: In FY2016, 8,715 objects were added to the State Library's Digital Collections bringing the total of digital objects to 80,431, including the 1,201 newspaper issues added to Chronicling America. This includes born-digital and scanned Library, Archives and Museum collections on CONTENTdm, Connecticut History Illustrated (CHI), Flickr, HistoryPin and the Internet Archive. Some objects on our own site are duplicated in CHI, Flickr or HistoryPin but some objects are unique to those sites. The State Publications collections, with both harvested born-digital and historical scanned objects, grew by 3,227 for a total of 35,665 objects. The largest growth was in the Newspapers of Connecticut collection with the contribution of 4,010 newspapers from the Enfield and Norwalk public libraries, plus a few from the State Library.

Digital objects received 277,168 views. The State Library's Internet Archive collection was heavily used with 97,048 views, Law and Legislation had 29,523 views and the State Publications collection had 24,492 views.

Notable Digitization efforts of items scanned and put online volumes selected by staff or requested by patrons, including:

- Twenty-nine city directories, business directories and social registers, for example, *The Connecticut business directory for 1866*. State Library call no.: HF5065 .C8 C53 1866 <http://cslib.cdmhost.com/cdm/search/searchterm/37309096/field/all/mode/all/conn/and/or/der/title>
- Sixty-three volumes of the *Special acts and resolutions of the General Assembly of the state of Connecticut*, the *Public acts passed by the General Assembly of the state of Connecticut*, and the *Public and special acts* . For example: Library call no.: KFC3625.

A21, KFC3625 .A22 & KFC 3625 .A24

<http://cslib.cdmhost.com/cdm/search/searchterm/22569417/field/all/mode/all/conn/and/order/title>

- Twenty-six issues of the *Home Guard news*, the *State Guard news*, and the *Veteran's Journal and State Guard news*, (1918-1920) State Library call no.: UA42 .A6 H66
<http://cslib.contentdm.oclc.org/cdm/search/collection/p15019coll9/searchterm/State%20Guard%20News/field/title/mode/exact/conn/and/order/title>
- *Derby Silver Co.'s illustrated catalogue and price list : of electro gold and silver plated hollow ware, spoons, knives, forks, etc., on hard white metal and nickel silver* . State Library call no.: SpecColl TS675 .D47 1883 oversize
<http://cslib.contentdm.oclc.org/cdm/ref/collection/p4005coll11/id/882>
- *The spirit of victory: march militaire*. Sheet Music from the World War I era. State Library call no.: SpecColl M1 .C8 box 2
<http://cslib.contentdm.oclc.org/cdm/ref/collection/p4005coll11/id/826>

Connecticut Digital Newspaper Project (CDNP) won a second grant from the National Endowment for the Humanities and began its second grant cycle on September 1, 2015. The advisory board chose three new newspaper titles for the 2015-2016 cycle: the *New Haven Journal Courier* (1880-1908), the *Waterbury Evening Democrat* (1887-1908), and the *Newtown Bee* (1877-1909). A sample reel has been approved by the Library of Congress and 3 batches, totaling around 30,000 pages have been collated, digitized, reviewed for quality, and delivered. The Project website can be viewed at <http://ctdigitalnewspaperproject.org/>

Connecticut Digital Archive (CTDA): In FY2016, the Preservation Office scanned 413 volumes comprising 98,320 master digital files. In May, we began moving the State Library's master files for the Library collections to the Connecticut Digital Archive (CTDA), which is a joint effort by the State Library and the University of Connecticut Libraries to provide for the preservation of master digital files. By the end of June, 44 books or 602 master digital files had been archived in the CTDA.

Preservation Activities: 560 volumes were sent for binding this year at an average cost of \$10.47. 144 volumes were repaired in house: 22 were re-cased, the most time-consuming repair. Simpler repairs: tip-in loose page (63), repair torn page (12), encapsulate (18), light weight enclosure or envelope (18), Pamphlet Binders, stapling or sewing (3).

Library for the Blind and Physically Handicapped (LBPH)

182,360 Books circulated

11,930 Audio players of both cassette and digital models

94,434 Audio and braille book titles

231,823 Individual copies of books

LBPH Director Gordon Reddick was voted Secretary of the Consortium of User Libraries (CUL) user group for a second 2-year term in 2015. This group is the managerial team for administering the CUL library software programs used to operate the LBPH in Connecticut and five other states. At the 2015 biannual regional conference of National Library Service for the Blind and Physically Handicapped (NLS) network libraries, he was voted as Vice-Chair for

the Northern Conference of NLS network libraries. This conference consists of 15 regional LBPH libraries in the 12 northeastern states and the District of Columbia.

New Service - Large Print Books: Approximately 3,000 linear feet of shelf space was used to store the State Library's large print (LP) book collection. This shelf space became available due to the withdrawing of obsolete cassette books. These books came from the Willimantic Library Service Center (WLSC) and the Middletown Library Service Center (MLSC). The LBPH now acts as a shipping/receiving point for the circulation of LP books to Connecticut public libraries. Making these LP books available to the LBPH patrons is under development. 68% of the LBPH patrons are low vision or handicapped thus could benefit from having LP books available to circulate.

Obsolete audio cassette books are mostly withdrawn with just about 72,000 copies remaining out of an inventory of about 266,000. Cassette books were deemed obsolete with the introduction of audio digital books in 2010 and have been incrementally withdrawn since. 92% of all circulation is now in digital format or internet downloads.

Patron Survey: LBPH patrons were surveyed in April-May 2016 using Survey Monkey with the following significant results:

- 99% would recommend the LBPH to others.
- 97% rate the LBPH as excellent (75%), very good (20%), and good (2%)
- 92% say that the LBPH staff is courteous and professional.
- 97% say that the LBPH improves the quality of their lives.
- The patron comments were overwhelmingly positive.

Braille Book Donation Overseas: The American Friends of Kenya shipped out to Kenya about 1,000 boxes of braille volumes in September 2015 and another 30 boxes in June 2016. These braille volumes are in excess of the LBPH needs and are offered to overseas libraries serving the blind and disabled. In addition to Kenya, NLS has agreements with libraries in Bangladesh and Malaysia to receive braille books, with possible recipients in India and Mongolia. The NLS pays for shipping materials and postal costs.

Outreach efforts continued on a regular basis with emphasis on reaching the providers of health care to the blind and disabled community, including participation in two dozen events and a presentation at the annual National Federation of the Blind state convention. Placed an advertisement in the Fearless Caregivers conference pamphlet. A volunteer made telephone calls to every rehab/nursing home and senior center in the state. Upgraded the LBPH website to include much more detailed program information. Outreach is a collateral duty for the staff who participate in events.

Connecticut Volunteer Services for the Blind and Handicapped (CVSBH) completed the hardware and software transition to digital book format at its five studios and is now recording about three dozen new books. In October 2015, they had their first digital audio book placed on NLS's nation-wide audio book download website. There are about 2,700 Connecticut-produced cassette books that need converting to digital format. To do this, the LBPH has arranged for

cassette conversions with the Utah LBPH, and CVSBH is in discussions with three commercial contractors. The LBPH has also outsourced the editing/book file preparation of 20 audio books to Perkins LBPH in Massachusetts. The bottleneck now is editing the newly recorded books. CVSBH has been vigorously recruiting new volunteers.

Friends of the Library for the Blind is still a small group of about 35 members and donors, but has become more involved in advocating for the blind and disabled at both the state and federal levels. They work closely with the National Federation of the Blind and the Friends of Connecticut Libraries, one of whom is an LBPH Friends group board member. The Friends also assist patrons with operating equipment and downloading audio books from the NLS website.

The LBPH Advisory Committee meet quarterly with an active group of about 15 representatives of patrons and other related organizations, including the Federal Department of Veterans Affairs, the Blind Veterans Association, the New England Adaptive Technology Center, Board of Education and Services for the Blind (BESB) consumer group, CVSBH, and CRIS Radio.

Telephone Pioneers provide essential repair and maintenance services of LBPH playback machines. There are five members remaining, all around 90 years of age.

LBPH Volunteers: Patron and volunteer involvement with the LBPH continues to be strong. A dedicated group of 6-8 regular volunteers perform critical library functions such as book inspections and repair and assist in projects. The LBPH also receives a number of local student volunteers, disabled students in job training programs, and some court-ordered community service persons in pre-trial rehabilitative programs.

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

Division of Library Development (DLD)

Strategic Partnerships: DLD fostered several key strategic partnerships focusing on Legal, Health and Financial literacies. Division Director Dawn La Valle serves on the Access to Justice (ATJ) Commission and is co-chair on the ATJ Working Group on Public Libraries. Following a very successful ATJ Justice Fair, DLD offered several legal literacy workshops for Connecticut librarians and is in the process of developing a sustained program model with the ATJ Working Group on Public Libraries including a Legal Triage Tool, Speakers Bureau and additional legal programs and workshops for Connecticut public librarians. DLD is continuing a partnership with the National Network Libraries of Medicine, New England Region, through holding informational sessions including a Health Literacy Fair, providing training and access to resources of health literacy. DLD continues to partner with the American Library Association's MoneySmartWeek and Connecticut Saves, to offer workshops, programming and resources to public libraries to engage their patrons in financial literacy activities.

Excite Innovation: In March, 25 library directors were invited to participate in a one-day intensive leadership boot camp provided by Innovation Builders and DLD. The Boot Camp was designed to teach core 21st century skills, tools and behaviors. Attendees learned collaborative processes to create innovative, community-engaging solutions, programs and services addressing

a real-world issue or needed “Area of Transformation” at their library. The Boot Camp was very successful and has led to the development of an expanded 7-Day camp (3-Day Boot Camp with 4-Day Design Co-Lab) to be offered in October of 2016.

The Aspen Institute Connecticut Dialogue on Public Libraries continues with the Connecticut Rising to the Challenge Path Forward implementation of the eight key Path Forward Action Steps: 1) Create a work group to coordinate next steps, 2) Develop an asset based framework that defines the essential elements and establishes library standards, 3) Engage policy makers, 4) Leverage statewide partnerships, 5) Develop data and narratives around the outcomes achieved by public libraries in Connecticut, 6) Tell the Connecticut library story through marketing, advocacy, dialogue, statewide engagement and leadership, 7) Explore opportunities for statewide leadership development and training, 8) Become statewide library champions.

Public Library Construction: In FY2016, the State Library Board awarded the following public library construction grants: Berlin/Peck Library - \$125,500; Cheshire Public Library - \$250,000; Booth & Dimock Library (Coventry) - \$1,000,000; Derby Public Library - \$100,000; Hartford Public Library Park Branch - \$1,000,000; E.C. Scranton Library (Madison) - \$1,000,000; New Haven Free Public Library Stetson Branch - \$1,000,000; C.H. Booth Library (Newtown) - \$27,500; West Haven Library - \$203,898; and the Beardsley & Memorial Library (Winchester) - \$67,500. These grant funds will be matched by local funds, bringing the total investment in library construction, renovation and expansion to over \$38 million. The Bond Commission allocated funding for the following previously awarded public library construction grants: Burlington Public Library - \$1,000,000, Saxton B. Little Free Library (Columbia) - \$596,150; Groton Public Library - \$413,875; Jonathan Trumbull Library (Lebanon) - \$1,000,000 and; Weston Public Library - \$256,357. The Bond Commission also allocated funding for the Hartford, New Haven, Newtown, West Haven, and Winchester projects listed above.

borrowIT CT (formerly known as Connecticard) use has increased by 5% since the year 2000, with 3.9 million items borrowed. This grant program partially reimburses public libraries for nonresident loans. In FY2016 \$837,540 was awarded to 169 libraries down from \$950,000 in FY15 to \$837,540.

Public Library Annual Report and State Aid Grant: 180 public libraries completed the Annual Report/Survey covering the 2015 fiscal year. This report provides the data for state and federal statistical reports. 162 of these libraries shared the annual State Aid grant of \$179,396 (down from \$193,391 in FY15). DLD provides assistance in completion of the survey and evaluates the accuracy and completeness of the results and reports the results to the Institute of Museum and Library Services for national reporting.

Continuing Education: DLD provided 77 on-site continuing education and technical training opportunities, and 28 DLD-sponsored webinars serving a total of 1,274 Connecticut library staff in FY15-16.

Connecticut Public Library Upgrade Initiative: DLD is administering the Connecticut Public Library Upgrade Initiative (CPLUI) to upgrade 90+ libraries with 1 Gbps high speed fiber optic connections to the Connecticut Education Network (CEN), providing equality of fiber speed

across all Connecticut Principal Public Libraries. The Bond Commission allotted \$3.6 million for the project. DLD encouraged public libraries to apply for federal eRate discounts for new fiber connections to offset some of the costs for their fiber build out. 47 libraries applied for and received eRate discounts. The first grant applications will be accepted in September of 2016.

Other Grants: DLD administered \$2,012,231 in federal 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 deliverIT CT statewide delivery service, professional development, consulting, summer reading, and the library service center. It also supports directed subgrants to local libraries. In FY16, DLD administered eight subgrants in four categories: Every Child Ready to Read, Programs for Young Adults, and Programs for Older Adults, and Services to Multilingual Populations.

researchIT CT (iCONN): As part of the State Library's rebranding effort begun in FY15, iCONN.org was renamed researchIT CT. The iCONN Word Press web site was redesigned for researchIT CT to match the user interface and site navigation functionality of the State Library site. The researchitct.org domain name was registered for ten years, and the old iconn.org domain was permanently redirected to the researchIT CT web site. researchIT CT's website's ADA Sec. 508 compliance was enhanced with the addition of high contrast toggle, grayscale toggle, and font size toggle functions. In FY16, the value of all researchIT CT databases to local communities exceeded \$33 million while the cost to provide those databases was approximately \$1.5 million. In FY15 there were a total of 8,332,507 page views (a measure of when search results are actually viewed) in databases provided in researchIT CT: 14.7% from public library patrons, 20.5% from school library patrons, and 64.7% from academic library patrons. The total represents a 1.6% increase over the previous year.

Service Centers: Through the library service centers in Middletown and Willimantic, DLD provides consultation, training, programming and supplemental material to libraries. The service centers loaned 34,205 items to school and public libraries for a value to local communities of approximately \$1,299,790. In a cost cutting measure, the Willimantic Library Service Center was closed in May and the operation successfully merged into the Middletown Library Service Center through the hard work of the DLD staff.

Summer Reading: 119 public libraries ran summer programs online in FY15, using a program made available to them by the 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 is a member of the national *Collaborative Summer Library Program* (CSLP) 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. Over 115 libraries made use of CSLP materials in the summer of 2016.

Office of the Public Records Administrator (OPRA)

Records Management Program Development

OPRA and State Archives staff worked closely with agencies going through reorganization, consolidation, relocation, closure of facilities, or staff changes, including layoffs. Staff worked with the Department of Administrative Services and other state agencies preparing for a major relocation of state employees from leased to state owned facilities including developing guidelines make the transition more efficient and expediting retention schedules and disposal request authorizations.

OPRA continued to work with DAS/BEST to enhance the existing Enterprise Content Management environment for state agencies and is entering the implementation phase for IBM Atlas and Enterprise Records, records management components which will allow more effective and efficient storage and management of electronic records.

OPRA issued 16 state agency-specific records retention schedules.

Historic Documents Preservation Program; Municipal Grants

The Historic Documents Preservation Program awarded \$516,500 in targeted grants to 154 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 \$3,000, \$4,000 or \$6,500, for small, medium and large municipalities, respectively. The program is funded through a \$3.00 filing fee on land recordings. The program has awarded over \$14 million in grants to Connecticut municipalities since its establishment under Public Act 00-146. It is administered by OPRA under CGS §11-8i to §11-8n.

Training and Outreach: Six records management training sessions were conducted for state and quasi-public agency employees on a variety of topics, including records management liaison responsibilities. Two records management training sessions were conducted for municipal employees on a variety of topics, including records retention and disposition. The OPRA also staffed an information table at 2 municipal clerk conferences.

Records Storage Facilities and Vaults: OPRA worked with 12 towns concerning municipal vault construction or renovation projects and issued preliminary or final approvals for 2 projects.

Disaster Preparedness and Recovery: OPRA assisted 1 municipality and 1 state agency in responding to water leaks resulting in damage to public records. Records disaster preparedness alerts regarding pending weather conditions were issued periodically to state agencies and municipalities.

Records Disposition and Data Removal Authorizations: 1,261 requests for the disposition of 130,023 cubic feet of state agency records were reviewed and approved or denied. 2,538 requests for the disposition of 40,391 cubic feet of municipal government records were reviewed and approved or denied. Two requests from a municipality for removal of public records personal data files were reviewed.

Certifications and Examinations: Sixteen certificates of records disposition for information systems records; and 4 certificates of compliance for microfilming standards for public records were processed. 136 examinations of indexes and inspections of land records of the towns were processed for 2016 and 3 were processed for 2015.

State Records Center Services: The State Records Center provides off-site inactive records storage for state agencies free of charge. Staff processed 5,351 reference requests from 28 state agencies and re-filed or inter-filed 3,054 files/boxes. Staff accessioned 8,213 cubic feet of records. In addition, staff deaccessioned 10,125 cubic feet of records, leaving room for an additional 14,705 boxes. Currently the State Records Center stores 60,303 boxes.

State Archives

New Acquisitions: The State Archives acquired 42 accessions totaling 750 cubic feet, bringing the total quantity of records in the Archives to 43,538 cubic feet. Accessions included State Police investigation files, 1986-1987; Governor Dannel P. Malloy records, 2011-2015; Office of the Governor extradition files and waivers of extradition, 2010-2012; Office of the Governor, Boards and Commissions records, circa 2002-2014; Department of Administrative Services, Procurement Division acceptable brands lists, 1955-2000; Department of Administrative Services, Y2K contingency plan, circa 1999-2000; Department of Consumer Protection, Occupational Licensing Division well drilling permits, completion reports, and documentation, 1970-2015; Department of Consumer Protection, Legal Division, Liquor Commission decisions, 1998-2013; Permanent Commission on the Status of Women records, circa 1984-2010; Town of New London records, 1856-1998; Town of Westbrook rate books, 1939-1963; Town of Enfield surveyed by Maj. Elam Pease and Map drawn by Geer Terry, circa 1832-1840; Chandler, Palmer, and King architectural, engineering, and surveying records, circa 1830-1963; Karen Clarke Papers, circa 1962-2000; Keith B. Hook Papers, circa 1946-2000; Thomas Franklin Howard Collection, circa 1635-2016; Lowrey Family Reunion Association records, circa 1875-2006; and records books and probate files from 5 probate districts.

Finding Aids: The State Archives encoded 3 additional finding aids in Encoded Archival Description, bringing the total quantity of finding aids posted on the State Library website to 569.

Collaboration: State Archives staff provided assistance to the Connecticut Radio Information System (CRIS) on its National Historical Publications and Records Commission (NHPRC) *Literacy and Engagement with Historical Records* grant project. This is a pilot project funded by the NHPRC to improve access to historical documents for people who are visually impaired or have print disabilities. State Archives staff along with the *Remembering World War One* project staff reviewed and selected documents from the State Library's collections for inclusion in the project.

Museum of Connecticut History

Museum staff cataloged over 600 new acquisitions for the Museum's collection, including Connecticut made hand tools, Civil War-related photographs and artifacts, post cards and images depicting the battleship USS CONNECTICUT, as well as a Navy Good Conduct medal awarded

to a sailor on board the vessel in 1912. Artifacts from Connecticut's involvement in the 1916 Mexican Border Expedition were added, as well as numerous artifacts relating to Connecticut's participation in World War I, including medals awarded by cities and towns to veterans and post card images of post-war memorials erected around the state. The Museum added several Connecticut made firearms to the collection, notably a Sharps New Model 1859 Percussion Rifle, serial number 54797, associated with Berdan's Sharp Shooters during the Civil War, and a rare Sharps 1861 "Rifle Pistol." Both were made in the Sharps' factory on Capitol Avenue in Hartford, situated just a few blocks west of the Museum. Also acquired were numerous Connecticut trade catalogs, advertising covers, store cards with Connecticut made products, and factory employee ID badges. Factory-view post cards were also added, as were post cards documenting the motels and restaurants which proliferated along Connecticut roads and highways from the 1930s to the 1990s.

With assistance from Supreme Court Plant Facilities personnel, a photographic area was created in the Library. Rolls of photographic background paper were purchased as were five locking storage cabinets for temporary storage of artifacts to be photographed. This is the first time the Museum has had an area dedicated to record photography of the collections.

Museum Curator David Corrigan created a Power Point presentation, "The Goodwin Brothers Pottery in West Hartford 1870-1920" with original research in the Museum's and State Library's collections and at other institutions to document this company's history and to locate and photograph examples of their stoneware and terra-cotta pottery. The Museum acquired two examples of stoneware jugs made by Thomas O. Goodwin of West Hartford, a member of the Goodwin family of potters. The Power Point history of the company was presented three times: October 2015 as part of the University of Hartford's President's College program on the history of West Hartford; December 2015 at the Noah Webster House and West Hartford Historical Society; and February 2016 as part of the State Library's Third Thursday Brown Bag Lecture series.

Staff assisted the Old State House with custom-built protective covers for the loaned Gilbert Stewart portrait of George Washington during renovations to the building.

Educational outreach of 73 presentations in K-12 schools in 25 cities/towns gained an audience of 1,814 students. "CT Sampler" ran 40 times, "CT Invents" 22 times and "Colonial CT" 11 times. Adult outreach visited 8 different sites, including retirement homes, long-term care facilities and senior centers. Presentations included 3 "CT Invents", 2 "Pop History of Connecticut" and 3 "Connecticut Eats." 125 people attended.

14,449 students visited the museum with an additional 10,000 "walk-in" visitors for an approximate total of 24,000 attendances, on par with that of the prior fiscal year.

The museum's social media exposure increased 10% from the prior year: the "CT Invents" blog (ctinventor.wordpress.com) had 10,660 visitors, an average of 510 a month. The Twitter feed (@ctmuseum) gained an additional 100 followers, and is now up to 627. The 3 year-old Museum of Connecticut History Facebook page (www.facebook.com/MuseumofCTHistory) is a vehicle for Connecticut short stories, museum objects and images and upcoming museum events-- has more than 1,237 "likes", a 50% increase from last fiscal year.

Information Reported as Required by State Statute

Retention of Land Use and Development Records

The State Librarian issued "Recommendations of the State Librarian Concerning the Retention Schedule for Land Use and Development Records," in accordance with Special Act 15-4, AN ACT CONCERNING THE RETENTION SCHEDULE FOR LAND USE AND DEVELOPMENT RECORDS. The report concluded that municipalities need to have strong electronic records management programs in place to ensure long-term access to land use and other essential records stored only in electronic formats. It recommended that specific steps be taken to support municipalities with the funding, training and resources necessary to implement electronic records management programs that meet required standards.

Digitization of Military Records

The State Librarian, in consultation with the Adjutant General, issued "Recommendations of the State Librarian Concerning the Digitization of Military Records", in accordance with Special Act 15-3, AN ACT CONCERNING THE DIGITIZATION OF MILITARY RECORDS. The report concluded that based on time and cost estimates and restrictions on access to modern service records, it would not be cost effective to arrange and describe to archival standards; scan, index and store the images of every military service related record in the State Archives or the Military Department. It recommended that funds be found to carry out a program to improve access to the historic military records in the State Archives' Record Group 013 Military Department.

Historic Records Account

The following reports on the Historic Records Fund [Conn. Gen. Statutes 11-8k(c) and 11-8m(b)] 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).

Equal Employment Opportunity Reporting Requirement

The Connecticut State Library is firmly committed to the principles and objectives of equal employment opportunity for all individuals. The Library's full-time Equal Employment Opportunity Designee, Jamila H. Goolgar, coordinates and monitors the agency's programs and ensures compliance with the Americans with Disabilities Act, Title II and Title VII of the Civil Rights Act, the Fair Employment Practices Act, state Affirmative Action regulations and Contract Compliance laws, and other applicable laws. The Library is an Affirmative Action/Equal Employment Opportunity employer, and continues to undertake rigorous steps to recruit affirmatively, in order to effectuate equal opportunity in its hiring, promotions, trainings and other employment-related duties, as well as in the provision of the programs and services that fall under the Library's authority. These activities are too voluminous to relate here, but are

detailed bi-annually in the Library's Affirmative Action Plan. The most recent plan was approved by the Commission on Human Rights and Opportunities on June 10, 2015. The next Affirmative Action plan is scheduled to be submitted to the Commission on Human Rights and Opportunities on March 30, 2017. During the reporting period, the Library did not knowingly do business with any bidder, contractor, subcontractor, supplier of materials, or licensee who discriminates against members of any class protected under C.G.S. Sec. 4a-60 or 4a-60a.

The Connecticut State Library's current workforce is compiled of the following: 48.5% of the Library's employees are male and 51.5% are female. The Library's race demographics are broken down as follows: 77.3% White; 10.6% Black; 10.6% Hispanic, and 1.5% Asian.