



At a Glance

DEBORAH SCHANDER, State Librarian

Established: 1854

Statutory authority: CGS Chapter 188

Central office: 231 Capitol Avenue, Hartford, CT 06106

Number of employees: 78 (all funds, as of 6/30/23)

Recurring operating expenses: \$ 8,899,217

Organizational structure:

Office of the State Librarian (including: Outreach Services; Fiscal and Support Services)

Reference Services

Collection Services

Discovery & Delivery Services

Library Development (including: CT Library for Accessible Books)

Museum of Connecticut History

Public Records

State Archives

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

- Providing 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 all aspects of the State Library noted above; appointing and managing agency personnel; administering the Federal Library program; and 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 Connecticard); 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.

In 2011, the Department of Administrative Services' Small Agency Resource Team (SMART) became responsible for the State Library's Human Resources needs and most of its business office operations.

Reference Services

Maintains and provides access to:

- 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 State Library's roles as the Regional Federal Depository for Connecticut and Rhode Island and as the Connecticut State Documents repository.
- A comprehensive collection of current and retrospective versions of legal, legislative, and public policy resources. The collection includes print as well as digital subscriptions to statutes and case reports for all 50 U.S. states and federal jurisdictions, a broad range of legal treatises, law periodicals, and finding aids on topics relevant to state government

interests including the archives of Connecticut General Assembly documents, indexes to legislative bills, House and Senate proceedings, public hearings, and compilations of legislative histories for Connecticut Public and Special Acts.

- 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, 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 administering the Library Materials budget and its acquisitions; collection development; documents processing; monograph and serial processing; preservation; digitization; and electronic resource acquisition. The Preservation Office provides in-house repair, treatment, and custom protective enclosures to preserve the State Library's collections.

Discovery & Delivery Services

Responsible for cataloging and metadata creation for the State Library's collections and managing the library's integrated library system.

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 more than 200 public and academic libraries in Connecticut, transporting books and other items for patrons, and 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*) 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, a 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.
- The *CT Library for Accessible Books* (CTLAB), formerly the Library for the Blind and Physically Handicapped (LBPH), is a network library of the Library of Congress, National Library Service for the Blind and Print Disabled. The service provides free loans of audio and braille books, magazines, and necessary equipment to eligible state residents unable to read print materials because of a print disability.

Museum of Connecticut History

The Museum is located in the Connecticut 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.

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 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. 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

More than 50 years before the General Assembly officially designated the State Library as the State Archives in 1909, the first State Librarian J. Hammond Trumbull began acquiring historical records from the three branches of State government. Today, the State Archives includes 50,000 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 to determine if the records have historical value.

Improvements/Achievements 2022-2023

Reference Services

Reference Questions at a Glance

2,561 In person
3,668 Telephone or chat
2,781 Email, mail, or inmate correspondence

9,010 Total reference questions

Reference Services staff conducted 13 tours to various user groups, a snapshot of those served by the State Library: historical and genealogical societies, legislative staff and interns, judicial law clerks, UConn graduate students, librarians from Yale University, an educational program for seniors, and participants in the state and federal depository programs.

In response to patron expectations and consequent usage patterns impacting in person visits to the library, Reference Services continues developing research support services with resources available beyond the building via numerous routinely-updated [research guides](#) as well as remotely-available subscription databases such as FastCase, HeinOnline, & HeritageQuest and agency created databases such as [CT Historical Bill & Acts Index](#), [Connecticut General Assembly Members](#), and ever growing collections in the [Connecticut Digital Archive](#). Although the ability for patrons to visit us in person remains vital, online engagement with these digital resources continues increasing, with pageviews jumping by over ten percent in the last year.

Government Information Reference Services

- Federal Documents Collection: The Federal Documents program processed 13,205 discarded items from various selective federal depository libraries in Connecticut and Rhode Island during FY 2023. 617 federal documents were claimed and added to the Connecticut State Library federal documents collection.
- Connecticut State Document Collection: The Connecticut State Document program added 305 publications received from various Connecticut State agencies to the Connecticut state documents collection during FY 2023. In addition, 290 brief bibliographic records for publications were added to the backlog of 1,500+ un-cataloged items.
- Staff uploaded 3,135 Connecticut State documents into the Connecticut Digital Archive (CTDA) in FY 2023.

- Preservation staff has digitized 722 Connecticut State documents (556 published before 1950 and 172 published between 1950-1960).

History & Genealogy

- The History & Genealogy Reading Room and genealogical index corridor has been updated with new signage to assist staff and patrons find and utilize new collections.
- Staff released the new *Connecticut Comptroller Records* online database which contains over 11,000 entries indexing Connecticut town officials requesting state aid for support of non-resident individuals in their municipality during the 1841-1907 time period. This index brings to light for the first time a unique record set housed in the Connecticut State Archives.
- Staff continues to work in conjunction with the State Archives staff and *FamilySearch* in the digitization of State Library materials at the Van Block facility. Thousands of digital images of a wide range of local and state records have been created and made available for free to the public.

Law and Legislative Reference/Bill Room

- The subject headings for the *Historical Bills & Acts* database have been digitized and applied to bills from the 1911 to 1929 legislative sessions. Adding these headings as a searchable field, along with links to bill files and legislative histories, will make the database more powerful and the legislation more accessible for patrons. Staff continued work on a related project to separate digital bill files in CTDA so that they can be individually linked and more easily accessible.
- 3,856 pieces of legislation were indexed during the regular legislative session, which convened on January 4, 2023.
- Over 12,000 files of CT appellate records and briefs were uploaded into CTDA. This material encompasses 2017-2022, during which microfilm/paper versions were curtailed. This newly created CTDA collection is text searchable across multiple years including by docket number which is the most unique identifier for each case.
- 59,423 pages of 2022 & 2023 legislative transcripts were indexed. Transcript volume continues increasing due to the hybrid hearings now held both in person and via YouTube and Zoom which allow a broader segment of the public to testify on issues important to them. Approximately 250 FY 2022 & 2023 legislative histories resulting from these transcripts were compiled and uploaded to the law and legislation CTDA collection.
- Beginning with the 2023 legislative session, Bill Room staff began archiving bill file material as well as sessional publications such as calendars and bulletins now created digitally rather than in print. Key examples include interim session bulletins and technical session calendars which are no longer being printed.
- 15,000 bill files from 1945, 1959, 1961, 1963, and 1969 badly in need of preservation were scanned, associated metadata created, and uploaded to CTDA. Metadata was also added to 1957, 1958, & 1967 transcript files in CTDA.
- 1590 pages of missing House transcripts from 2016 not received until 2022 were incorporated into the existing transcript volumes, compiled histories, and digital collection. All remaining 1969 legislative transcript volumes not already in digital format scanned by Preservation staff were uploaded to CTDA. Compiled legislative histories are being created from this material which will ultimately total nearly 700 files.

Division of Library Development (DLD)

Transformation for Libraries: The Futures School

The Connecticut State Library was awarded \$310,000, grant #RE-250063-OLS-21, by the Institute of Museum and Library Services (IMLS) through the Laura Bush 21st Century Librarian Program (LB21) to support Transformation for Libraries: The Futures School. The CT State Library is partnering with Kedge Futures School (TFS) to provide Strategic Foresight training to 300 public, academic, school, and special librarians. Strategic foresight is a framework that creates multiple future scenarios, envisioning outcomes and evaluating current and pending strategies to support decision making and action in the present against a suite of possible futures. DLD has completed ten Futures School Cohorts and has 400+ Futures School graduates across the country representing all types of libraries and library staff.

Libraries Without Borders Partnership

A new partnership with Libraries Without Borders US (LWB US), the American branch of the global NGO *Bibliothèques Sans Frontières*, was launched to deliver knowledge and information to communities in crisis. LWB US has worked to assist people experiencing challenges caused by the digital divide, communities living in book deserts, and those who, for various reasons, do not feel comfortable accessing their local libraries. Through this partnership, the CT State Library and LWB US are working with six public libraries across the state to build trust and grow habits that ultimately help connect new users to resources and services available through their local public library.

All CT Reads

The All CT Reads year-round initiative continued to promote lifelong reading, learning, and connection that uses a rotating community committee structure to select one main book title and three shortlist book titles each calendar year for three age groups: children (ages 8-12), teens (ages 13-18), and adults. In addition to the books, All CT Reads provides a supported programmatic structure built around the titles with room for individuality and creativity. All CT Reads is modeled on the All Iowa Reads project presented by the Iowa Center for the Book and the State Library of Iowa. All CT Reads is a partnership with the Connecticut Library Consortium (CLC), CT Humanities Center for the Book, the CT Association of School Librarians (CASL), and others. All CT Reads is supported by a generous grant from EBSCO to the Connecticut Heritage Foundation whose mission is to support the programs and purposes of the Connecticut State Library and Museum of Connecticut History.

Lifetime Arts, Creative Aging Pilot

Lifetime Arts, the CT Office of the Arts (COA), and the CT State Library partnered to pilot and strengthen arts education programming for older adults in ten CT public libraries, as well as build and deepen opportunities and relationships with established and emerging COA teaching artists and CT libraries. Lifetime Arts will provide training as well as access to new online resources, including Creative Aging Foundations on Demand, for all public libraries in the state. Working with the lead partners, Lifetime Arts will oversee the implementation, documentation, and dissemination of ten creative aging programs in CT libraries. Acknowledging the diversity, complexity, and changing needs and interests of older adults, this opportunity seeks to position

libraries as inclusive institutions and Connecticut as an age-friendly state through this arts-centered experience.

CT StoryWalk® Program

A StoryWalk® is an activity that engages families in literacy while being physically active through walking or hiking. Pages from a children's book are printed and placed in wood frames along a walkable path. Families have fun reading aloud together and building children's interest in reading while enjoying the [physical and mental health benefits of the outdoors](#). In partnership with the *Department of Energy and Environmental State Park & Public Outreach Division*, the CT Storywalk® Program encourages children and families to visit multiple permanent Storywalk® setups throughout the state at various CT State Parks and State Forests. Stories at the four Storywalk® locations will be changed quarterly for fun all year round. Current CT Storywalk® Locations are Dinosaur State Park & Visitor Center in Rocky Hill, Goodwin Conservation Education Center in Hampton, Kellogg Environmental Center in Derby, and Meigs Point Nature Center/ Hammonasset Beach State Park in Madison.

Growing Equitable Library Services (GELS)

GELS is a workshop series that strives to provide libraries with the training they need to become trauma informed, strength based, anti-racist, and socially and emotionally conscious community hubs. Within the GELS series, DLD staff provides training on a variety of community-based topics including libraries and homelessness in collaboration with the CT Coalition to End Homelessness (CCEH), Town Equity Reports in collaboration with Data Haven, and Accessibility training with Melissa Marshall, a CT attorney and disability rights activist.

Building Equity Based Summers (BEBS)

Building Equity Based Summers Through Libraries & Communities (BEBS) is a three-year IMLS Grant program that the CT State Library is participating in along with five other states. Through eight coworking sessions, each participating library will work with their state consultant through various activities to learn to build library staff skills and summer library programs and services that are equitable across a community. Participants will work to evaluate the Why of Summer Services and the Why of Equitable Summer Services, Letting Go of Tradition, Connecting with Community Voice for Equitable Summer Services, and Summer Services Impact: What Does Success Look Like?

Digital Inclusion Consulting

The Division of Library Development continued to anchor CT Libraries & Partners for Digital Equity, hosting nine meetings with educational presentations, and initiating workshops at state conferences of the Connecticut Library Association (CLA) and the CT Education Network (CEN).

Grants

- The Library Services and Technology Act (LSTA)-funded Summer Enrichment Grant was continued in the Summer of 2023. The purpose of the Summer Enrichment Grant Program is to empower libraries to enhance their 2023 Summer Reading Programs with additional enrichment opportunities by providing library-led programs and activities that spark creativity and productivity, engage individuals, and benefit their communities.

Enrichment activities must include expected outcome goals that provide a benefit to people as defined by the Institute of Museums and Library Services (IMLS) and result in positive changes to one's skill, knowledge, attitude, behavior, condition/status, application and management process as well as state regulations for construction projects and the use of bond funds.

- *Public Library Construction Grants:* In FY2023, the State Library Board awarded five library construction grants totaling \$1,690,335 to the Bloomfield Public Library, McMahon (\$1,000,000), Public Library of New London (\$95,000); Ferguson Library, Stamford (\$250,000); Library Association of Warehouse Point, East Windsor (\$95,335); and Russell Library, Middletown (\$250,000). Through Grant Information Sessions in the spring and fall, prospective applicants learned about the grant application and management process as well as state regulations for construction projects and the use of bond funds. During the 2023 state budget process, the Finance, Revenue and Bonding Committee increased the maximum Category 1 maximum grant amount from \$1million to \$2million and added language for an increase in total eligible costs for libraries in distressed communities to 80% of the total project.
- *LSTA Literacy Grant:* A LSTA Literacy Grant was awarded in FY2023. Seymour Public Library received \$7,500 to purchase a mobile cooking cart to anchor a free nutrition program to assist in meeting food insecurity needs by providing this innovative service to the Seymour community.
- *Fiber to the Library Grant Program:* Fiber to the Library Dark Fiber Construction grants, totaling \$96,893.02, were awarded to three libraries: Old Lyme Phoebe Noyes Griffin Library, The Ferguson Library West Side Branch, and the Ledyard Public Libraries Gales Ferry Branch. Forty-one libraries received Fiber to the Library – Internal Connections grants.

CT Library for Accessible Books (CTLAB)

- CTLAB, in conjunction with our partner, the Library of Congress, National Library Service for the Blind and Print Disabled (NLS), provides reading materials via mail order and digital download to more than 5,000 blind and print disabled patrons throughout Connecticut. In Fiscal Year (FY) 2023, CTLAB reconstituted its quarterly patron book club and shared monthly and quarterly NLS virtual programs with patrons. During FY23, CTLAB staff conducted 58 outreach sessions to public libraries, low vision support groups, medical professionals, conferences and community events, and senior centers and living facilities.
- Throughout FY23, CTLAB worked with nine public libraries across the state to establish hub libraries. Each hub library is equipped with an information display about CTLAB resources and services. CTLAB also worked with hub libraries to coordinate outreach efforts at those libraries. This partnership allows CTLAB to engage with potential and new patrons closer to their homes.
- In the latter half of FY23 CTLAB established a partnership with Perkins Access, a division of the Perkins School, to create a pilot program called *Transforming Libraries and Museums: Collaboration for Accessible Exhibitions, Collections, and Programs*. This program centers around making library and museum exhibits accessible to visitors who are blind or visually impaired. Library and museum staff who participated in this pilot program attended a free workshop that focused on the description of works of

art, museum artifacts, and other three-dimensional objects for people who are blind and visually impaired. Thirteen Connecticut public libraries and museums participated in the pilot program.

Public Library Annual Report and Statistical Profile

After FY2022 ended, 177 public libraries submitted detailed data about their programs, services, collections, staff, and finances. This data was compiled and submitted to the Institute of Museum and Library Services for inclusion in the national Public Library Survey and added locally into a Statistical Profile to show the collective impact of libraries in our state. Connecticut's libraries are becoming more equitable with 130 libraries becoming fine free and over 100 libraries implementing automatic renewal of materials, preventing the accrual of overdue fines. Workshops were offered to help libraries navigate the annual report guidelines and how to use annual report data throughout the year.

Statewide Library Services

- eGO CT is the statewide eBook program. In FY23, public libraries were actively recruited, and 4,668 items were purchased to support the program. Connecticut public library users can now access eAudio and eBook titles from their individual public library, using an all-in-one, intuitive, user-friendly mobile app for iOS and Android. As of June 30, 2023, 133 libraries have moved into production and are sharing content with their patrons, and 169 libraries have been configured and tested in the Palace app.
- The eGO CT Community Sharing project for schools as part of the eGO CT program aims to provide easier access for students to the Connecticut State Library eBook collection. A total of 100 school sites were added to the program in FY23. There were 1,413 items purchased specifically for this program. There are 116 school sites that are actively participating in the program.
- researchIT CT is Connecticut's research engine, providing all students, faculty, and residents in Connecticut with online access to essential library and information resources.
- requestIT CT is Connecticut's Statewide Interlibrary Loan Service. Last year, libraries successfully lent 13,095 items through the system.
- findIT CT is Connecticut's Statewide Library Catalog. It contains the holdings of 332 libraries in Connecticut totaling more than 25 million holdings.
- deliverIT CT is the statewide delivery service. The service delivered more than 1.6 million items to 215 academic and public libraries in FY 2023.

DLD Professional Development Training

There were more than 3,400 registrations for the 100+ professional development/continuing education workshops offered to CT library staff. Of note this year was a focus on digital literacy/inclusion workshops as well as a newly developed management series titled "Leading from the Future." In addition, hundreds of online self-paced tutorials and webinars were offered and viewed more than 8,000 times.

Collection Services

Collection Statistics at a Glance

- 7,005 Items added to the general collection
- 3,183 Items added to the Federal Documents collection

2,571	Items added to the Connecticut Documents collection
398,442	Links to full text resources maintained in Alma/Primo, the library catalog
126	Databases on the LibGuides A-Z List
41,207	Virtual visits to databases on the LibGuides A-Z List
142	Interlibrary Loan lending requests filled
2,263	CT State Library cards issued
772,352	Digital objects viewed in the Connecticut Digital Archive (CTDA) belonging to the State Library collections

Connecticut Documents

2,571 print Connecticut documents were added to the collection. Of these, 1,999 were state documents and 572 were town documents. Staff also maintained the Connecticut State Document Depository Program by distributing 1,012 print Connecticut state documents via deliverIT CT and U.S. Mail to 13 libraries, including the Library of Congress.

Federal Documents

As the Regional Federal Depository Library for Connecticut and Rhode Island, staff added 3,183 tangible Federal Documents to the collection. 2,414 (76%) were paper and 769 (24%) were microfiche.

Deaccessions

Following established surplus procedures, Collection Services staff deaccessioned 312 volumes from the law library collection. The deaccessions weighed 1,479 pounds and freed 67 linear feet of shelf space. These law materials were digests and looseleaf services identified by the State Library Law Reference librarians for weeding.

Electronic Resources

The LibGuides A-Z List of Databases at <https://libguides.ctstatelibrary.org/az.php> received 41,207 virtual visits, an average of 113 visits per day. 126 databases were offered, of which 72 permit remote access 24/7 for CT State Library cardholders using OCLC Hosted EZproxy authentication. The top three databases most often consulted on our LibGuides were *ProQuest's Hartford Courant (1764-1997)*, *Connecticut Death Records Index, 1897-2001*, and *Connecticut Marriage Records Index, 1897-2001*.

Circulation

Reference Services and Collection Services staff collaborated to issue 2,263 new State Library cards to Connecticut state employees, residents, and students. In addition to borrowing privileges, these cards provide users with remote access to our licensed electronic resources. An online application form is on the library website, and staff send physical cards via US Mail and correspond via email with applicants to facilitate immediate remote access.

Digital Collections

The Preservation Office digitizes unique works from the library collections and participates in statewide and national digital initiatives. Digitized collections are made publicly available and digitally preserved in the Connecticut Digital Archive (CTDA). Last year, 39,430 digital objects

in the CTDA were visited at least once, and there were 772,352 total item views. The total number of item views represents a 64% increase over the previous year.

Recent special projects include:

- The Connecticut Digital Newspaper Project (CDNP) continued its work to digitize 100,000 pages of historic Connecticut newspapers, as part of its fifth two-year National Digital Newspaper Program grant from the National Endowment for the Humanities. As of June 2023, seven new Connecticut newspapers are now publicly available in the Library of Congress' Chronicling America database:
 - [Bradley Beam](#) (Bradley Field, Windsor Locks), 1943-1945
 - [The Messenger](#) (Bloomfield), 1943-1945
 - [The Sub](#) (Groton), 1943-1946
 - [Eastern Connecticut News](#) (Groton), 1946-1947
 - [The Union Times](#) (New Haven), 1941-1948
 - [La Verita](#) (Waterbury), 1926-1939 and [La Verita, Corriere del Connecticut](#) (New Haven), 1939-1946
 - [Putnam Patriot](#) (Putnam), 1908-1930
- In fall 2022, The Connecticut State Library's (CSL) digitization program received a significant upgrade with the purchase and installation of two new overhead scanners: an Atiz BookDrive Mark 2 and an i2s CopiBook OS A2. The BookDrive system includes two professional Canon 6D Mark II cameras, and its V-shaped book cradle allows for digitization of bound volumes with low risk of damage. The CopiBook is a top-of-the-line, highly efficient overhead scanner for digitizing bound volumes, as well as flat materials.
- In July 2022, the Preservation Office started an ongoing project to digitize unique Connecticut state documents from our collections, for many of which CSL holds the only known copy. The first phase of the project, digitizing single-copy publications in the Connecticut Documents collections that were published before 1950, was completed in April 2023. A total of 556 documents were digitized, consisting of over 350GB of content, and are being preserved and made publicly accessible in the CTDA. The second phase of the project, which will digitize single-copy Connecticut Documents published from 1950 to 1960, started in May 2023, and is 82% completed, with 172 publications digitized.
- The Preservation Office's other large-scale ongoing digitization project, which started in October 2022, focuses on digitizing historical legislative transcripts. Forty-one volumes from the 1969 Senate and Joint Standing Committee proceedings have been digitized (over 450GB of content) and are now available in the CTDA, completing the digitization of legislative transcripts from 1969. Staff have also started digitizing the 1967 House proceedings, with seven volumes completed.
- The Preservation Office assisted the Enfield Public Library in adding 1,195 issues of *The Press Bazaar*, 1963-1965; *Enfield Press*, 1969-1983; *The Press*, 1983-1984; and *The Enfield Press*, 1984-1990 to the CTDA.

Other library materials of note that were digitized include:

- *Captain Andrew Fitch papers (Enlistments, bounties, and rolls)* (1781) and the *Captain Andrew Fitch orderly books* (1780)

- *Jonathan Trumbull Papers, Volumes 1-14*

Discovery Services

Discovery Services Statistics at a Glance

- 10,005 Titles in all formats cataloged
- 8,223 federal documents in all formats cataloged
- 6,662 federal documents in electronic format cataloged
- 1,729 state documents in all formats cataloged
- 1,128 state documents in electronic format cataloged and archived

Contributing Parallel Records to OCLC

Staff continued working on a project to standardize formats of hyperlinks which lead to electronic versions of tangible state documents, as delivered in Primo from CTDA (Connecticut Digital Archive) and from the OCLC (Online Computer Library Center) CONTENTdm digital content management service. In addition, staff is adding new original bibliographic records to OCLC which describe the CTDA and CONTENTdm versions of these resources. These new records are available to OCLC member libraries who wish to acquire and catalog the electronic versions. As of June 30, staff has contributed over 6,000 of these new records to the OCLC database.

Modification of Obsolete Biased Notations From the Library of Congress Classification System

Certain Library of Congress (LC) Classification numbers, those which utilize notation referring to groups of individuals, have been updated to remove insensitive linguistic contexts. An example is the notation for the topic “African Americans and Christianity”, BR563.N4, which LC has replaced with the notation BR563.B53. The .N4 in the original notation represented “Negroes”, the .B53 in the new notation represents “Black People” and is used for African Americans. In November and December 2022, staff updated the catalog entries and the call number labels for 56 books.

Internet Archive Electronic Collection

In October, staff initiated a project to expand the content of the Internet Archive electronic collection in Alma/Primo. The online resources in this e-collection are readable and freely accessible scanned copies from Internet Archive: they are online versions of cataloged Connecticut State Library (CSL) print resources available through Primo. As of the date of this report, CSL has included 2,103 Internet Archive portfolios in Alma/Primo.

Updating Retro-Link Associates records

In 2022, staff developed a method for importing Retro-Link Associates records into OCLC. These are records that were commercially keyboarded, but not entered in OCLC, from State Library shelflist cards, as a retrospective conversion project in 1993. Updating these records to OCLC facilitates the digitization of Connecticut State Documents and their ingestion into the Connecticut Digital Archive. As of the date of this report, 815 of the 1,100 records identified for update have been completed.

State Agency Websites

Staff has refined the workflow for original cataloging of State Agency webpages in the Internet Archive's Archive-It service. Here is a selection of State Agency websites cataloged during the period of the present report.

- Commission on Human Rights and Opportunities (Blog). Archived instances from 2016 forward.
- Connecticut Housing Finance Authority. Archived instances from 2022 forward.
- Workers' Compensation Commission : [web site]. Archived instances from 2011 forward.
- Secretary of the State : [web site]. Archived instances from 2007 forward.

Department of Revenue Services Comparative Statements of Tax Receipts

Beginning in 1974, the Connecticut Department of Revenue Services has distributed both monthly and yearly compilations of tax revenue. In fulfilling its function as the official repository of executive agency publications, the CSL owns these reports. During the period covered by this report, staff supplied Alma/Primo records for numerous titles:

- Monthly tax collections.
- Comparative statement of tax receipts.
- Comparative statement of tax receipts. (Yearly)
- Monthly tax collections.
- Comparative statement of tax receipts. (Yearly)
- Comparative statement of tax revenues. (Yearly)
- Yearly comparative statement of tax revenues.

Connecticut Housing Finance Authority (CHFA) Annual Reports and Audited Financial Statements

CHFA, both under its current name and acronym and under the earlier name Connecticut Mortgage Authority, has issued its annual reports since 1971 as official state serials. As the official repository of executive agency publications, the State Library owns these reports. Sometimes these reports included a related publication, the Authority's audited financial statements, but sometimes these audits were published separately. For a period, the audits were issued as a further distinct publication on CD-ROM. A list of the serial titles that staff has cataloged for Alma/Primo:

- Annual report / Connecticut Housing Finance Authority.
- Connecticut Housing Finance Authority. Annual report to the Governor
- Connecticut Housing Finance Authority. Report to the General Assembly
- Annual report / Connecticut Housing Finance Authority. CD-ROMs
- Annual financial statement for the year ended ... / Connecticut Housing Finance Authority.

Museum of Connecticut History

Acquisition Highlights

- Sewing machine, Weed Sewing Machine Co., Hartford, CT, 1872, complete with all original accessories. One of approximately 42,000 made by the company in that year.

- Telescope, Criterion Reflector, 8” Observatory Model, with a telescope mount on a rolling platform and the original packing crate. Made by the Criterion Co., Hartford, CT, c. 1965.
- World War I helmets and gear from units comprised mainly of Connecticut soldiers:
 - 2- 102nd Infantry Regiment helmets, with the Charter Oak insignia stenciled on the front.
 - 1- 101st Machinegun Battalion helmet, with the Green Diamond insignia.
 - World War I gas mask, complete with canister, hose, face mask and cloth pouch.
- Colt Whitneyville-Walker Revolver, percussion .44 caliber, six-shot revolver, Colt Patent Firearms by Whitney Arms Co., New Haven, CT, 1847. This artifact was stolen from the Museum of Connecticut History in 1971 and returned in 2023 following an FBI investigation.

Loans to Other Institutions

- Sewing machine, Weed Sewing Machine Co., Hartford, CT, 1872. On loan to the Connecticut Museum of History and Culture as part of *The Bicycle Game* exhibit, which runs through September 2023. The sewing machine was donated to the Museum of Connecticut History in August 2022 and shortly thereafter went on loan.
- A fragment of the Statue of King George III, circa 1770. On loan to the Jamestown-Yorktown Foundation, Williamsburg, Virginia through September 2023 for their exhibition *Reign and Rebellion*. The fragment was originally a part of a large statue of King George III that was pulled down by colonists and George Washington’s troops following a reading of the Declaration of Independence on July 9, 1776 in Manhattan. Much of the statue was brought to Connecticut to be melted down for musket balls. The fragment in the Museum of Connecticut History’s collection, donated in 1960, represents a rare surviving piece of the statue.

Education & Programs

- During the 2022-2023 school season, 3,309 students and 31 adults visited the Museum of Connecticut History. These figures represent scheduled groups and does not include walk-in visitation.
- Museum staff delivered presentations at schools and in communities across Connecticut, including Danbury, Enfield, Essex, Granby, New Haven, Newtown, Southport, and Waterford.
- Museum and library staff participated in a learning cohort called “Uncovering the Hidden History in Your Town.” The program taught museums / historical societies how to make slavery and freedom an integral part of the local colonial story.
- A museum staff member participated in a battlefield tour of Seicheprey, France highlighting the contributions of Connecticut men from the 102nd Infantry and the 26th Division during World War I. A highlight of the event was the rededication of the Connecticut Fountain in Seicheprey and the renaming of a road for the 26th “Yankee” Division.
- The museum co-hosted an event, “Remembering Seicheprey: Honoring WWI in 2023,” at the Second Company Governor’s Horse Guard in Newtown, CT on May 13. The WWI encampment that honored the service and sacrifice of Connecticut service members (with tents, military equipment, vintage vehicles, and soldiers in uniform) was the result of a

collaborative effort between the museum, the Newtown Historical Society, and the Second Company Governor's Horse Guard.

- The museum hosted "Hiking Through History" programs at various locations across Connecticut which are designed to introduce residents and guests to topics related to both the state's natural history and the human impact on the land. Tours took place in May (Windsor Locks Canal in Suffield), June (Downtown Hartford), and July (Norwich Waterfront).

Office of the Public Records Administrator

Retention Schedules

Staff continued its work with state agencies to develop new or revised State Agency Specific Retention Schedules. Public Records issued three revised State Agency Specific Records Retention Schedules, three new or revised records series to the State Agency Specific Records Retention Schedules and two new records series to the State Agency General Schedules.

Historic Documents Preservation Program

The Historic Documents Preservation Program supports records preservation and management in municipalities across the state and at the State Library. In FY2023, the program awarded \$955,500 in targeted grants to 151 municipalities, with funding levels set at \$5,500, \$7,500 or \$10,500, for small, medium and large towns, respectively. Since its establishment under Public Act No. 00-146, the program has awarded over \$20 million in municipal grants. These grants support a broad range of projects, including scanning paper records for improved preservation and access. Many municipalities reported that because of ongoing grants from this program, they were well-prepared to provide electronic access to the land records when town halls were closed to the public during the pandemic; this ability to provide online access supported essential services for the recording of property transactions across the state. The grant program has continued to assist them in providing this added service and to meet increased demand for electronic access to records. Municipalities have also reported that the grant allows them to take on projects that they would not be able to otherwise, including digitization, records storage improvements, and ongoing preservation work for permanent records.

Resource Updates

Public Records and Archives staff issued a joint Electronic Records Management policy and companion electronic records standards and digital imaging standards documents. Staff also issued a memorandum to address questions regarding the policy. The new policy and standards govern all electronic records management, digital imaging, and electronic preservation projects carried out by executive branch state agencies and municipalities.

Training and Outreach

Staff presented records management training at the Connecticut Town Clerks Conference, the Greenwich Police Department, a webinar for the Connecticut Education Network, and a public event presentation at Connecticut's Old State House.

Digitization of Building Codes

Public Records and Archives staff participated in a working group with the State Librarian, a Connecticut State Representative, officials from the Department of Administrative Services

[DAS], and officials from municipalities and regional council of governments regarding Special Act 22-14 “An Act Concerning Building Officials, Resources Relating to the Administration of the State Building Code and the Promotion of Careers in Related Fields”. The Digitization of Building Codes Working Group drafted and submitted a report on the proposed digitization of state building code records to the Connecticut General Assembly Planning and Development Committee. As part of the recommendations, Public Records and Archives staff formed a working group to revise the M10 Land Use and Development municipal records retention schedule. The M10 revision working group includes municipal town planners, building officials, architects, and legal counsel.

Records Storage Vaults

Municipal and probate vaults provide a high level of security for permanent and essential government records and by statute, the vaults must be constructed and maintained in accordance with state regulations and approved by this office. Staff worked with town officials and architects on vault construction and modification projects for seven municipalities and issued two preliminary/final project approvals during this period.

Records Disposals; Examinations; and Certifications

In FY2023, 825 requests for the disposition of state agency records or scanned hard copies were reviewed and approved or denied. 1,927 requests for the disposition of municipal government records or scanned hard copies were reviewed and approved or denied. One request for removal of personal data files was received and addressed. In FY2023, 136 certificates for the Examination of Indexes and Inspection of Land Records were received and processed for Calendar Year 2022. Four certificates of Records Disposition for Information Systems Records were received and processed for Calendar Year 2023.

State Records Center Services

The State Records Center provides off-site inactive records storage for state agencies at no charge. Staff processed 1,660 reference requests from state agencies and re-filed or inter-filed 1,054 files/boxes. Staff accessioned 5,122 cubic feet of records. In addition, staff deaccessioned 10,378 cubic feet of records, leaving room for an additional 25,014 boxes. Currently the State Records Center stores 49,986 boxes of records.

State Archives

Accessions

The State Archives acquired 25 accessions totaling 744 cubic feet, bringing the total quantity of records in the Archives to 50,103 cubic feet. Accessions included: Office of the State Comptroller records; Department of Energy and Environmental Protection Office of Adjudications records, circa 1979-2000; Department of Public Health meeting minutes and records, 1894-1932, 1967-1987; Department of Public Works Bergin Correctional construction records, circa 1989-2011; Office of the Lieutenant Governor gifts, 1975-2022; Department of Emergency Services & Public Protection Division of Scientific Services records, 1944-2021; Department of Emergency Services & Public Protection Connecticut State Police records, 1990-2018; Connecticut Lottery Corporation records, 1971-2009; Department of Transportation photographs, 1990-1993; Norwich State Hospital admission cards; Capital Region Library Council records; Town of Canterbury records, 1923-1989; Town of Chaplin maps, circa 1956-

1972; Town of East Lyme school records; Town of Berlin tax records, 1878-1967; Town of Fairfield aerial photographs, 1931-1933; Town of North Canaan aerial photographs; Town of Eastford voter registration cards, 1942-2016; Town of East Hartford voter registration cards, 1897-2000; Town of Stratford records, 1865-1999; Town of Montville school records, 1963-1972; The King's School of Bolton records, circa 1995-2007.

Federally Funded Digital Government History Preservation Project

The State Archives received a Congressionally Directed Spending Funding Request of \$948,000 through the offices of Senators Richard Blumenthal and Christopher Murphy. *Planning to Preserve Connecticut's Digital Government History* is a collaborative project of the Connecticut State Library (CSL) and the Connecticut Digital Archive (CTDA) through the University of Connecticut, working with Connecticut Department of Administrative Services (DAS) Bureau of Enterprise Systems and Technology (BEST). The project supports expanding and improving the automatic digital connection required to transfer essential long-term and historically significant digital records from state agencies to the custody of the State Archives. Outcomes will include workflows for automating redaction of sensitive and confidential information within publicly accessible documents housed in the CTDA and recommendations and costs estimate for a secure digital repository certified as meeting digital preservation standards for confidential and restricted records.

Federally Funded Court Records Project

The State Archives completed work on a two-year grant from the National Historical Publications and Records Commission (NHPRC) to enhance access to judicial records held in the State Archives from the New Haven County, County and Superior Courts, 1700-1855. The “Uncovering New Haven” project continued earlier grant-funded work to identify records related to historically marginalized communities, especially enslaved persons, free persons of color, and Indigenous persons. By the end of the grant on March 31, 2023, project staff had processed 102.5 cubic feet (205 boxes) of the New Haven County, County Court files and papers by subject from 1700-1810, rehoused all cases according to best archival practices, and identified and entered approximately 234 cases involving African-descended, African American, Black, and Indigenous persons into a database spreadsheet to be published online. Staff also scanned 724 court cases (approximately 3,054 pages) involving African American, Black, and Indigenous persons—as well as other selected court cases—from 1700-1810 that are in the process of being uploaded to the CTDA at <http://hdl.handle.net/11134/30002:RG003>. Project staff publicized discoveries via blog at <https://libguides.ctstatelibrary.org/archives/uncoveringnewhaven/blog>, as well as on the State Library's Facebook, Twitter, and Instagram. The State Library has committed an additional year of funding for processing the remaining County Court records and continues the work to complete the Superior Court records, finding aids for all the records, a database of cases, and a subject guide.

New Digital Collections

The following digital collections have been processed and are now available through the Connecticut Digital Archive:

- The 1934 aerials are fully available at http://hdl.handle.net/11134/30002:RG089-011_1934Aerial

- Documents from *Rex (King George) vs Dr. John Hallowell et al.*, a significant court case about abortion and murder from 1747 found in the Windham Superior Court Records can be found at http://hdl.handle.net/11134/30002:RG003_WSC_Cases_Rex-Hallowell
- Transcripts from a 1964 investigation into the practices of the Norwich Police Department were scanned and made available to the public after being restricted for 50 years. The transcripts are available at http://hdl.handle.net/11134/30002:RG-062-104_CityCouncil
- Nearly 60,000 emails handled by Director of Operations and Constituent Services Kathryn Damato in Governor Malloy's Office, 2011-2013 are at http://hdl.handle.net/11134/30002:RG005-041_Const_Damato_EmailArchive

Information Reported as Required by State Statute

The State Library's most recent Affirmative Action Plan was approved by the Commission on Human Rights and Opportunities on June 14, 2023. The State Library is firmly committed to the principles and objectives of equal employment opportunity for all individuals. The State Library has undertaken numerous steps to effectuate equal opportunity in its hiring, promotions, training and other employment-related responsibilities, and in the provision of the programs and services that fall under the Department's authority. The agency did not knowingly do business with any bidder, contractor, sub-contractor, supplier of materials, or licensee who discriminates against members of any class protected under C.G.S. Sec. 4a-60 or 4a-60a.

Historic Records Account

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