

Connecticut State Library



CT State Library

Preserving the Past. Informing the Future.

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 – 87 (as of 6/30/18)

Recurring operating expenses – \$ 8,399,282

Organizational structure –

Office of the State Librarian: Outreach Services; Special Projects;

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 Connecticutcard); 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 flat organization, 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 the 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, 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 and federal jurisdictions. The collection

also includes a broad range of legal treatises, law periodicals, loose-leaf services, and electronic resources on topics relevant to state government interests that include 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. 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, 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, 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.

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

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 46,638 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 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.

Improvements/Achievements 2017-2018

Office of the State Librarian

The State Library entered into a Statewide Management Control Agreement with the Department of Emergency Services and Public Protection. The agreement serves as the Statewide Management Control agreement as required by the United States Department of Justice, the Federal Bureau of Investigation, and the Criminal Justice Information Systems Policy. The purpose of the agreement is to protect and safeguard criminal justice information held by the State Archives and the State Records Center. The State Library began taking a number of steps to comply with the agreement relating to staff and facilities.

Special Projects:

Remembering World War One: Sharing History/Preserving Memories

The State Library continued its multi-year commemoration of World War One. In April, the State Library was a partnering organization for the premiere of *Sgt. Stubby*, an animated film about the mascot of the 124th Connecticut Regiment.

The project coordinator for Remembering World War One, traveled to France to participate in the commemoration of the battle of Seicheprey where the first American battle of the war took place and 81 Connecticut men lost their lives. The trip generated a huge social media response with 232 followers to the project's Facebook page with 43 posts reaching 97,702 people, 9,459 clicks and 5,876 likes, shares and comments. Nineteen tweets and 9 conversations reached 35,573 people, 2,013 engagements.

Eight Digitization Day events were held. Profiles of 110 soldiers were created and more than 675 objects were digitized. To date, more than 450 profiles have been created and over 4,000 objects digitized.

Public Programming-Third Thursday

The State Library and Museum of Connecticut History's Third Thursday BrownBag Lunchtime Speaker series is held September through June. The series 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 2017-18 year highlighted several exciting programs that featured authors and historians from around the state. In September, President of the New England Great War Living Museum Alan Crane gave a presentation on the history, people, and deeds of Connecticut's own 102nd Infantry Regiment, who fought during the First World War. He discussed the story of the 102nd from its birth at the Yale Bowl to its baptism at Seicheprey, triumph at St. Mihiel and its ultimate return to the Nutmeg state.

In October, we celebrated Connecticut Archives Month with Tobias Glaza and Paul Grant-Costa from the Yale Indian Papers Project. The Yale Indian Papers Project is a robust virtual collection of New England Native American primary source materials gathered, from partner institutions in the U.S. and the U.K., into a scholarly critical edition.

In November, the Connecticut State Library and the Museum of Connecticut History, along with the Connecticut Militia Heritage Committee, the Connecticut General Assembly Committee on Veterans' Affairs, and the Connecticut Military Department, commemorated the 100th Anniversary of the 102nd Infantry Regiment. The celebration was highlighted by a Presentation of Colors, and introductory remarks

by George Ripley, Chair of the Connecticut Militia Heritage Committee, Senator Henri Martin, Co-Chair of the General Assembly's Veteran's Affairs Committee, and Kendall Wiggin, Connecticut State Librarian.

In January, Diana Ross McCain, author of the new historical novel *Thy Children's Children*, gave a talk on the Lyman's of Lyman Orchards.

In celebration of African American History Month in February Maisa Tisdale, President of the Mary and Eliza Freeman Center for History and Community, gave a talk on the historic Freeman houses of little Liberia, located in Bridgeport, CT.

In March, the library celebrated Women's History Month. Ph.D. Candidate in History at the University of Connecticut Mary Mahoney gave a talk on *Prescribing from the Bookshelf Louise Sweet and Connecticut's role in the Library War Service*.

In April, Judge Michael Shay gave a talk on the Connecticut's Yankee Division who fought in World War I at the Battle of Seicheprey.

In May, Rachel Thomas-Shapiro, Waterfront Supervisor, Interpretation Department, Mystic Seaport Museum gave a talk on the Connecticut oyster industry.

And finally, Dr. Kim Stoner, Department of Entomology, The Connecticut Agricultural Experiment Station gave a talk on Planting for the Bees' Needs – Providing Habitat for Honey Bees and Wild Bees in the month of June.

Access Services

Statistics

Staff answered 13,418 reference questions. 5,725 were asked in person, 5,350 by telephone or chat, 2,343 by email, postal, or inmate correspondence .

Through donations we have added 250 items to our collections. These materials are primarily Connecticut state documents. This fiscal year 670 Legislative Histories cards were used in house.

The number of complex questions, taking more than 30 minutes to answer, continues to increase. For FY 2017 about 4 % of government information questions were counted as complex. This year it was 6 %. FY 2017 complex law questions were 12%. This year it is 15%.

Staffing

Because of the budget we were unable to fill the law librarian position that was vacated in FY 2017. Our remaining law librarians covered the public desk hours. Research and collection projects have been delayed.

Thanks to the cooperation and flexibility of staff when they scheduled their furlough days, the library was able to remain open to the public.

Reductions in Judicial security staff at the State Library and Supreme Court building have impacted patron access to the library with the south entrance being closed unpredictably. To assist library patrons, the library uses portable signage that is put out as needed, alerting patrons to the closure of that entrance.

In August 2017, the Library participated in the Southern Connecticut State University's library school intern program. Access Services assisted in providing the students with a wide array of library experiences.

Technology

At the end of FY 2017, we were notified that the web-harvesting tool we had been using would no longer be supported. This tool allowed us to digitally harvest state agency websites and provide historical snapshots of state government. These snapshots were then available through our catalog. Discussions about replacement tools included staff from Archives, Cataloging, and Public Records. Some state and federal government agencies use Archive-It, and it was determined that this would work for us. In June we started using Archive-It. A workflow and organizational framework for staff is being developed.

The State Library has a wealth of information housed on its shelves. Over the years many librarians have made that information available by creating card files, finding aids, or indices. Most of the unique materials we preserve will not be digitized for years. In order for those materials to be more discoverable, we have begun putting indices and other finding aids online. One of the first to go online will be for the government document collections.

The following online research guides were created:

[Federal Documents and Genealogy](#)

[Index to CT Department of Health Bulletins, 1887-1990](#)

[Index to CT Department of Health Circular Letters, 1941-1984](#)

[Index to CT Department of Health Miscellaneous Pamphlets](#)

[Index to WPA Press Releases, 1935-1939](#)

The subject card index for state legislation (started in 1911) is being converted into a database that can then incorporate newer data that is already digitized by either the State Library or the General Assembly. The goal is a single relational database with a web-based search interface. Next year, there will be a test on a trial database for the A-C subject headings. The A-C subject cards fill about 15 drawers out of the approximate 150.

Law and Legislation documents

After the legislative session ended in May, the Office of Legislative Management made a decision to no longer transcribe the public hearings of the Connecticut General Assembly's committees. These transcripts are used by a wide range of Connecticut citizens. During the calendar year 2017, Bill Room staff determined that 692 Legislative History cards were used. Online access to many legislative histories are provided through our research guide. Online use is not included in the card count.

However, scanning and uploading bill files to Connecticut Digital Archive continued. This material will be available remotely and in a keyword searchable format.

Listing of Law scanning projects:

1913 - All 1,144 files totaling 2,656 pages scanned

1949 - All 1,150 Senate Bill files totaling 2,740 pages

1971 - Work continued on the massive volume from this year with 2,000 House bills scanned. These were uploaded to the Connecticut Digital Archive (CTDA).

Transcripts: In an ongoing effort to preserve the paper versions of the transcripts and to provide digital access:

1969 - All 13 volumes of the House Proceedings totaling 6,494 pages and 4 Volumes of 1969 Senate Proceedings.

1905 - All 19 volumes of this particular year's committee hearings totaling 4,250 pages.

1901 - All 4 volumes of this particular year's committee hearings totaling 1,300 pages.

1903 - 3 volumes of committee hearings.

1949 - Ongoing volumes as their condition warrants.

Federal Documents The Connecticut State Library is the Regional Federal Depository Library for Connecticut and Rhode Island.

The Connecticut State Library is currently participating in the ProQuest Supreme Court Docket project and recently sent over 2,500 **paid Certiorari Denied** dockets to ProQuest for digitization. Along with the usual docket requests we were able to supply 40 dockets from the 1974-1978 court terms. ProQuest's Supreme Court Insight Database is tentatively scheduled for release in 2019.

The Connecticut State Library became the first Library in New England to become a preservation steward for federal documents. On June 26, 2017, the State Librarian signed a Memorandum of Agreement with the U.S. Government Publishing Office (GPO) to become the eighth Preservation Steward library in the GPO's Federal Information Preservation Network (FIPNet). Designated the regional Library for Connecticut in 1962 and for Rhode Island in 1982, the State Library's collection of over 1.5 million federal documents dates back to 1789. Under this agreement, the State Library has pledged to permanently preserve its print collection of Connecticut and Rhode Island federal documents. Over 800 Connecticut and Rhode Island documents have been cataloged and added to the collection. Other documents we are preserving are from the Bureau of Indian Affairs and the Works Progress Administration (WPA). Also, the Univ. of Rhode Island recently became a Preservation Steward for NOAA documents. We will be working with them to coordinate the preservation of federal documents from our collections.

Staff worked with the Government Publications Office and the selective federal depository libraries to successfully implement the new Federal Depository Library Program (FDLP) eXchange system (a new process for discarding/weeding federal documents). This will greatly speed up the process as more and more selective repository libraries in our region reduce or eliminate their federal document collections.

Our FDLP coordinator completed the Federal Depository Library Coordinators Certification program.

Connecticut Agencies and Documents

Agency budget reductions, shrinking number of state employees, agency reorganizations and a new state portal website has made collecting state documents more difficult. We began examining ways to assist agencies in fulfilling their obligation to provide copies of state publications to the State Library.

History and Genealogy and Finding Aids

The History and Genealogy section, for most patrons, is the gateway to the State Archives. Section staff have processed archival collections for the State Archives. This year Sidney Minor Genealogical Collection, 1854-1907, RG069-161 Irving Stolberg Personal and Political Papers, 1961-2006, RG069-181

John Dempsey Papers, 1954-2015 and RG169-008 Woodstock Theft Detecting Society, 1793-1865, were processed. Work also began on processing inmate records from the Connecticut State Farm for Women.

Databases created by History & Genealogy Staff:

New Haven County Superior Court Civil Case Files
Divorces 1712-1900, completed and posted on-line

New Haven County Superior Court Civil Case Files
Divorces 1900-1944, [ongoing: 1900-1920 complete]

Tolland County Superior Court Civil Case Files
Divorces 1910-1937, completed

Connecticut Court Records, Papers by Subject Indexes:
Inquests of untimely or mysterious deaths, 1711-1894 completed

RG 29: Connecticut Military Census, Nurses Census.

Scanning Projects by History & Genealogy Staff:

Hartford County, Superior Court Record indexes, 1836-1951
Scanned and posted

New London County, Superior Court Record indexes, 1874-1974
Scanned and posted

Fairfield County, Superior Court Record indexes, 1841-1932
Scanned, to be posted in the near future

Windham County, Superior Court Record indexes, 1798-
Scanning on-going

Windham County, County Court Record indexes, 1798-
Scanning on-going

Secretary of the State, Articles of Incorporation
Chartered Companies 1845-1943 indexes, scanning completed

Secretary of the State, Articles of Incorporation
Joint Stock Companies 1837-1901 indexes, scanning completed

Secretary of the State, Articles of Incorporation
Voluntary Associations without Capitol 1874-1945 indexes, scanning completed

Division of Library Development (DLD)

EXCITE Transformation for Libraries:

DLD received a grant of \$387,250 from the Institute of Museum and Library Services (grant # RE-95-17-0068-17) in the Laura Bush 21st Century Librarian Program to continue the EXCITE Transformation for Libraries project for two years and extend participation to teams from public, academic, and special libraries throughout the northeastern states. Cohort 1, consisting of six teams from five states, started their training in January 2018, and will work on implementing their new programs through December 2018. EXCITE Transformation for Libraries is an intensive team-based experiential learning program that will teach collaboration and innovation skills, resulting in programs and services that respond to community input and demonstrated needs, lead to cultural change at libraries, and sustain project impact through extended training.

Strategic Partnerships

DLD continued to partner with the American Library Association's Money Smart Week through promotion of Money Smart Week webinars and resources, and providing information resources and programming ideas for libraries to bring to their patrons and communities.

DLD also continued as a partner with CT Saves, the local affiliate of the America Saves campaign through the UConn Extension. Activities included exhibiting at the CT Department of Banking's Financial Expo at the Legislative Office Building, and the CT Department of Labor's Financial Education Expo at the Hartford Job Corps.

DLD continued as a key partner with the Access to Justice Commission (ATJ) Working Group on Public Libraries. The Working Group established key priorities and initiatives moving forward, including marketing and outreach to public libraries and self represented parties via a public service announcement campaign; legal reference instruction for public librarians; resource sharing and the establishment of justice clinics in public libraries.

DLD partnered with MY PLACE CT to help CT residents connect with their communities to stay in their homes as an alternative to nursing homes by making it easier to find everything from long-term care to services and supports—all in one place.

As part of the Institute for Museums and Library Services Salute to Veterans initiative, DLD developed a partnership with veteran's organizations to help libraries better serve the veterans and military populations.

Other Grants

DLD administered \$2,001,123 in federal Library Service and Technology Act (LSTA) Grants to States funds from the Institute of Museum and Library Services. These federal funds supported 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. The state library's new LSTA Five-Year Plan went into effect, including new grant categories to support literacy and planning projects.

Connecticut Public Library Upgrade Initiative and Fiber to the Library Grants

This initiative, which began in February 2016, provides funding and support to upgrade libraries to high-speed fiber optic connections to the Connecticut Education Network (CEN), equalizing fiber speed and access across Connecticut Principal Public Libraries. So far, 56 libraries have applied for a combination of federal E-rate discounts and state grants from bond funding to cover the costs of installation and maintenance of the new circuits. DLD distributed grants totaling \$1,254,874.10 to complement \$1,083,195 in E-rate funds, with more to be distributed in the following years. Fifty-three libraries are using their new fiber, with three additional circuits expected to be completed by June 2019.

[*eGO CT*](#) (*eGO*) is the statewide eBook platform now under development with more than 90 libraries in a functional state. When launched later in FY2019, eGO will make it possible for Connecticut public library users to access eBook titles from their individual public library, from a parent regional library system, and from the Digital Public Library of America Open Bookshelf, all in one intuitive, easy-to-use mobile app for iOS or Android.

[*research IT CT*](#), *Connecticut's research engine* provides all students, faculty, and residents in Connecticut with online access to essential library and information resources. Through *research IT CT*, a core level of information resources is available to every citizen in the state 24 hours a day, 365 days per year. In addition, specialized research information is available to college students and faculty.

findIT CT – Connecticut's Statewide Library Catalog

findIT CT contains the holdings of 310 Connecticut libraries, a 23% increase over the last fiscal year. The catalog contains 12,048,180 bibliographic records and 20,095,478 items/holdings. The findIT CT catalog had 277,196 visits yielding 1,105,145 pages or page views; 868,164 files; and 1,517,671 hits in FY2018.

requestIT CT – Connecticut's Statewide Interlibrary Loan Service

requestIT CT, the Interlibrary Loan system in the findIT CT catalog, rolled out statewide starting in September 2017. DLD staff offered 19 'hands on' training sessions at 8 different locations in the state. The sessions were attended by 208 library staff members from 138 libraries. During FY 2018, 143 libraries participated in requestIT and successfully lent 8,071 items through the system.

Continuing Education

DLD provided 29 on-site continuing education and technical training opportunities serving a total of 462 Connecticut library staff in FY17-18.

Young Adults (YA) and Children's Services

Diversity Program: 60 children's and YA librarians attended an all-day workshop focusing on diversity in library collections. Speakers included Anne O'Brien, one of the originators of a database of diverse children's literature, and an author, Leslea Newman, who talked about gender stereotyping in children's literature. In addition there were two panel discussions, one of diverse Connecticut librarians, and one of diverse authors, publishers and editors. A follow-up program on LGBTQ issues will be held in October.

Nutmeg Children's Book Award: The DLD Youth Services Consultant is the facilitator for the four levels of the state's children's choice book award. This includes consulting with steering committee and selection committee chairs on eligibility of titles for the 4 different awards, contacting publishers, publicity, and other various aspects of the award.

Summer Reading: On May 8, Governor Dannel P. Malloy, Commissioner of Education Dianna R. Wentzell, and the Director of the Division of Library Development kicked off the 2018 Governor's Summer Reading Challenge at the Connecticut State Library. Students and school representatives from nineteen schools were recognized for their participation in the 2017 Summer Reading Challenge. The DLD Youth Services Consultant compiled 5 levels of summer reading lists for the seventh consecutive year.

YALSA (Young Adult Library Services Association) Competencies Participation: The DLD Youth Services Consultant participated in the American Library Association's Young Adult Library Services Association's two-day program tapping youth services consultants from all 50 states for input on their new YA librarian competencies.

Middletown Library Service Center

Collections: New this year, the Connecticut collection includes books that were nominated for the 2017 Connecticut Book Award from the Connecticut Center for the Book. DLD purchased and has been circulating two 400-piece KEVA Plank sets which have been very popular and on loan since we received them. We also began circulating kits of musical instruments for children. Both Baker & Taylor and Follett donated discussion sets of Nutmeg Book Award titles and our Nutmeg Book Award Discussion Sets (45 per year, 12 copies per set - all donated) circulated 119 times to 58 public libraries and 61 middle and high schools over the Nutmeg reading period (from May 2017-April 2018). A total of 2,963 items were acquired in FY 2018 and 24,131 items (including large print) in FY 2018. We purchased an Oculus Rift virtual reality system and have been doing hands-on demonstrations for librarians.

Facility: Service Center meeting rooms continue to be heavily used. There were 218 room reservations during FY2018; the computer lab was reserved for 39 events.

Collection Services

13,147	Items added to the general collection
6,457	Items added to the federal documents collection
4,844	Items added to the Connecticut documents collection
201,645	Unique e-journal and e-book titles subscribed
103	Electronic resources on subscription
309	Interlibrary Loan requests filled from the Division's collections
74	Interlibrary Loan requests received from other libraries for patrons
311	Items loaned directly to patrons
14,384	Objects added to the State Library's Digital Collections for public access
169,487	Master TIF files (1.98 TB) preserved for scanned volumes in the Connecticut Digital Archive (CTDA)
52,004	Visits to the proxy server to access subscription resources remotely

Library materials budget: For the first quarter of FY18, while the State of Connecticut had not yet adopted a budget for the fiscal year beginning July 1, 2017, the library materials allocation was \$93,408, or a 36.2 % reduction as compared to the first quarter of FY17. The State Library postponed renewal of many print and online subscriptions during this period. Reference and Collection Services librarians worked together to identify the most critical services to renew using the limited resources available. Collection Services communicated with vendors to postpone and renegotiate contracts. To maintain annual subscription commitments and offset budget cuts of previous years, the FY18 library materials appropriation of \$574,540 was supplemented with capital equipment funds to purchase library materials of long term value such as Connecticut newspaper microfilm and state statutes. During FY18, print serials expenditures accounted for 52% and electronic resources on subscription accounted for 43%. Microfilm and other microforms accounted for 5%. Less than 1% was spent on purchasing new monographs for the collection.

Items added to the general collection included: 3,772 serials issues, 526 loose-leaf updates, 8,249 current newspaper issues, 343 microforms, and 257 monographs. Serials subscriptions maintained were an estimated 6,273 orders. In FY18, of the 257 monographs added to the collection, 62% were gifts and 38% were purchased. Total items (monographs and serials, including federal and Connecticut documents) processed by the Collection Services staff totaled 24,448 items.

Connecticut Documents: Printed Connecticut documents added to the collection totaled 4,287 and an estimated 1,738 printed items were distributed to depository libraries. Town documents added to the collection totaled 101 items. In FY18, 456 Connecticut Network (CT-N) DVDs were added.

Federal Documents: Of the 6,457 federal documents received, 4,138 or 64% were print, 2,277 or 35% were microfiche and 42 or 1% were CDs/DVDs. Serving as the Regional Federal Depository Library for Connecticut and Rhode Island, the State Library approved 8,019 discard requests during FY18 from selective federal depository libraries and claimed 175 items needed for the State Library's collection. This process enabled us to replace federal documents missing from our shelves or in fragile condition.

Electronic Resources: Maintained 103 electronic resource subscriptions, 255,190 links to e-journals and e-books, of which 201,645 were unique titles. Vendor supplied usage statistics indicate 37,327 sessions (virtual visits), 120,982 searches, and 366,304 online documents viewed. In FY18, there were 52,004 virtual visits to the proxy server to access our databases remotely, an average of 142 visits per day from 9,385 unique visitors. The top three resources accessed remotely during FY18 were ProQuest Hartford Courant, 1923-1992, Sanborn Maps for Connecticut, and ProQuest New York Times with Index, 1851-2014.

Recent Acquisitions in Electronic Resources: In FY18, the State Library added LexisNexis Patron Access, a comprehensive online collection of legal research sources for our walk-in users. For remote access users with a CT State Library borrowing card, we acquired the following EBSCO e-Books:

- Anderson, Virginia DeJohn. 2017. [*The Martyr and the Traitor: Nathan Hale, Moses Dunbar, and the American Revolution.*](#)
- Archer, Richard. 2017. [*Jim Crow North: The Struggle for Equal Rights in Antebellum New England.*](#)
- Connecticut Forest and Park Association. 2017. [*Connecticut Walk Book: the Complete Guide to Connecticut's Blue-Blazed Hiking Trails.*](#)
- Cutler, Charles L. 2017. [*Connecticut's Revolutionary Press.*](#)
- DeLuca, D., Deluca, D., & Longley, D. 2008. [*The Old Leather Man : Historical Accounts of a Connecticut and New York Legend.*](#)
- Kahrl, A. 2018. [*Free the beaches : The Story of Ned Coll and the Battle for America's Most Exclusive Shoreline.*](#)
- Macaluso, Laura A. 2017. [*New Haven in World War I.*](#)
- Mayhew, David R. 2017. [*The Imprint of Congress.*](#)
- Miller, Max R. 2017. [*Along the Valley Line*](#)
- Pierson, William Dillon. 1988. [*Black Yankees : The Development of an Afro-American Subculture in Eighteenth-Century New England.*](#)
- Ross, Richard S. 2017. [*Before Salem: witch hunting in the Connecticut River Valley, 1647-1663.*](#)
- White, David O. 2017. [*Connecticut's Black Soldiers, 1775-1783.*](#)

Circulation and Resource Sharing: In FY18, 620 items were circulated, scanned or copied. Direct loans or items circulated to patrons totaled 311. Interlibrary loans supplied totaled 309 or 50% of items loaned. Loans to state employees accounted for 143 or 23% of total items loaned. Resource sharing between the Connecticut State Colleges and Universities (CSCU) libraries and the State Library accounted for 3%, or 21 of total items loaned. Of the items circulated in FY18, CT-N DVDs accounted for 2%; newspaper microfilm accounted for 28%; history monographs accounted for 15%; Connecticut documents accounted for 10% and federal documents accounted for 10% of items loaned. State Library patrons borrowed or

acquired copies for 14 items via inter-campus resource sharing. In FY18, 74 books or copies were received via Interlibrary Loan for State Agencies, which included Department of Energy & Environmental Protection, Judicial Branch, Department of Correction, Office of the Secretary of the State and Office of the Attorney General.

Digital Collections

In FY18, 14,384 objects were added to the State Library's Digital Collections, including the 7,831 newspaper issues added to Chronicling America. This brings our total to 124,755 objects, including born-digital and scanned Library, Archives and Museum collections on CONTENTdm, Flickr, HistoryPin, the Internet Archive and the Connecticut Digital Archive (CTDA). Some objects on our own site are duplicated in Flickr or HistoryPin but some objects are unique to those sites.

The Preservation Office added 177 newly scanned volumes to the State Library's public access digital collections in CONTENTdm. This includes books and serial volumes from the History and Genealogy, Law and Legislation and State Publications collections.

However, our chief focus this year has been preserving the master digital files for these and 1,817 older scanned volumes in the Connecticut Digital Archive (CTDA). We preserved a total of 169,487 master TIF files (1.98 TB).

The volumes we scanned and put online were selected by staff or requested by patrons and include the following. The first link is to the public access site CONTENTdm, the second link is to the preservation site CTDA:

- *Norwich, Connecticut: its importance as a business and manufacturing centre and as a place of residence. A brief review of its past and present.* CSL Call no.: F104 .N93 N8 1888.
<http://cslib.cdmhost.com/cdm/ref/collection/p4005coll11/id/941>
<http://hdl.handle.net/11134/30002:21920394>
- *Index to the Connecticut State Library motor vehicle catalog collection* [Vol. 1]. CSL Call no.: ConnDoc St292 inmo v.1.
<http://cslib.cdmhost.com/digital/collection/p128501coll2/id/549198/rec/1>
<http://hdl.handle.net/11134/30002:22052149>
- *Joint Standing Committee hearings, railroads* [1901]
<http://cslib.cdmhost.com/digital/search/searchterm/979416290>
<http://hdl.handle.net/11134/30002:21921280>
- *Official honor roll of New England men who died in the service of their country* [1919]. CSL Call no.: D609 .U7 O55 1919 oversize.
<https://cdm15019.contentdm.oclc.org/digital/collection/p4005coll11/id/952>
<http://hdl.handle.net/11134/30002:21991960>
- *Index to accidents reported to the Railroad Commissioners, 1858-1893* CSL Call no.: Conn Doc St292ara inac [Cage]
<https://cdm15019.contentdm.oclc.org/digital/collection/p128501coll2/id/558161>
<http://hdl.handle.net/11134/30002:22047338>

Connecticut Digital Newspaper Project (CDNP)

The second round of our grant to digitize and contribute newspapers to Chronicling America, <http://chroniclingamerica.loc.gov/>, ended on Aug. 31, 2017, and the final issues went online in the fall. CDNP won a 3rd round grant from the National Endowment for the Humanities that runs from Sept. 1, 2017 to Aug. 30, 2019.

The Advisory Board selected 25 newspaper titles: *Connecticut Western News* 1871-1922; *Tolland County Press* and *The Press* (Stafford Springs) 1883-1922; Italian language papers from 1906-1930; African American papers from 1940-1949; Labor papers from 1836-1932; and the *New Britain Herald* 1920-1930. To ensure that it was okay to use the 1923-1949 content, we developed a procedure for copyright research and fair use analysis, both for the titles and for the third-party content.

We are preparing and sending microfilm for duplication and scanning in batches of about 10,000 pages each. The film and digital files will be inspected and then sent to the Library of Congress for inclusion in *Chronicling America*. The CDNP Project Coordinator is preparing essays about the history of each of the newspapers we are scanning to be posted on the Library of Congress site.

Our press releases and blogs are available on the CDNP website <https://ctdigitalnewspaperproject.org/>, as well as News from the State Library <https://ctstatelibrary.org/news/>, and are shared on the State Library Facebook page <https://www.facebook.com/CTStateLibrary/>. Chris gave presentations about media literacy (Oct. 30), and the homefront in World War I (Aug. 31, Oct. 1, Dec. 6 & May 22) using examples from our historic newspapers.

Preservation Activities

636 volumes were sent for binding at an average cost of \$16.77. In addition, 8 phase boxes were ordered for the Museum at an average cost of \$43.29. 104 volumes were repaired in house: 19 were simple tip-ins and 6 received a light weight enclosure. Other repairs were encapsulation (2), envelopes (47), repair torn page (9), along with assorted other repairs.

Loan for Exhibition

A publication of the Connecticut State Council of Defense has been loaned for exhibition. *Beware of enemy spies and enemy eavesdroppers!* will be exhibited at the National Constitution Center in Philadelphia from March through August. Our online copy can be viewed at <http://hdl.handle.net/11134/30002:5334475>.

Discovery Services

Cataloging Statistics

5,413	new print monographs and serials cataloged
2,068	new state documents (print, online, DVD, and hybrid) cataloged
1,034	electronic state documents digitally archived
10,696	new electronic federal documents cataloged
411	name authority records contributed to NACO
1,268	federal documents for the Federal Information Preservation Network (FIPnet) project

Unit Accomplishments

A project was undertaken to recatalog Connecticut town materials classified under (very old and out of date) Dewey Decimal numbers and lacking from our online catalog. Many, if not most, require original cataloging. Much of this material is housed in acidic manila envelopes; often separate publications from the same municipal organization were stored together in the same envelope or bound together. We have re-housed them in more preservation friendly acid free folders, with distant publications given their own folders. Publications chiefly date from 1850-1970. They are largely issued by a diverse group of local

organizations: banks, churches, agricultural fairs, literary and educational clubs, local charities, academic institutions

As follow up to our conversion to a new online catalog,, we created or edited 3,200 "Host Records" for boundwiths. All migrated records for boundwith items (a boundwith is a single bound volume, microfilm reel, or box of newspaper issues containing multiple distinct titles), required editing attention to make them comprehensible in Primo. *United States Labor Bulletins* are an example of a Host Record recataloging project. Prominent in the State Library print collections are historical US document serials and monographs that the U.S. Government Publications Office's partner institutions are digitizing, with USGPO guaranteeing access and distributing cataloging records for these electronic versions. One of the most productive Government Publication Office's (GPO) partner is the Federal Reserve Archival System for Economic Research (FRASER), a service of the Federal Reserve Bank of St. Louis. Among the serials digitized by FRASER, and receiving ongoing cataloging by GPO for use of depository libraries, is the Bulletin of the United States Bureau of Labor Statistics. This title began publication in 1913, with the State Library receiving printed issues until 1990. From 1913 to 1958, State Library bindery workers regularly gathered the Bulletins into a "long series" of over 100 bound volumes all of which are labeled United States Labor Bulletins. GPO's distribution of the FRASER scans is allowing the State Library to catalog the print series and to provide access to the electronic versions in Primo from the same records as the print. By utilizing and refining the host record capability in the catalog's bibliographic software, we are able to inventory and provide access to the individual titles in the series as well as to the locally assigned spine titles.

The Library collaborated with the State Library Federal Depository Coordinator in establishing cataloging protocols and best practices in our integrated library system and in OCLC for the Federal Information Preservation Network (FIPnet) project.

The Library participated in an ongoing collaborative effort with librarians from the Connecticut state universities and community colleges to define best practices for bibliographic record display in Primo, our consortium's campus discovery product. Six online conferences were held to determine which of 139 officially sanctioned MACHine-Readable Cataloging (MARC) fields to incorporate in Primo display and to determine their groupings, rankings, and display labels.

In cooperation with the Library Development Division and with Central Connecticut State University, the State Library configured the parameters for delivery of 751,625 records from our library management application Alma into findIt CT. These records represent the physical holdings of the State Library in Hartford, the Library Service Center, and the Library for the Blind and Physically Handicapped.

We implemented OCLC Gateway Export to supplement established Alma saving and importing by collection workflow. Gateway Export avoids some workflow steps but adds a few others; it works best for exporting a single new record or a single updated record.

Library for the Blind and Physically Handicapped (LBPH)

Statistics:

7,465	Number of patrons
145,834	Books circulated
85,272	Digital audio and braille book titles
158,340	Individual copies of books
10,249	Audio book players

WebREADS (Web Reader Enrollment and Delivery System):

Advancements in IT technology, and in particular cloud computing, have made possible a major revamping of the National Library Service (NLS) audio and braille book program. NLS is developing several sophisticated book delivery processes which includes Wi-Fi, refreshable braille, and Duplication-on-Demand. These new service models also require a corresponding upgrade in our computer capabilities..

Unfortunately, the Consortium of User Libraries (CUL) library software system is unable to make the transition to a web-based platform that could accommodate the forthcoming NLS upgrades, as well as software that would have real-time communications with a centralized NLS database. The CUL system's technology became obsolete. Accordingly, in March 2018, the LBPH installed a new web-based system called WebREADS which has the capability to incorporate the new NLS programs. As an additional benefit, WebREADS is produced by the NLS itself and therefore it receives new upgrades before any other library software system. Because it is an NLS product, it is also free of charge which is a savings of \$30,300 per year for the State Library.

The library software migration process was completed on March 26, 2018. As expected, there were a number of glitches that were corrected in a timely manner. Once fully functioning, the LBPH experienced a rapid and dramatic 35% increase in the monthly circulation. In essence, this software greatly increased the number of audio books available for computer selection thus increasing the number of books circulated.

A fiber-optic line was installed in August 2017 which greatly improved high-speed broadband capabilities at the LBPH. This upgrade was also essential for the LBPH to migrate to the web-based platform, namely, WebREADS.

Patron Survey: 780 LBPH patrons were surveyed in June-July 2017 using Survey Monkey. 188 patrons responded with the following significant results:

- 80% rate the LBPH as excellent or very good (19%).
- 92% say that the LBPH staff is knowledgeable, courteous and professional.
- 96% say that the LBPH improves the quality of their lives.
- The patron comments were overwhelmingly positive.

Braille Book Donation Overseas: Over 27,000 braille volumes have been donated to overseas institutions serving the needs of the blind and disabled or have been recycled due to damage. These braille volumes were in excess of the LBPH needs due to braille delivery services being provided by the Utah LBPH. The NLS paid the postal costs. Braille books were shipped to the following overseas institutions:

American Friends of Kenya (AFK) in Kenya.
Karnataka Federation for the Blind and Physically Handicapped in India.
Nepal Association for the Welfare for the Blind.
Malaysia Association for the Blind.
Louis Braille Memorial Library for the Blind in Bangladesh.
All-Book Corporation in Bangladesh.
Fima Institute for Disabled Society in Bangladesh.

Braille service from the Utah LBPH was renewed in July for the 5th year. Utah acts as our storage and distribution point for braille books to our patrons. Patrons will still request books through our reader advisors. Our braille collection thus became in excess and enabled the LBPH to donate them to needy libraries overseas. It also opened up about 5,500 linear feet of shelving, in conjunction with the previous disposal of some 270,000 obsolete cassette audio books, that is now available for other much needed uses.

Outreach efforts continued on a regular basis with emphasis on reaching the providers of health care to the blind and persons with disabilities. In the spring-summer of 2018, the NLS ran a nation-wide advertisement campaign which has resulted in over 200 requests for applications above and beyond the normal amount.

Connecticut Volunteer Services for the Blind and Handicapped (CVSBH) is a private, non-profit organization producing digital audio books for the LBPH patrons. It has uploaded 37 digital audio books this year to the NLS's nation-wide audio book download website, called BARD, in addition to local circulation, with 33 more in process as well as several dozen in early stages of recording. The CVSBH is also pursuing a contract with a professional audio book duplicating firm in order to convert about 2,700 books from cassette to digital format. They are also seeking grants to help cover the cost.

Friends of the Library for the Blind is a group of about 35 members and donors whose purpose is to support and advocate for the LBPH. It has become more involved in advocating for the blind and persons with disabilities at both the state and federal levels. The Friends also assist patrons with operating equipment and downloading audio books from the NLS website. Group activities also get planned and in the last year have included a tactile tour of the Wadsworth Atheneum, a presentation on the non-24 syndrome by Vanda Pharmaceuticals, and a guest speaker concerning the services to the blind by the federal Dept. of Veteran Affairs. They meet at the LBPH bi-monthly.

The LBPH Advisory Committee meets 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 (Connecticut Radio Information System). The Advisory Committee provides user feedback on LBPH programs and offers advice and recommendations concerning program improvements.

LBPH Volunteers: Patron and volunteer involvement with the LBPH continues to be strong, and absolutely necessary. A dedicated group of 6-8 volunteers, mostly blind, perform the critical library function of audio book inspections. Other volunteers made possible the successful completion of major projects including the recycling of 280,000 cassette books and the donation of braille books overseas. Volunteers also perform several necessary daily tasks and, in general, are available for whatever is needed. Volunteers come from various sources including local high school and college students, students with disabilities participating in job training programs, patrons of the LBPH, interested citizens, and an occasional court-ordered community service person.

The Telephone Pioneers are a group of retired AT&T workers who volunteer to provide essential repair and maintenance services of the LBPH digital playback machines. There are currently five members still working and all are around 90 years of age.

The LBPH participates as a work site for the annual Rocky Hill High School Lend-a-Paw day in which a group of 10 students spend their school day here performing various projects and backlogged tasks.

OSHA (Occupational Safety and Health Administration): The LBPH is a reporting site for the federal Bureau of Labor Statistics annual Survey of Occupational Injuries and Illnesses. In the past year, the LBPH logged 13,560 work hours by 8 employees with no work-related injuries.

Office of the Public Records Administrator (OPRA)

Enterprise Content Management Project: Public Records and State Archives staff and the Department of Administrative Services, Bureau of Enterprise Systems & Technology (DAS/BEST) are continuing to move forward on a project to enhance the Enterprise Content Management (ECM) environment to manage the State of Connecticut's information assets. The ECM system will allow state agencies to more effectively and efficiently store and manage electronic records to ensure compliance and support agency requirements. The Atlas application and public portal have now been installed and testing will be completed in Staging prior to populating the Production database.

Retention Schedules: Staff issued four state agency-specific records retention schedules.

Records Disposals; Certifications; and Examinations: 1,808 requests for the disposition of 129,746 cubic feet of state agency records or scanned hard copies were reviewed and approved or denied. 2,366 requests for the disposition of 27,344 cubic feet of municipal government records or scanned hard copies were reviewed and approved or denied. There were no requests from municipalities for removal of public records personal data files.

153 examinations of indexes and inspections of land records were received (calendar year 2016). Twelve certificates of records disposition for information systems records were received (calendar year 2018).

Records Storage Facilities and Vaults: Staff worked with fifteen towns on municipal vault construction or renovation projects and issued preliminary or final approvals for six projects. Staff inspected an off-site records storage vendor which provides services to state agencies and municipalities.

Training, Outreach and Disaster Response: Staff held meetings with municipal and state agency personnel throughout the year to address issues related to records retention, management or storage, presented town clerk training, and staffed an information table at two municipal conferences. Staff assisted five municipalities and two state agencies in disaster response for the recovery of records damaged by water or mold.

Municipal Grants: The Historic Documents Preservation Program awarded \$666,500 in targeted grants to 153 municipalities, supporting improvements in the preservation and management of local government records across the state. Funding levels were set at \$4,000, \$5,000 or \$7,500, for small, medium and large municipalities, respectively. Grants were awarded in the categories of Inventory & Planning; Organization & Indexing; Program Development; Storage & Facilities; and Preservation & Conservation.

The program has awarded over \$15 million in grants to Connecticut municipalities since its establishment in July 2000 under Public Act No. 00-146. Effective December 1, 2017, the land recording fee which supports the program was increased pursuant to Public Act No. 17-2, providing additional funding for the program as well as for dedicated records management funds retained by each town clerk's office.

State Records Center Services: The State Records Center provides off-site inactive records storage for state agencies free of charge. Staff processed 5,334 reference requests from state agencies and re-filed or inter-filed 2,327 files/boxes. Staff accessioned 5,793 cubic feet of records. In addition, staff

deaccessioned 6,078 cubic feet of records, leaving room for an additional 13,458 boxes. Currently the State Records Center stores 61,550 boxes.

State Archives

New Acquisitions: The State Archives acquired 43 accessions totaling 715 cubic feet, bringing the total quantity of records in the Archives to 46,638 cubic feet. Accessions included State Police investigation files, 1989-1999; Connecticut State Farm for Women records, 1920-1984; Insurance Department, Financial Regulation Division records, 1973-2017; Permanent Commission on the Status of Women records, 1972-2014; Commission on Aging records, 1993-2016; Office of the Attorney General, Health and Education records, 2001-2009; Department of Public Works, Connecticut Juvenile Training School energy center files, 1999-2018; Town of Hamden property record cards, 1955-1965; Town of Plainville tax abstracts, 1869-1989; Town of Sharon voter registration cards, circa 1942-2002; Town of Windsor school records, 1886-1991; Town of Windsor town manager records, 1963-2016; Norwich United Congregational Church records, circa 1757-2000; Connecticut Forest and Park Association records, circa 1990-2017; and Southington Probate District wills, 1934-1975.

Finding Aids: The State Archives encoded 2 additional finding aids in Encoded Archival Description, bringing the total quantity of finding aids posted on the State Library website to 574.

Collaboration: State Archives staff and the Remembering World War One project staff concluded work with the Connecticut Radio Information System (CRIS) on its National Historical Publications and Records Commission (NHPRC) *Literacy and Engagement with Historical Records* grant project, "Voices of WWI". "Voices" was a pilot project to improve access to historical documents for people who are visually impaired or have print disabilities. CRIS readers recorded 165 documents from the State Library's collections and made available through the CRIS Voice's project web pages including 76 "letters to home", 4 diaries, 15 government pamphlets, 17 military service questionnaires, and 53 articles from local newspapers. By the time the grant project ended, the web pages had recorded more than 6,550 hits on the recordings. Project information was also provided to the State Department of Education's Resources Library. A number of educators have incorporated some of the recordings into their American History curriculum concerning World War I as a way to bring history to life for the students. The recordings and some of the documents were ingested into the Connecticut Digital Archives (CTDA), the State Library's digital preservation repository. Researchers are able to link to the recording and digital images from the main CSL website, as well as the Library for the Blind and Physically Handicapped (LBPH) and the Connecticut in World War 1 web pages.

State Archives staff began preliminary work with the state's constitutional officers to identify historically significant records for transfer to the Archives prior to their relocation in 2019 from their current locations to the renovated State Office Building at 165 Capitol Avenue.

The State Archives successfully recovered five New London County Overseer documents related to the Pequot tribe that had disappeared from the collection at some point in time and were sold at auction on eBay in April 2017. The sale occurred despite a request to both eBay and the seller to suspend the sale until the documents could be verified. Using documentation related to a 2000 stolen documents case, the staff was able to confirm with certainty that the documents had come from its collection of New London County Court Overseers Documents. The Connecticut State Police were eventually able to locate the buyer who agreed to return the documents. The Library was willing to reimburse the purchase cost because the buyer had no way to know that the items were state property and should have never been sold. Detective James Nolting delivered the documents to the State Archivist on April 23, almost a year to the day after they appeared for auction. Due to similar circumstances with other state and local archival records showing up on eBay, the Council of State Archivists [CoSA] has formed a Replevin committee to

develop guidelines and standards regarding the issue and hopes to develop a partnership with the National Association of Attorneys General [NAAG] on this matter.

Storm Damage to Archives Storage Facility:

On the morning of October 25, 2017, Archives staff assigned to the 75 Van Block Avenue storage facility discovered a significant water leak in the warehouse area that had resulted from heavy rains the previous night. Approximately 49.5 cubic feet of records located below a roof drain sustained varying degrees of water damage to the boxes ranging from slightly wet to soaked and falling apart. Records affected included Secretary of the State Articles of Incorporations, Voluntary Associations, 1837-1945; New Haven Superior Court Criminal Case Files, 1900-1945, and Fairfield County Coroners records, circa 1968-1977. For half of the records, the boxes had absorbed all or most of the damage which only required replacing the boxes. The remaining records sustained to up to 2 inches of water damage along the edges in contact with the box. For those items, staff called in a records recovery vendor on state contract, BELFOR USA, because there was neither the space nor the personnel required to properly handle wet historical paper records. The vendor freeze dried the records, which safely removed the water from the paper. The dried documents were then placed into new boxes of the same size and in the original order, and box labels were replicated. This process took approximately 4 weeks. The restored records arrived back at the facility on January 19.

Public Records of the State Of Connecticut

Editorial work on Volume XXII (1823-1824) of the *Public Records of the State Of Connecticut* has been completed. This volume is a published transcription of the handwritten official record of the acts, resolutions, and appointments made by the General Assembly during 1823 and 1824. The volume reveals two major forces affecting Connecticut politics: political fragmentation on the state and national levels and an economic revival in Connecticut after the end of a recent recession. Publication is expected by the end of the year.

Museum of Connecticut History

The collections (political, industrial and military) grew by 375 accessions, largely through purchase using the private monies of the Museum Collections Fund. Through auction, the Museum purchased extraordinarily rare government inspection gauges for the U. S. Model 1842 Pistol, made exclusively by Middletown contractors Henry Aston and Ira N. Johnson, who were given War Department contracts despite never having made firearms before. The purchases included one complete set of gauges, three incomplete sets, and a Model Pistol custom-built by Springfield Armory. Interchangeability of parts is central to the American System of Manufactures which evolved in the 2nd quarter of the 19th century. Parts gauging was the American System's defining secret to success.

Research on the gauges sparked Museum interest in Middletown's larger armament industry circa 1810 to 1860. Pistols and shoulder arms of Simeon North, the Aston/Johnson pistols, swords and muskets of Nathan Starr and the pistols and rifles of Robert Johnson were all manufactured in Middletown. From scattered sources, their respective factory sites have been located and research has begun using historic maps, photographs, reminiscences and land records to better illuminate their roles in Connecticut's industrial heritage and national defense. Collections efforts are at present, emphasizing acquisition of quality examples of these arms.

Connecticut World War I collecting has secured multiple town and city service medals, programs from "welcome home" celebrations, patriotic sheet music, Connecticut-made army field equipment, soldier

artifact groupings and period advertisements for military goods. Noble & Westbrook (East Hartford) company scrapbooks, a marking machine model, trade catalogs and engineering bulletins came in as a donation. CT-made hand tools by more than a dozen manufacturers were acquired through various on-line auctions and fixed price sites.

Museum staff continued to participate in the National Park Service's planning for a new park at Coltsville, spearheaded by the Springfield Armory National Historic Site staff. Also, the "Connecticut Explored" magazine ran curator-written "Snappy Style from Beacon Falls", which is an article about canvas-topped, rubber-soled summer and athletic shoes by the Beacon Falls Rubber Shoe Company, 1890s-1920s.

Educational outreach of 66 presentations in K-12 schools in 20 cities/towns gained an audience of 1,579 students. The "CT Sampler" ran 30 times, "CT Invents" 15 times and "Colonial CT" 5 times. Adult outreach visited 3 different retirement homes and senior centers for 72 people. 15,911 students from 102 Connecticut towns visited the museum with an additional 10,000 "walk-in" visitors for a total of 26,000 attendance, an increase of about 2,000 from the prior fiscal year. Our Lutz Museum collaboration featured 8 sessions of "Change for CT" and 8 sessions of "Small State, Big Ideas." The museum's social media presence continues to flourish: the "CT Invents" blog had 8,876 views (ctinventor.wordpress.com). The Twitter feed (@ctmuseum) gained an additional 70 followers, now up to 775. The Museum of Connecticut History FaceBook page--- a vehicle for Connecticut short stories, museum objects and images and upcoming museum events--- has more than 1,500 "likes", a 10% increase from last fiscal year.

Information Reported as Required by State Statute

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).