



## **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:** 81 (all funds, as of 6/30/24)

**Recurring operating expenses:** \$10,735,589

**Organizational structure:**

**Office of the State Librarian** (including: Fiscal/Administrative Services)

**Collection Services**

**Discovery & Delivery Services**

**Library Development** (including: CT Library for Accessible Books)

**Museum of Connecticut History**

**Office of the Public Records Administrator**

**Reference Services**

**State Archives**

## **Mission**

The CT State Library is a gateway to lifelong learning for all residents and visitors, inspiring a shared and informed future through our diverse, historic, and cultural resources.

## **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.

As the State Library Board's and the State Library agency's Chief Administrative Officer, the State Librarian is responsible for administering, coordinating, and supervising all aspects of the agency's operations enumerated above as well as directing staff; administering the Federal Library program; and developing and directing a public records management program.

The State Library 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.

### **Collection Services**

Responsible for administering the Library Materials budget and its acquisitions; collection development; documents processing; monograph and serial processing. The Preservation Office digitizes unique works from the library collections; participates in statewide and national digital initiatives; and provides in-house repair, treatment, and custom protective enclosures to the 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 of Library Development 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.

### **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.

### **State Archives**

While the State Library has served as the official State Archives since the passage of PA 09-175 in 1909, it began acquiring historical records from the three branches of State government as early as 1855 under the first State Librarian J. Hammond Trumbull. Today, the State Archives

includes more than 50, 220 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 2023-2024**

### **Collection Services**

#### *Collection Statistics at a Glance*

7,331	Items added to the general collection
1,891	Items added to the Federal Documents collection
2,606	Items added to the Connecticut Documents collection
529,706	Links to full text resources maintained in Alma/Primo, the library catalog
141	Databases on the LibGuides A-Z List
45,599	Virtual visits to databases on the LibGuides A-Z List
203	Interlibrary Loan lending requests filled
2,925	CT State Library cards issued
295	In-house repairs to preserve tangible items in collections
44,600	Pages (1.75 terabytes of data) digitized from collections

#### *General Collection*

Staff added 7,331 tangible items to the general collection (e.g., Stacks, Current Statutes, Reference, Newspaper Room).

#### *Connecticut Documents*

Staff added 2,606 tangible Connecticut documents to the collection. Of these, 2,153 were state documents and 453 were town documents. Also maintained the Connecticut State Document Depository Program by distributing 1,105 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, the Connecticut State Library (CSL) added 1,891 tangible Federal Documents to the collection. Of these, 1,680 (89%) were paper and 211 (11%) were microfiche.

#### *Deaccessions*

Following the established surplus procedure, Collection Services staff deaccessioned 1,292 volumes from the law library collection. The deaccessions weighed 4,363 pounds and freed 236 linear feet of shelf space. These law materials were digests and looseleaf services identified by the CSL Law Reference librarians for weeding.

### *Electronic Resources*

The LibGuides A-Z List of Databases at <https://libguides.ctstatelibrary.org/az.php> received 45,599 virtual visits, an average of 125 visits per day. We offered 141 databases, of which 94 permit remote access 24/7 for CT State Library cardholders using OCLC (Online Computer Library Center) Hosted EZproxy authentication. The top three databases most often consulted on our LibGuides were *ProQuest's Hartford Courant (1764-1998)*, *Connecticut Death Records Index, 1897-2001*, and *Connecticut Marriage Records Index, 1897-2001*.

The Alma/Primo catalog offered 882,388 portfolios (i.e., links to full text) as shown in the breakdown below. Collection Services staff maintained 529,706 links to CSL licensed content and 40,941 links to researchIT CT statewide databases, including eBooks, ejournals, online newspapers and more. CSL licensed content accounted for 60% of the portfolios in the catalog.

- CSL licensed content: 529,706
- U.S. Government Publications (USGPO): 270,029
- researchIT CT databases: 40,941
- Connecticut State documents: 26,898
- Freely available resources: 10,909
- Connecticut Digital Archive (CTDA): 3,784
- CT State Archives finding aids: 121

### *Circulation*

Reference Services staff issued 2,925 new State Library cards to Connecticut state employees, residents, and students. In addition to borrowing privileges, these library cards provide users with remote access to our licensed electronic resources. CSL offers an online library card application form on our website and mails physical cards via US Mail. Collection Services manages the online library card application form and the mailbox of incoming applications.

### *Digital Collections*

The Preservation Office digitizes unique works from the library collections and participates in statewide and national digital initiatives. Over the past year, a total of 312 volumes and 181 serial issues were digitized, amounting to over 44,600 pages (1.75 terabytes (TB) of data). This included the following special projects:

- *Trumbull Papers*: These letters, documents, and other papers dating from 1631 to 1784, collected by Governor Jonathan Trumbull, are valuable primary sources for research into the colonial and Revolutionary War periods in Connecticut and American history. Over the course of this project, 48 volumes were digitized, totaling over 20,000 images (1.5 TB).
- *Connecticut State Documents*: The second phase of an ongoing project to digitize unique Connecticut state documents from the State Library collections was completed. This phase of the project digitized a total of 203 publications issued from 1950 to 1960.
- *Connecticut General Assembly Proceedings*: Forty-nine volumes of historic transcripts from the 1965 and 1967 House, Senate, and Joint Standing Committee proceedings were digitized, amounting to over 17,000 pages (580 gigabytes (GB)).

Due to the system migration and upgrade of the Connecticut Digital Archive (CTDA), fewer digitized items were added to CSL's digital collections in the CTDA. Since the upgraded system was available in early 2024, 53 volumes and 40 serial issues, or about 80 GB of digitized content, were added.

The CSL received an award of \$259,644 from the National Endowment for the Humanities (NEH) to continue to digitize historically significant Connecticut newspapers through the National Digital Newspaper Program (NDNP) over the next two years. This is the sixth grant award received for newspaper digitization, which will allow the Connecticut Digital Newspaper Project (CDNP) to add another 100,000 pages, digitized from microfilm of newspapers published in the state between 1690 and 1963, to the Library of Congress' Chronicling America database. Titles selected to be digitized include early Connecticut newspapers, such as the *Danbury Times*, 1837-1871; New Britain's Polish language newspaper *Przewodnik katolicki* (Catholic Leader), 1908-1932; newspapers illustrating the suburbanization of Hartford, such as the *Weekly/East Hartford Gazette*, 1925-1963; the labor newspaper *Connecticut CIO Vanguard*, 1943-1958; and further years of the daily *Bridgeport Times/Evening Farmer/Times-Star*, 1923-1928.

### **Discovery & Delivery Services**

#### *Cataloging Statistics at a Glance*

- 9,943 Print monographs and serials titles cataloged
- 9,441 US Government publications titles cataloged (all formats)
- 7,771 US Government publications titles cataloged (electronic resources)
- 203 Connecticut State publications titles cataloged
- 304 Authority records submitted to NACO

#### *Connecticut State Library and the Library of Congress*

CSL has resumed its longstanding partnership with the Program for Cooperative Cataloging (PCC), particularly with the program's NACO (Name Authority Cooperative Program) unit, at the Library of Congress. In September 2023 the Cataloging Unit participated in an intensive five-day training workshop on NACO practice. After a brief period of revision by the Library of Congress in October, the State Library resumed independently contributing name authority records to the NACO project. Permission for the CSL to contribute independently to NACO had been suspended since the retirement of our PCC coordinator in February 2022. In addition to NACO, the State Library has renewed its participation in the other major PCC program, CONSER (Cooperative Serials Online Program). As of June 2024, staff is communicating regularly with a CONSER revisor on difficult issues in serials cataloging as they arise.

#### *Updating Retro-Link Associates Records*

In 2022 staff developed a method for importing Retro-Link Associates (RLA) records into the OCLC (Online Computer Library Center) database. These are records that were commercially keyboarded by RLA, but not submitted to OCLC, from State Library shelflist cards, as a retrospective conversion project in 1993. Updating these records to OCLC facilitated the digitization of Connecticut State Documents and their ingestion into the Connecticut Digital Archive. As of the date of this report, all 1,100 records identified for update have been

completed. Significantly, names of contributors to these publications, principally Connecticut state governmental units, have been submitted to NACO.

#### *Electronic Resources*

Staff has been reviewing all unassigned digital inventory of copies of state library physical resources and, when available in Internet Archive, assigning the link to those resources to the Internet Archive electronic collection. At the end of this reporting period staff had completed work on 8,000 of the 9,000 records requiring analysis.

#### **Division of Library Development (DLD)**

##### *Transformation for Libraries: The Futures School: An Organizational Perspective*

The Connecticut State Library was awarded \$285,000, extension grant #RE-250063-OLS-21, by the Institute of Museum and Library Services (IMLS) through the Laura Bush 21<sup>st</sup> Century Librarian Program (LB21) to support Transformation for Libraries: The Futures School. During the original grant period, the Transformation for Libraries project has focused on individuals and will ultimately result in the successful training of over 500 members of the library workforce; however, there continues to be a large demand from the field for additional training opportunities and to contextualize Strategic Foresight inside a more organizational perspective. Based on feedback, observations, and assessments of activities in the first year of Transformation for Libraries: The Futures School, the CT State Library and its partner Kedge: The Future School (now TSFX), is actively engaged in identifying potential states and library systems with which to grow this partnership, with a specific interest in targeting statewide and underserved library systems as upcoming cohorts. To date, five of the ten Cohorts have been completed, including an Open Cohort, Library of Virginia Cohort, State Library of Pennsylvania Cohort, State of New Hampshire Cohort and an Arizona State Library Cohort.

##### *Regional Navigator Sharing Plan*

DLD was awarded an Institute of Museums and Library Services (IMLS) National Leadership Grant LG-254838-OLS-23 in the amount of \$249,948 to design and implement a replicable, regional navigator sharing plan. The Connecticut State Library, in collaboration with eight public libraries, will design and implement a replicable model for regional sharing of digital navigation services to underserved residents. The plan seeks to enrich the IMLS-funded Salt Lake City navigator model to facilitate the participation of smaller libraries via a regional collaboration, simultaneously demonstrating efficiencies of scale. The State Library of Connecticut's Regional Navigator Sharing Plan will engage with 2,000 residents in need, distribute 400 computers, and create a toolkit for replication of such regional library collaboration. The implementation of this model is expected to inform those responsible for Digital Equity Act projects across the United States of ways to introduce centralization and efficiencies into the smaller navigation project models with which they are familiar. This grant project builds on the Connecticut State Library's American Rescue Plan Act (ARPA)-funded Digital Navigator Pilot.

##### *All CT Reads*

The All CT Reads year-round initiative continued to promote lifelong reading, learning, and connection using 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 a partnership with the Connecticut Library Consortium (CLC), and the CT Association of School Librarians (CASL). 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.

#### *Creative Aging in CT Libraries*

Creative Aging in CT Libraries was a pilot project in partnership with Lifetime Arts and the CT Office of the Arts (COA) within the Department of Economic and Community Development (DECD). Over the summer of 2023, the ten public CT libraries selected from the 25 that applied received hands-on training and support from Lifetime Arts staff to assess community needs for older adults around creativity and the arts. Libraries also worked with COA in identifying local teaching artists within a library's region and who met the community's interests to hire for the program with support from Lifetime Arts. By December 2023, all ten libraries' eight-week programs concluded with a public-facing culminating art opening and exhibit. In the months following this successful pilot, two libraries have shared that they secured local funding to provide additional sessions beyond the pilot.

#### *Growing Equitable Library Services (GELS)*

Growing Equitable Library Services (GELS) is a workshop series that strives to provide the training that help libraries become strength-based, trauma informed, antiracist, social and emotionally conscious community institutions. In the fall, GELS held three sessions: Hartford HealthCare Mental Health First Aid certification programs for Youth and Adults. In December, DataHaven returned after two years to share their 2023 Connecticut Town Equity Reports. In the spring, GELS offered a six-part spring series on trauma-informed library services with Beatriz De La Espriella, LCSW and mental health expert who specializes in working with libraries. Beatriz covered everything from the neurobiology of trauma to creating a trauma-informed library environment to navigating trauma for LGBTQ, children, and immigrant communities. All six trainings were recorded and are available along with the slides and supporting documents.

#### *Libraries Without Borders*

DLD concluded a year-long initiative with Libraries Without Borders US (LWB) with six participating pilot libraries: David M. Hunt Library in Falls Village, East Hartford Public Library, Norwalk Public Library, Otis Library in Norwich, West Haven Public Library, and the Willimantic Public Library. Lead partners conducted Impact and Sustainability meetings with each library to provide overviews of their work with LWB, impact and output data, and toolkits designed for continuous work. February also brought two program launch events. The first was the [launch of an outreach van](#) at the West Haven Public Library, the second was the launch of the [Village Voices Community Storytelling Pathway](#) at the [David M. Hunt Library](#).

#### *Ready NOW*

DLD staff served as a facilitator and member of the CT team for the University of Maryland's IMLS National Leadership grant Ready NOW: Supporting Youth and Families During Crisis initiative along with three staff from the Ferguson Library in Stamford. The training sessions began in January alongside each team engaging in the resources and tools to craft their

specific project based on the [Library Staff as Public Servants: A Field Guide for Preparing to Serve Communities in Times of Crisis](#). The CT team worked to build strategies for connecting with community partners in support of historically marginalized youth and families to gain knowledge of how to prepare, with community partners, for crisis situations. This spring, the CT Team presented their work to-date during the bi-weekly co-design session with the national cohort, cross-connecting with initiatives at other public libraries and informing the growth of the Field Guide and the essential tasks from community-engaged libraries.

#### *Building Equitable Library Services*

[Building Equity-Based Summers \(BEBS\)](#) empowers libraries to design summer services that are built on a foundation of equity and designed with the community to ensure systemically marginalized groups engage in library services in new ways. Our learning sessions cover strategies that have brought us the greatest traction in our own equity journeys. These sessions represent the learnings of staff from libraries across the United States who came together several times in working sessions to learn from each other's successes and challenges.

#### *Towards Inclusive Accessibility in Libraries (TIAL)*

Last year, DLD lay the groundwork for a new initiative Towards Inclusive Accessibility in Libraries (TIAL) with the tagline, "Expanding Possibilities for All Ages and Abilities." The mission shares: We recognize that providing greater accessibility expands inclusion. Towards Inclusive Accessibility in Libraries (TIAL) seeks to address the knowledge gaps and biases that exist about people with disabilities and people who are aging, and to aid libraries in extending access to library resources and services, enriching the lives of all community members.

#### *Transforming Libraries and Museums: Collaboration for Accessibility*

This year, DLD implemented Transforming Libraries and Museums: Collaboration for Accessibility, a pilot project with Perkins Access to create accessibility training with and for different types of CT libraries and museums to create image and audio descriptions in partnership with CT Office of the Arts (COA) in the Department of Economic and Community Development and CT Humanities. Following research and assessment of the participating institutions, on September 27<sup>th</sup>, we held the culminating full-day hybrid training with a pilot cohort of 18 participants from four public libraries, four art museums/galleries, three historical museums, a children's museum, and an aquarium along with our statewide partners. The workshop covered web accessibility, image descriptions, and live descriptions, as well as independent access to descriptions and multimedia platforms.

#### *Financial Literacy Partnerships*

DLD participated in CT Saves Week activities during Financial Literacy Month in April, including tabling at the annual financial expo hosted by the CT Department of Banking at the Legislative Office Building in Hartford, and participating in the annual financial education event at Hartford Job Corps, as well as a new financial education event for students at the University of Connecticut Hartford campus.

#### *GIANT Room Pilot*

DLD partnered with [The GIANT Room](#) to bring a new way of community engagement to Connecticut libraries. The GIANT Room creates a way for children to get creative and turn their

ideas into reality, starting with a creative spark. The GIANT Room believes the process of generating new things is social and is best done with a community. A series of learning workshops were held for libraries to learn about the GIANT Room and their methods. One library was chosen to host a large family program for their community facilitated by the GIANT Room staff. In addition, five pilot libraries were chosen to work with the GIANT Room throughout the year to learn how to facilitate their own programs using the GIANT Room methodology and host several family programs with their communities.

### *CT Ready to Read*

[CT Ready to Read](#) is a new initiative of the CT State Library designed to equip public library staff with the information, skills, and tools needed to promote and develop early literacy skills and reading readiness in their communities. Through research-backed learning models, workshops, and resources, library staff will have the opportunity to learn to model for, and work with, parents, caregivers, and children.

### *Becoming Readers*

The New England Collaborative is the partnership between the Youth Consultants in the New England states. Together the New England Collaborative has run a successful Teen Summit, Summer Summit, and is currently in the planning stages of organizing other multistate projects, including summer reading and workshops to discuss leveraging the power of New England to help public libraries. The Youth Consultants across New England built a half day workshop series called [Becoming Readers: Supporting all kids on their reading journey](#). During the session attendees learned to support readers from birth and ways to support prenatal and newborn families, how kids learn to read with a focus on dyslexia and other reading differences, and Mind in the Making, which combines research focusing on executive function skills and science-fueled training and resources.

### *Grants*

- The purpose of the [Connecticut Library Summer Enrichment Grant Program](#) is to empower libraries to enhance their 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 the people [as defined by IMLS](#). For the summer of 2024, twelve libraries were awarded grants funds totaling \$21,210.98. Grant programs include community gardens, “Choose Your Own Adventure” book clubs, coding classes, and sessions designed for caregivers of children with developmental needs.
- *Public Library Construction Grants:* In FY2024, the State Library Board awarded nine library construction grants totaling \$9,201,312 to the Acton Public Library, Old Saybrook (\$2,000,000), Hartford Public Library (Barbour branch), Hartford (\$2,000,000), Kent Memorial Library, Kent (\$2,000,000), Wolcott Public Library, Wolcott (\$1,638,250), Pomfret Public Library, Pomfret (\$1,011,297), North Haven Memorial Library, North Haven (\$249,999), James Blackstone Memorial Library, Branford (\$153,266), Licia & Mason Beekley Community Library, New Hartford (\$105,500), and East Haven Public Library, Inc., East Haven (\$43,000). 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.

- *Fiber to the Library*: In Phase Two of the Fiber to the Library – Internal Connections subprogram, thirty-six libraries received grants for equipment, installation, and configuration totaling \$1,315,475.70.

#### *Connecticut 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) 2024, CTLAB continued its quarterly patron book club and shared monthly and quarterly NLS virtual programs with patrons. During FY24, CTLAB staff conducted 26 outreach sessions to public libraries, low-vision support groups, medical professionals, conferences and community events, and senior centers and living facilities. These outreach efforts reached over 580 individuals.
- Throughout FY24, CTLAB continued its partnership with nine public libraries across the state known as CTLAB hub libraries. This partnership allows CTLAB to engage with potential and new patrons closer to their homes. Additionally, CTLAB staff and staff of the hub libraries worked together to conduct outreach to potential CTLAB patrons in hub library communities.

#### *Public Library Annual Report and Statistical Profile*

177 public libraries completed the FY2023 annual report. Each library reports 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. Usage of public libraries' services continues to rise since 2020, with programming and non-library meetings up by more than 50%. The number of libraries who no longer charge fines for books and DVDs is also up to 127 total libraries. Workshops were offered to help libraries navigate the annual report guidelines and how to use annual report data throughout the year. For FY2024, each library will fill out their annual report on a new platform. We have partnered with Novus to help us create a dynamic, easy-to-use platform where libraries will be able to submit their report and download their own custom reports based on any of the data added, as well as any standard reports we create. Libraries will also be able to access previous reports back to FY2016. The platform will also be a huge help in getting the data prepared for the Public Library Survey since all the data will be centralized.

#### *Statewide Library Services*

- eGO CT is the statewide eBook program. In FY2024, academic and public libraries were actively recruited, and 5,923 items were purchased to support the program. Connecticut public library users access eAudio and eBook titles from their individual public or academic library, using an all-in-one, intuitive, user-friendly mobile app for iOS and Android. As of June 30, 2024, 173 libraries have moved into production and are sharing content with their patrons, and 177 libraries have been configured and tested in the Palace app.
- The eGO CT Community Sharing Program for schools as part of the eGO CT program aims to provide easier access for students to the Connecticut State

Library eBook collection. There were 40 school sites that were added to the program in FY24 for a total of 156 K12 sites. There were 3,521 items purchased specifically for this 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 fiscal year, libraries successfully lent 13,647 items through the system.
- findIT CT is Connecticut's Statewide Library Catalog. It contains the holdings of 333 libraries in Connecticut totaling more than 25 million holdings.

#### *DLD Professional Development Training*

There were more than 2,300 registrations for the 100+ professional development/continuing education workshops offered to CT library staff. Of note this year was a focus on Readers' Advisory training and an Augmented/Virtual Reality series. A newly developed management series titled "Lead Your Library: Practical Management of Public Libraries," and full-day in-person workshops on management and leadership skills specifically geared towards Supervisors and Middle Managers were held. Mental health workshops were offered including ones leading towards adult and youth mental health first aid certifications. In addition, hundreds of online self-paced tutorials and webinars were offered and viewed more than 6,000 times.

#### **Museum of Connecticut History**

##### *Acquisition Highlights*

- Governor John Rowland commemorative items: Nike basketball, candy dish, note card, c. 2000.
- Justice James E. Murphy's top hat and golf club, c. 1930-40
- Brass apothecary scale used by Jeremiah Sheahan, Bridgeport, CT c. 1860-70s.
- Portrait of State Senator Orange Merwin, c. 1850s
- CT Militia flag of the 8<sup>th</sup> Company 3<sup>rd</sup> Regiment Light Artillery, c. 1837-1845
- CT National Guard Adj. Gen. George M. Cole collection of military effects

##### *Loans to Museums*

- Military flag (2<sup>nd</sup> Regiment Light Dragoons, 1776) loaned to the Museum of the American Revolution, Philadelphia, PA for display in their "*Witness to Revolution: the Unlikely Travels of Washington's Tent*" exhibit, 2024-2025

##### *Loans Returned to the Museum*

- Connecticut Woman's Suffrage Association pennant, "Votes for Women," returned from the HillStead Museum, Farmington, CT
- Connecticut Woman's Suffrage Association sash, "Votes for Women," and Weed sewing machine returned from the Connecticut Museum of Culture and History, Hartford, CT
- Connecticut Woman's Suffrage Association cape, returned from the Greenwich Historical Society, Greenwich, CT
- Portrait of General Joseph Spencer by Charles Noel Flagg, returned from the East Haddam Historical Society, East Haddam, CT

- Five clocks and four framed pieces of art returned from the Governor’s Office, State Capitol, Hartford, CT

### *Education & Programs*

- During the 2022-2023 school season, 3,852 students and 388 adults visited the Museum of Connecticut History. These figures represent scheduled groups and does not include walk-in visitation.
- Museum staff delivered outreach presentations at schools and in communities across Connecticut, including Enfield, Glastonbury, Madison, Rocky Hill, Suffield and Waterford. These presentations were attended by 325 participants and included students in elementary and middle school and adult learners.”
- The museum hosted ten “Hiking Through History” programs for 151 guests at various locations across Connecticut from July 2023 through June 2024. The hikes, 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, took place in Hartford (Downtown), Windsor Locks / Granby (Windsor Locks Canal), Granby (Dismal Brook Preserve), Norwich (Downtown/Waterfront), and Ashford (Old Connecticut Path).
- The experiential education program *Digging Into History: On the Road with Rochambeau* took place July 11-24, 2023. Students from Connecticut and France worked together to excavate an archeological site occupied by the French army during the Revolutionary War, which was organized by museum staff, State Archaeologist Dr. Sarah Sportman, and the Friends of the Office of the State Archaeologist (FOSA). Funding for the program came from grants from the Connecticut Heritage Center, the Center for Community Engagement and Research at Central Connecticut State University, and the National Park Service Washington-Rochambeau Historic Trail through the auspices of the Washington-Rochambeau Revolutionary Route, and financial gifts from small donors.

### *Museum Assessment Program*

The Museum of Connecticut History participated in an “Organizational Assessment” through the American Alliance of Museum (AAM)’s Museum Assessment Program. The goal of the Organizational Assessment is to create a solid foundation for the museum’s long-term health and impact emphasizing thinking, acting, and planning strategically; organizational alignment and capacity; leadership and organizational structure; and risk management and organizational culture. Peer Reviewer Cindy Gardner, the Museum Division Director at the Mississippi Department of Archives & History, conducted a site visit with museum staff September 26-27, 2023 and provided a final report with 18 discrete recommendations for museum improvement.

### *Collections Assessment Program*

The Museum of Connecticut History participated in the “Collections Assessment for Preservation” (CAP) through the Foundation for Advancement in Conservation. CAP provides an opportunity for museum staff to work with professional consultants by issuing partial funding toward a general conservation assessment aimed at helping small and mid-sized institutions improve collections care and establish a prioritized set of recommendations. Assessors Kathy Craughwell-Varda and Daryn Reyman-Lock conducted a site visit to the museum on December

11 and 12, 2023 and provided a final report with approximately 40 discrete recommendations relating to the preservation of the collections.

## **Office of the Public Records Administrator**

### *Retention Schedules*

Staff continued work with state agencies to develop new or revised State Agency Specific Retention Schedules. Public Records issued one new State Agency Specific Records Retention Schedule, six new records series to the State Agency Specific Records Retention Schedules and one 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 FY2024, the program awarded \$1,016,000 in targeted grants to 150 municipalities, with funding levels set at \$6,000, \$8,000 or \$11,000, for small, medium and large towns, respectively. Since its establishment under Public Act No. 00-146, the program has awarded over \$21 million in municipal grants. These grants support a broad range of projects, including digitizing paper records for improved preservation and access. Many municipalities reported that because of ongoing grants from this program, they have been able to start meeting increased demand for electronic access to records, which began with being well-prepared to provide electronic access to the land records during pandemic closures; this ability to provide online access supported essential services for the recording of property transactions across the state. Municipalities have also reported that the grant allows them to take on projects that they would not be able to otherwise, upgrading information technology hardware and software, records storage improvements, and ongoing preservation work for permanent records.

### *Policy, Procedure, and Resource Updates*

Public Records and State Archives staff continue to collaborate to move forward with initiatives for the management and preservation of statewide electronic government records. To inform the departments' revised procedures and new authorization forms for public agencies seeking approval to dispose of original paper records stored as digital images, staff conducted research into procedures developed by other states and monitored the National Archives and Records Administrator's (NARA) pivot to accessioning only digital records from federal agencies. The resulting *Public Records Memorandum 101: Disposition of Original Paper Records after Scanning (2024)* details the State Library's new procedures, the use cases for the new forms, and reminders for executive branch state agencies and municipalities developing internal digitization policies. The result represents a dedicated effort to help public agencies pursue digitization goals responsibly and defensibly in accordance with previously released *Public Records Policy 04: Electronic Records Management*. Public Records staff issued *Public Records Memorandum 103: Format Requirements for Land Records and Indices* (superseding GL: 2006-1) to clarify regulatory requirements town clerks must follow for maintaining land records on paper and microfilm in conjunction with electronic copies in land records management systems.

### *Training and Outreach*

Staff presented training at 7 records management events, 8 records management webinars, and staffed an information booth at two municipal conferences.

- Municipal training events at the New Town Clerk Orientation, the Litchfield County Tax Collectors Association, the Registrar of Voters Association Conference, the Library Association Office Administrators Roundtable, the City of New Britain, the Town Clerk Certification School, the Probate Court Assembly, records management updates at the Town Clerk Association Conferences, and a webinar hosted by the Connecticut Conference of Municipalities
- State records management training, a series of 7 webinars hosted by Public Records staff for Records Management Liaison Officer and state agency staff

### *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 thirteen municipalities and issued six preliminary/final project approvals during this period.

### *Records Storage Centers*

State agencies and municipalities are permitted to store records offsite at public records storage facilities provided that the facility has been approved by this office. All off-site storage facilities must meet the public records storage facilities policy requirements and receive a certificate of approval to store State of Connecticut records. Our office issued approval of the certification renewal of William B. Meyer, a records storage facility in Windsor, CT, to provide off-site storage for State of Connecticut records.

### *Records Disposals; Examinations; and Certifications*

In FY2024, 1,054 requests for the disposition of state agency records or scanned hard copies were reviewed and approved or denied. 2,757 requests for the disposition of municipal government records or scanned hard copies were reviewed and approved or denied. There were 0 requests for removal of personal data files. In FY2024, 119 certificates for the Examination of Indexes and Inspection of Land Records were received and processed for Calendar Year 2023. Two certificates of Records Disposition for Information Systems Records were received and processed for Calendar Year 2024.

### *State Records Center Services*

The State Records Center provides off-site inactive records storage for state agencies at no charge. Staff processed 1,468 reference requests from state agencies and re-filed or inter-filed 823 files/boxes. Staff accessioned 3,716 cubic feet of records. In addition, staff deaccessioned 4,901 cubic feet of records, leaving room for an additional 28,251 boxes. Currently the State Records Center stores 47,261 boxes of records.

## **Reference Services**

### *Reference Questions at a Glance*

2,879	In person
4,240	Telephone or chat
3,309	Email, mail, fax, or inmate correspondence



10,366 Total reference questions

*Online Research Guides Usage Stats at a Glance*

<b>Group</b>	<b>FY2022 Pageviews</b>	<b>FY2023 Pageviews</b>	<b>FY2024 Pageviews</b>
Government Information	15,160	20,205	20,576
History and Genealogy	267,821	286,878	310,662
Law & Legislation	31,429	40,962	39,400
General Reference	6,053	8,779	9,806
<b>Total</b>	<b>319,735</b>	<b>350,872</b>	<b>380,444</b>

Reference Services staff conducted more than eighteen tours in the last year for a variety of groups encompassing other state agencies, constitutional offices, institutions of higher education, other branches of state government, and historical societies. Several of these were coordinated with Museum of Connecticut History staff, including eight tours totaling 140 participants successfully conducted in a single day on Take Your Child to Work Day.

After 684 appearances spanning over 25 years, Kevin Johnson gave his final public performance as Civil War soldier Private William Riley Salisbury Webb of the 29th Connecticut Volunteer (Colored) Infantry. Kevin’s historic portrayal has brought this Connecticut soldier’s life to a wide range of audiences throughout the state and beyond and has provided the public just a small glimpse of the history and life stories that are housed at the Connecticut State Library. However, this powerful connection to the community will not be lost, as the initial research and narrative for the new James Williams or “Professor Jim” portrayals has been completed, and public performances have already begun. Kevin will also continue his portrayals of Revolutionary War patriot Jordan Freeman.

*Government Information Reference Services*

As shelf space in the stacks and indefinite storage of donations both continue to be a concern, Government Information Services staff worked to address this by evaluating over 600 stored duplicate volumes and weeding through over 1,700 donated items, adding necessary state and federal volumes to the collection while freeing up much needed space. The staff also expended significant effort in reviewing and selecting resources for long overdue updates to the Government Information reference collection which were made possible by a federal grant fund opportunity.

A thorough revision was done for each of the State Agency Profiles, the popular online resource which offer brief histories of each Connecticut state agency that include legislated name changes, tables of leadership, and links to annual reports.

### *Federal Documents Collection*

In the last year, the Federal Depository Library Program implemented a major reduction in the titles it will distribute in print, which required evaluation and input from the State Library's Federal Documents Coordinator. The Government Publishing Office agreed with the Coordinator's submitted requests, which will allow the library to continue receiving in print those titles that will be most beneficial for this collection.

As a result of the solar eclipse this spring, the library received NASA materials to set up a public display and distributed 500 pairs of solar eclipse glasses to members of the public during the week of April 1, 2024. The reference desks continued to receive calls requesting glasses long after the last pair had been claimed.

As part of the ongoing maintenance of the collection, staff processed 16,071 discarded items from selective federal depository libraries in Connecticut and Rhode Island during Fiscal Year 2024. Over 700 federal documents were cataloged and barcoded with record updates to reflect call number corrections and ceased serial publications per the Government Publishing Office. Additionally, a special project to accurately identify, catalog, and barcode about 1,200 oversized federal documents was completed, and over 500 previously uncatalogued maps received from Central Connecticut State University were cataloged, barcoded, and added to the federal depository collection.

### *Connecticut State Document Collection*

Thanks to some filled vacancies, staff were able to devote more thought to how state publications should be organized and accessed moving forward in this environment where documents are primarily produced digitally. Reaching out to agencies both individually and as a group has also been necessary to reinforce their understanding of the state publications repository program requirements. Likewise, attention was turned inward to examine the cataloging and archiving methods being used to capture state entity websites and harvest online state documents.

In the physical collection, the oversized Connecticut reapportionment maps for 2000, 2010, and 2020 in need of a storage solution were organized and relocated to a dedicated map case, with space reserved in anticipation of the 2030 census.

### *Law & Legislative Reference Services*

The Law & Legislative Reference and Bill Room staff have continued their initiative to develop comprehensive digital collections of the unique material preserved in the law collection. This year those efforts expanded to include both the Freedom of Information Commission administrative decisions and Superior Court Housing Session decisions. The digital archive of legislative items accounts for over 4,000 file downloads each month. Despite the prolonged downtime of the Connecticut Digital Archive (CTDA), that collection grew by over 14,000 historical bill files, 260 compiled legislative history files, and over 90,000 pages of indexed General Assembly transcripts.

Other online resources have also been updated this year; the Historical Bills & Acts database created by library staff saw the addition of 17,829 records, which adds six more years of legislative information that was previously unavailable anywhere online. And the legislator

database, which currently contains over 16,000 records, continues to provide updated information on all Connecticut legislators who served in the Senate back to 1776 and the House back to 1849.

In the midst of the digital explosion, the physical law collection continues to grow rapidly and has required frequent shifting to find available shelf space in the stacks. To accommodate the preservation of primary law materials that is part of the library's mission, staff worked together to identify outdated looseleaf items for deaccession to gain necessary shelf space.

### *History & Genealogy Reference Services*

As Connecticut State Library archival materials continued to be scanned by *FamilySearch* volunteers, staff created easy access links to the digitized items which include but are not limited to coroner and divorce records, vital, cemetery, and church records. A searchable index created by staff and now available online improves findability of articles of incorporation for joint stock companies, chartered companies, and voluntary associations without capital for the years 1837 to 1945. A new research guide that details the State Library's vast church record collections and the many denominational resources available was published and viewed over 300 times in the first three months. And Connecticut Superior Court record volumes were used to produce an index to over 1,000 divorce cases for the 1713-1798 time period, resulting in both a print and online version which averaged 247 views per month since its publication.

The History & Genealogy unit was also able to focus more time on the maintenance of its valuable physical collection, beginning with a survey of various map collections and identification of individual maps for future cataloging and placement. Staff completed an inventory of oversized materials that will be reclassified under the Library of Congress Classification system and placed in their designated new locations in the open and restricted collections. Hundreds of 19th century pamphlet materials on a wide range of subjects were analyzed and sent to Collection Management for addition to or deaccession from the library's holdings. Staff also sorted through about 850 donated items that were originally from the Prudence Crandall Museum and have now received the 260 items selected for addition to our collection.

### **State Archives**

#### *Accessions*

The State Archives acquired 46 accessions totaling 3,049 cubic feet, bringing the total quantity of records in the Archives to 53,152 cubic feet. State executive branch agencies have accelerated the rate of transfer due to state office space consolidation and Governor Lamont's 2021 document digitization directive. The State Library's offsite storage facility will shortly reach full capacity. Staff is working on options to extend capacity while developing longer term solutions.

Accessions included: Abby H. Smith family correspondence, 1854-1879. 17 letters (RG 069:043). Connecticut General Assembly Portraits collection, State Senate photograph album, circa 1874-1875 (PG 540). Department of Emergency Services & Public Protection, Division of Scientific Services (RG 161:002): Research files, Miscellaneous Imprint Unit case files, Administration files, DNA miscellaneous files, Toxicology Unit and Controlled Substances Unit case files (sexual assault or homicide related), 101 cubic feet; Toxicology Unit and Controlled

Substances Unit case files (sexual assault or homicide related) and Latent Print case files, 1937-2022, 290 cubic feet; Reconstruction files, 66 cubic feet; Toxicology Unit and Controlled Substances Unit case files (sexual assault or homicide related) and Firearms case files, 1945-2018, 117 cubic feet. Department of Emergency Services & Public Protection, State Police (RG 161:001). Investigation files, 2002, 47 cubic feet. The records are not open to the public per CGS 1-210 and federal Criminal Justice Information (CJI) policy. General Assembly, Joint Committee on Executive and Legislative Nominations records, 2019, 2 cubic feet (RG 002:025). Governor Ned Lamont Records, photographs by James Naleski, 2022-2023 (RG 005:042). Insurance Department docket files, 1983-2019, 9 cubic feet: regulation making records, 1991-2019, 18 cubic feet (RG 011). Office of the Chief Medical Examiner medical records, 1970-2018, 202 cubic feet (RG 194). The records are not open to the public per CGS 1-210 and CGS 19a-411. Pierre Starr Papers, 1834-2022, 4 cubic feet (RG 069:193) Pierre Sythoff Starr, 1839-1920, Pierre served as an assistant surgeon in the 39th Ohio Infantry during the Civil War. After the war he practiced medicine in Chicago and Hartford. The papers consist of correspondence, materials he received while attending Yale University and University of New York, military records, financial records, items from his post Civil War medical career, photographs, and materials from presentations by Robert Starr III, great grandson of Pierre, and the book launch party of "For my Grandchildren" The Civil War Journey of Pierre Starr. State Marshal Commission records, 2001-2022, 5 cubic feet (RG 177). Town of Bolton land records, 1909-1980, 6 cubic feet (RG 062:012). Town of Bridgeport welfare case files, circa 1904-1961, 297 cubic feet (RG 062:015). Town of Harwinton land records, 1905-1957, 9 volumes (RG 062:066). Town of Lebanon land records, 1941-1981, 17 volumes (RG 062:071). Town of Manchester burial permits, 1914-1928, 0.5 cubic feet (RG 062:077). Town of Pomfret records, 1934-1963, 3 cubic feet (RG 062:112); records, circa 1798-1976, 0.25 cubic feet (RG 062:112) list of taxes abated, 1827-1829; property transfer data, 1905-1906; correspondence, 1799, 1808, 1930, 1938; notices of meetings permanently recorded school society districts, 1845-1850; George F. Cram, Chicago, Illinois, Connecticut state map; Connecticut Light & Power Company and Southern New England Telephone Company standard maps, 1975-1976; bills for services and paid, 1798, 1817-1849; and Citizens National Bank book, 1926-1944. Town of Redding land records, 1767-1983, 8 cubic feet (RG 062:117) 10 general land record index volumes, grantor and grantee, 1767-1921; grantor and grantee, 1922-1953; grantor and grantee, 1954-1970; grantor and grantee A-K, 1971-1983; and grantor and grantee L-Z, 1971-1983. Town of Sherman voter registration cards, 1950-2016, 0.25 cubic feet (RG 062:127). The registration cards are not open to the public per CGS 1-210 due to personally identifiable information (PII). Wallingford Probate Court record books, 1776-1897, 32 volumes (RG 004:148).

#### *Federally Funded Digital Government History Preservation Project*

The State Archives received a Congressionally Directed Spending Funding Request of \$948,000 in 2022 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 UConn Library at the University of Connecticut, working with the Connecticut Department of Administrative Services (DAS) Bureau of Information Technology Solutions (BITS). 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; the development and implementation of a web-based automated redaction

tool with archivist intervention to review, reject, and/or approve redactions of archival public records for public access in CTDA; and gathering requirements and data to plan for the implementation of a secured digital preservation repository to preserve long-term and archival state agency records that contain confidential or exempt information from being made publicly available but necessary to ensure continuity of agency operations. During the past year, the following grant outcomes have been completed: develop and implement workflows and project management tools for transfer of born digital records; document metadata templates for all content types; and implement a web-based tool to automate redaction and ingest of archival public records into CTDA.

### *Court Records Project*

The State Archives previously received 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, 1666-1855, especially records related to traditionally marginalized communities, i.e., enslaved persons, free persons of color, and Indigenous persons. At the end of the federal grant, the State Library agreed to continue funding the “Uncovering New Haven” project. Work continues processing the remaining County and Superior Court records, finding aids for the records, a database of cases, and a subject guide. By the end of the fiscal year, project staff processed 195.25 cubic feet (390.5 boxes) of the New Haven County and Superior Court records. Records completed include County Court files 1666-1818, County Court papers by subject (all categories), Superior Court files 1711-1779, Superior Court papers by subject (all categories except executions). They have rehoused cases according to best archival practices, identified and entered approximately 400 cases involving African-descended, African American, Black, Indigenous, Spanish, and multiracial persons or groups into a database spreadsheet to be published online. Staff also scanned 1,440 cases (5,439 pages) for ingest into the Connecticut Digital Archive (CTDA) at <https://ctda-dev1-lib.grove.ad.uconn.edu/node/177>. Scanning halted when the previous Digital Records Archivist retired in March 2024 and will resume when the position is refilled. This project has been publicized on the State Library’s website at <https://libguides.ctstatelibrary.org/archives/uncoveringnewhaven/blog>, as well as Facebook, Twitter/X, Instagram, and other third-party publications.

### *Collaborative Partnership with the Congregational Library and Archives*

Prior to the pandemic, the State Archives agreed to partner with the Congregational Library and Archives (CLA) in Boston on a National Endowment for the Humanities (NEH) grant for support of the next phase of its *New England’s Hidden Histories: Colonial-Era Church Records Project*. The multi-year project seeks to identify and digitize early Congregational Church records especially those involving Black and Indigenous people. This most recent grant allocated funding for a part-time temporary digital technician based at the State Archives to scan and prepare metadata for approximately 6,000 images of sermons, faith commitments, excommunications, and other documentation found in 34 volumes of Congregational Church Records from the State Archives church records collection. The technician exceeded expectations during his six-month contract, creating nearly 10,000 images (426 GB) from 51 physical volumes representing 19 towns.

### *Family Search Digitization Collaboration*

Connecticut Archives, Estates of Minors, 1715-1820, 5,067 images; Connecticut Bible and Family Records, 1726-1925, 207 images; Connecticut Vital Records, Arnold Copy, Ashford-Stafford, 1639-1868, 40,711 images; New Haven County Temporary Home, Admissions and Discharges, 1884-1913, 1,082 images; New Haven County Temporary Home, Children Admitted, Placed, and Returned; 1911-1955, 1,134 images; New Haven County Temporary Home, Record of Children, 1892-1955, 2,464 images; New Haven County Temporary Home, Lists of Children Boarding, 1892-1923, 191 images; Hartford County Temporary Home, Record of Children, 1883-1934, 798 images; Hartford County Temporary Home, Admission Records, 1884-1932, 365 images; New London County Temporary Home, Admissions and Discharges, 1884-1933, 1,598 images; Tolland County Temporary Home, Record of Children, 1884-1891, 14 images; Windham County Temporary Home, Record of Children, 1883-1934, 3,426 images; Hartford Probate Court files, 1916-1920, 98,399 images; Veterans Death Index cards, circa 1636-1978, 118,791 images; Vital Records, 1823-1905, 27,625 images; Record of Headstones for Civil War Veterans, 1882-1921, 2,369 images; Record of Headstones for Spanish-American War Veterans, 1901-1920, 188 images; Record of Funeral Expenses for Civil War Veterans, 1897-1910, 200 images; Record of Funeral Expenses for Civil War Veterans, 1883-1921, 454 images; Record of Applications of Funeral Expenses for Spanish-American War Veterans, 1910-1927, 41 images; Muster Rolls of Connecticut Militia from the War of 1812, 1813, 502 images; Muster Rolls of Connecticut troops (Continental Line) from the War of 1812, 1812-1815, 395 images; Register of Commissions in the Connecticut Militia, 1850-1889, 76 images; and Register of Commissions in the Connecticut Volunteer Regiments, 1862, 116 images.

### **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)".