

President and CEO Report

December 2023

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JULY-SEPTEMBER 2023

at a glance



54,595
ITEMS CHECKED OUT



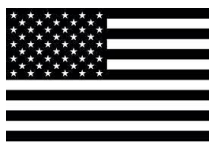
21,048
WIFI SESSIONS



10,833
TOTAL PROGRAM
ATTENDEES



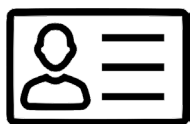
9,245
REFERENCE QUESTIONS
ANSWERED



42
NEW CITIZENS
NATURALIZED



10,630
COMPUTER SESSIONS



290
MUNICIPAL IDS



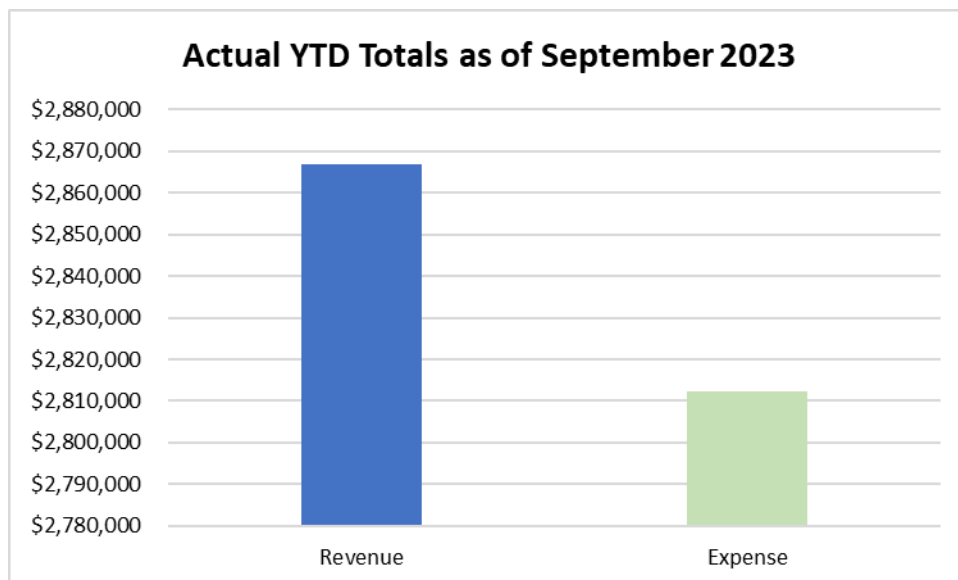
\$1M
GRANTS AWARDED

FISCAL YEAR 2024—OPERATING BUDGET SUMMARY

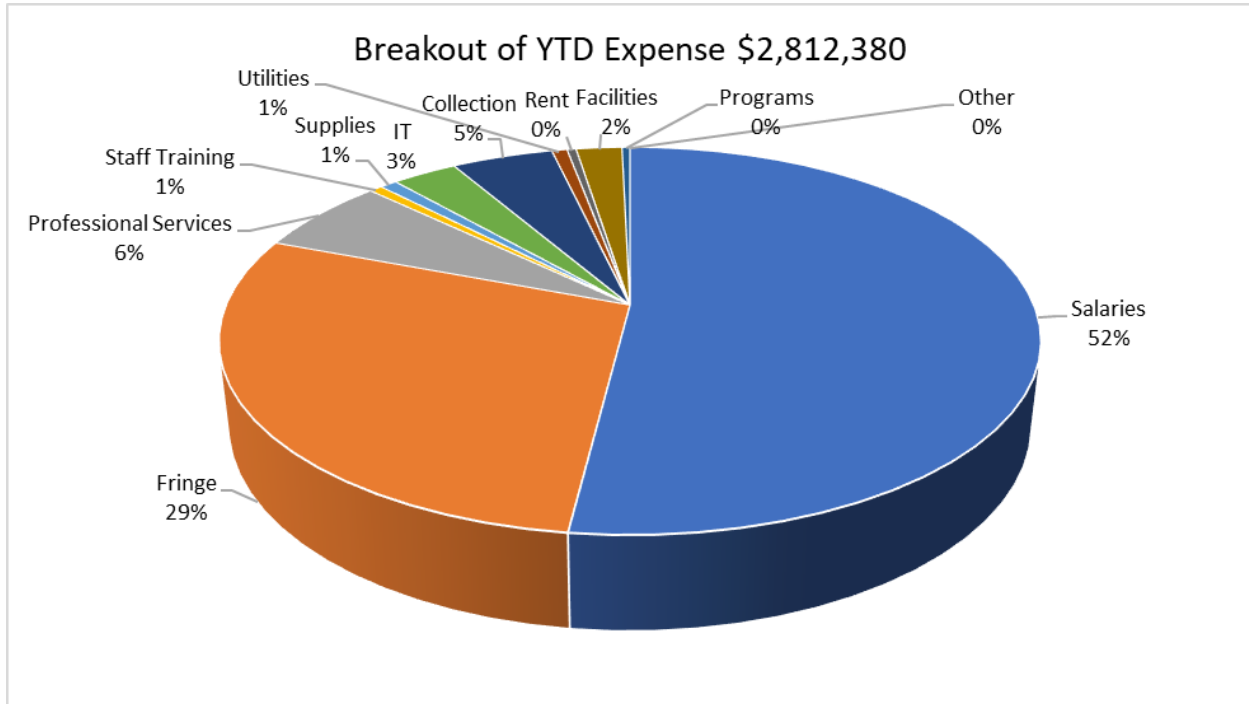
As of September 30, 2023—25% through Fiscal Year

For the period ending 9/30/23, the Hartford Public Library has expended an estimated total of \$2,812,380 which represents 23.9% of the revised operating budget of \$11,751,752. HPL has also collected an estimated \$2,866,892 in operating funds, or 24.4% of the Fiscal Year 2024 budget.

	FY24 Budget	FY24 Actual	Variance	% Variance
Revenue	\$ 11,751,752	\$ 2,866,892	\$ 8,884,861	24.4%
Expense	\$ 11,751,752	\$ 2,812,380	\$ 8,939,372	23.9%
Variance	\$ -	\$ 54,511	\$ (54,511)	



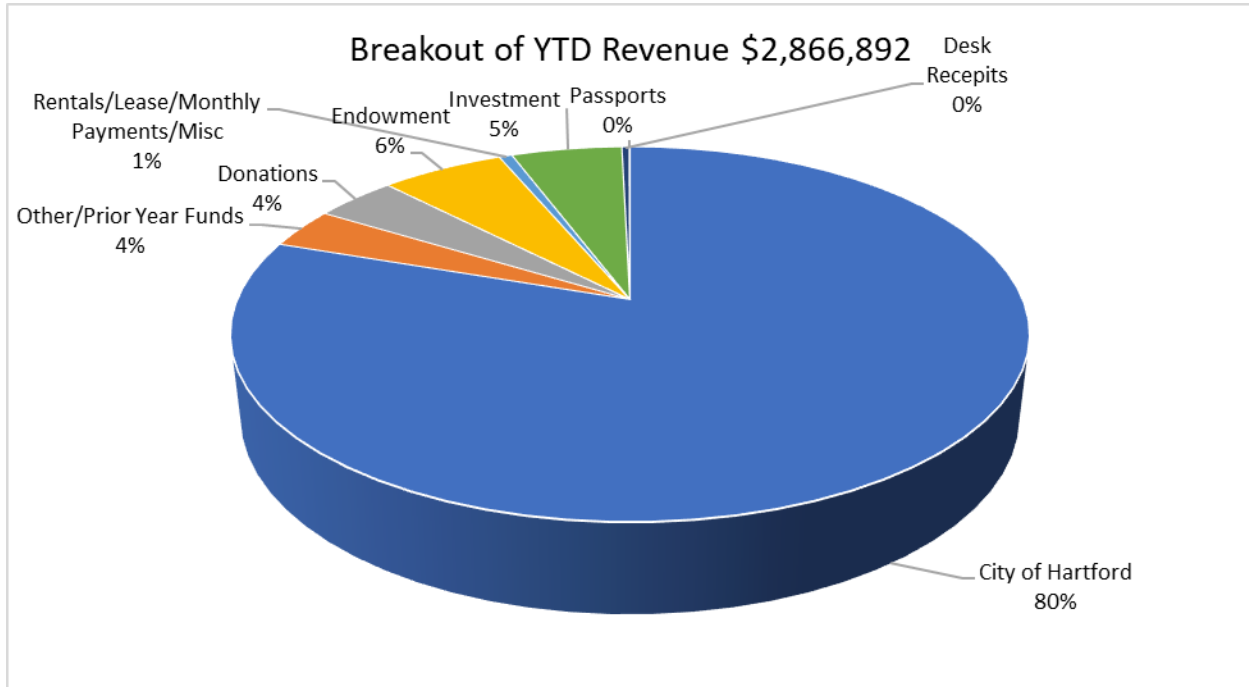
TOTAL EXPENSE



Expense	FY24 Budget	FY24 Actual	Variance	% Expended
Salaries	\$ 6,872,776	\$ 1,462,428	\$ 5,410,348	21.3%
Fringe	\$ 2,587,151	\$ 808,640	\$ 1,778,511	31.3%
Professional Services	\$ 563,032	\$ 178,444	\$ 384,588	31.7%
Staff Training	\$ 87,775	\$ 16,876	\$ 70,899	19.2%
Supplies	\$ 122,400	\$ 22,594	\$ 99,806	18.5%
IT	\$ 234,176	\$ 86,246	\$ 147,930	36.8%
Collection	\$ 546,282	\$ 133,917	\$ 412,365	24.5%
Utilities	\$ 125,460	\$ 20,177	\$ 105,283	16.1%
Rent	\$ 36,000	\$ 12,000	\$ 24,000	33.3%
Facilities	\$ 417,000	\$ 60,521	\$ 356,479	14.5%
Programs	\$ 159,700	\$ 10,539	\$ 149,161	6.6%
Other	\$ -	\$ -	\$ -	0.0%
Total	\$ 11,751,752	\$ 2,812,380	\$ 8,939,372	23.9%

Note: The pie chart represents the total expenses as of 9-30-23 and the relationship the sub-accounts factor into the total expense. The table represents the 9-30-23 year to date actual expenses, the remaining that is available to be spent, and the percentage of expenses that has been spent as of 9-30-23.

TOTAL REVENUE



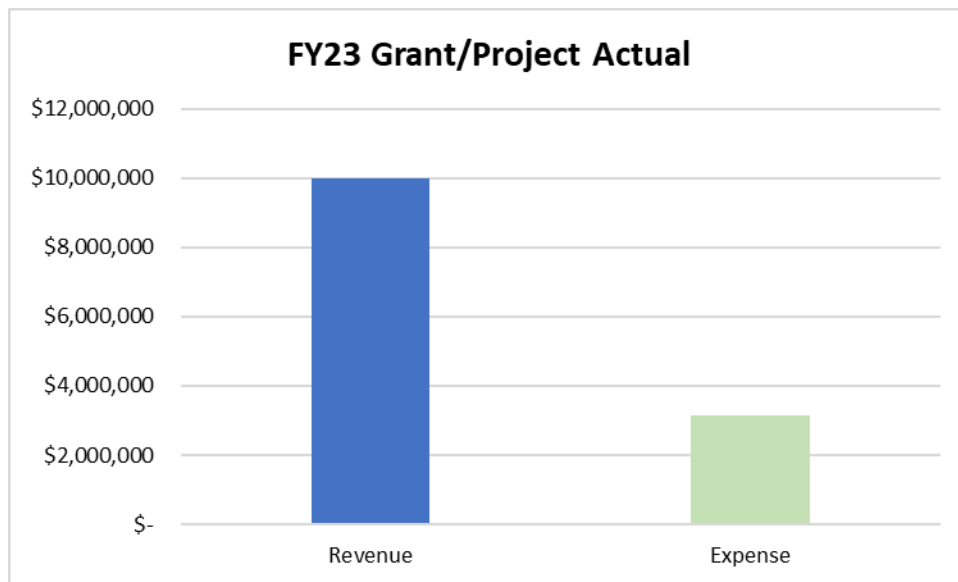
Revenue	FY24 Budget	FY24 Actual	Variance	% Collected
City of Hartford	\$ 9,201,354	\$ 2,300,399	\$ 6,900,956	25.0%
Other/Prior Year Funds	\$ 158,000	\$ 100,000	\$ 58,000	63.3%
Donations	\$ 800,000	\$ 113,158	\$ 686,842	14.1%
Endowment	\$ 912,804	\$ 170,699	\$ 742,105	18.7%
Rentals/Lease/Monthly Payments/Misc	\$ 524,594	\$ 18,072	\$ 506,522	3.4%
Investment	\$ 55,000	\$ 153,298	\$ (98,298)	278.7%
Desk Receipts	\$ 45,000	\$ 10,186	\$ 34,814	22.6%
Passports	\$ 55,000	\$ 1,080	\$ 53,920	2.0%
Total	\$ 11,751,752	\$ 2,866,892	\$ 8,884,861	24.4%

Note: The pie chart represents the total revenue received as of 9-30-23 and the relationship of the sub-accounts factor into the total revenue received. The table represents the 9-30-23 year to date actual revenue received, the remaining that needs to be collected, and the percentage of revenue that has been collected as of 9-30-23.

FISCAL YEAR 2024—GRANT/PROJECT BUDGET SUMMARY

As of September 30, 2023—25% through Fiscal Year

	FY24 Budget	FY24 Actual	Variance	% Variance
Revenue	\$ 13,595,770	\$ 9,975,328	\$ 3,620,442	73.4%
Expense	\$ 13,595,770	\$ 3,130,936	\$ 10,464,835	23.0%
Variance	\$ -	\$ 6,844,393	\$ (6,844,393)	



RESTRICTED INCOME - GRANTS

First Quarter FY24 Report

Fiscal Year	Program Investments Grants ***	Annual Fund	Annual Fund Restricted	Restricted Special Projects/ Capital	Legacy	Beyond Words	Total
2020	\$1,328,764	\$144,843	\$49,579	\$279,717	\$8,000	\$273,448	\$2,048,350
2021	\$875,832	\$105,112	\$12,092	\$84,299	\$57,445	\$257,789	\$1,392,579
2022	\$1,182,003	\$124,446	\$44,970	\$280,341	\$21,649	\$260,924	\$1,914,333
2023	\$3,150,362	\$96,603	\$9,925	\$337,232	\$11,612	\$281,703	\$3,889,460
2024 YTD	\$1,003,031	\$41,216	\$1,500	\$1,100	\$3,854	\$108,338	\$1,159,039
Goal	\$1,500,000	\$150,000	\$25,000	\$250,000	\$10,000	\$300,000	\$2,235,000
% to Goal	67%	27%	6%	0%	39%	36%	52%

In Q1, the Library received \$1,003,031 in Awarded Grants (consisting of Foundation, Corporate, Federal, State, and City Grants). We have \$2,094,000 in Pending Grants. Five grant applications in the amount of \$232,885 were declined.

PENDING GRANTS

- » CT State Department of Education -English Learner Success: \$63,000
- » CT State Library - Construction Grant: \$2,000,000
- » American Library Association - Thinking Money for Kids Program Kit (3 library locations): \$6,000
- » Bissell Foundation - General Operating Support: \$25,000

AWARDED GRANTS

GOVERNMENT GRANTS

- » National Libraries of Medicine / BLH TECHNOLOGIES - All of Us Virtual Library Centers: \$93,547
- » City of Hartford/HUD – Community Development Block Grants Immigration Career Pathways Initiative: \$46,959
- » Connecticut Judicial Branch - Youth Services Prevention Programs Park Library: \$31,320
- » Connecticut Department of Education – Adult Education Program Enhancement Projects Comprehensive (Family & Workforce): \$90,000
- » Connecticut Department of Education – Adult Education Program Enhancement Projects (English Literacy and Civics): \$72,455
- » National Libraries of Medicine - All of Us Programs: \$30,000

DEVELOPMENT

(continued)

» US Department of Homeland Security / US Citizenship and Immigration Services - Citizenship for More: \$450,000 (2 years).

FOUNDATION GRANTS:

- » Kaman Foundation - Baby Grand Jazz Series: \$129,150 (3-years)
- » Dalio Philanthropies - 2023 Hartford Reading Opens the World: \$15,000
- » Richard P. Garmany Fund at HFPG - 2024 Season of Jazz 101: \$11,600
- » George A. & Grace L. Long Foundation - English Learner Summer Success: \$4,000
- » American Federation Teachers & United Way of Central and Northeastern Connecticut - 2023 Hartford Reading Opens the World (supplemental funding): \$4,000

CORPORATE GRANTS:



- » Brown Rudnick - STEM Lab on the Go: \$10,000
- » Bank of America - General operating support: \$5,000
- » Verizon - Boundless Enrichment Program at HPHS: \$10,000

Period: Quarter 1, FY24					Period: YTD FY24		
SOURCE	#	AWARDED	#	PENDING	SOURCE	#	AWARDED
Government	7	\$814,281	2	\$2,063,000	Government	7	\$814,281
Foundation	5	\$163,750	2	\$31,000	Foundation	5	\$163,750
Corporation	3	\$25,000	0	\$0	Corporation	3	\$25,000
TOTAL	15	\$1,003,031	4	\$2,094,000	TOTAL	15	\$1,003,031



Hartford Public Library donors have raised \$81,500 for Endow Harford 21 Fund HFPG

This quarter HPL saw:

- 290 Municipal IDs created and 211 documents notarized
 - 54,595 items checked out
 - 10,630 computer sessions and 21,048 Wi-Fi sessions
 - 9,245 reference questions answered
- » To mitigate the closure of the Downtown location, the Library implemented two new services this summer. Beginning July and running through October, a service point was set up on the Main Street terrace every Monday from 10am-1pm. Services included books for circulation, giveaway books, library cards, voter registration, Connecticut Workforce partners assistance, and informational materials. Tables, chairs, and canopies were set up and welcomed customers who were seeking assistance or simply wanting to browse or relax. In August, there was a ribbon cutting for StoryStash, a locker that allows customers to pick up materials from Downtown 24/7.
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- » For the second summer in a row, HPL partnered with Vision to Learn, a national non-profit organization providing vision services at no cost to underserved children. The Vision to Learn van visited seven HPL locations and provided testing and glasses for 100 children. The Albany Library hosted an event on August 3rd celebrating the partnership and distribution of glasses. Damian Carroll, their National Director along with Morgan Tuck and Blaze from The Connecticut Sun joined Bridget Quinn for this event.
- 
- » Albany, Camp Field, Dwight, and Park all hosted Narcan training and HIV/Hep C testing. HPL continues to look for ways to provide resources and care to the Hartford community. The Dwight Library hosted their 2nd annual Community Info Fair with over 100 community members. They hosted partnering organizations such as Trinity Health, Journey Home,

PUBLIC SERVICES

(continued)

CRT, Hispanic Health Council, and Hartford Next. Albany and Dwight also hosted passport services weekly during this quarter, reintroducing this service that had been on hold with the closing of the Downtown location.

- » The Park Library hosted a Mayoral debate in July, presented by Women at the Table Connecticut. Over 200 people attended and were thankful for the opportunity to hear from the 8 candidates that were present. All library locations received new displays and promotional materials for voter registration and had drives to encourage and assist people with getting registered.
- » On September 17, the Park Library participated in the 2nd annual Domingo Hartford event that took place on Park Street. Domingo's theme this year was "Hispanic Heritage Month," and performances took place right in front of the library. The Library joined in with a multicultural celebration from 11am to 3pm and had a total of 783 visits that day.

- » Barbour Library manager Irene Blean visited the North End Senior Center every other Wednesday, circulating books, giving away free books, and promoting library programs. Pat Knapp, the Camp Field Library manager, regularly visits the South End Senior Center and Liz Matias, the Dwight Library manager, collaborates with and provides programming on a consistent basis for the Parkville Senior Center. HPL staff value their senior residents and love engaging with them and providing information and resources. The Dwight Library staff have "adopted" a senior resident who moved from Florida and comes to the library daily. They have helped him to access social services, SNAP benefits and senior housing.



- » Activities including music, fitness, arts and crafting continued at all library locations providing creative outlets, the opportunity to learn a new skill and specifically connecting these opportunities with conversations on mindfulness and mental/emotional and overall health. The Albany Library hosted youth fitness camps on several Saturdays and a pottery workshop for adults. Barbour hosted a workshop making terrariums, a painting class, and a jewelry class. At Camp Field Library, 17 customers tried their hand at paint pouring and creating beautiful boxes. Ropkins held classes for both painting and coaster making.



- » Everyday Tech has continued at all library locations with both classes and one-on-one digital instruction offered to assist customers in making improvements in their digital literacy and provide them with help accessing services that require computer experience they are in the process of acquiring. Public Services Coordinator Sam Bailey assisted a customer with applying for

work at the post office, including helping her walk through the application, gathering documentation, navigating the website, and creating a CV and cover letter. Weeks later, she saw her delivering mail in her uniform. The woman was so thankful and worked hard to make it happen along with the encouragement and support from Sam.

YOUTH AND FAMILY SERVICES

- » In the first quarter, Youth Services staff across the system presented 416 programs centered around multiple themes such as STEM, space, NASA, gardening, nutrition, yoga, animal science, music and dance, yoga, drumming, henna, tie dye, rock painting, board games, magic shows, and more. Despite Downtown's closure, youth programming attendance for this quarter increased by 27% with 9,312 participants in attendance compared to 1st quarter in 2022 of 7,341.
- » HPL had a nine week long community-wide Summer Learning Challenge during the months of June - August 2023, Hartford Summer Learning: 3-2-1 Blast off...Summer Learning to the Moon, Mars, and Beyond, and saw a whopping 145% increase in student participation this summer! A total of 3,431 students registered and read 1,014,900 minutes throughout the summer! 1,369 students participated in the summer 2022 challenge. The continued partnership of many community organizations including Hartford Public Schools, the United Way of Central and Northeastern CT, City of Hartford, and the Hartford Foundation for Public Giving played a leading role in making this program successful. 4,076 books were purchased this summer and distributed throughout the city to daycares and early learning centers, community centers, little libraries, camp groups, and community events.
- » The Summer Lunch program, provided by Hartford Public Schools, resumed after a



PUBLIC SERVICES

(continued)

three-year hiatus at five HPL locations: Albany, Barbour, Camp Field, Dwight, and Park. 1,790 hot meals were served to youth and camp groups visiting the branches throughout the summer.

- » This Summer, HPL was honored to be one of only eight public libraries across the country, and the only library in Connecticut, selected to host the NASA exhibit “Moon, Mars, and Beyond”. A formal opening celebration took place at the Ropkins Library on July 5, 2023. Every location except Downtown hosted a piece of the interactive exhibit. NASA also loaned the Library moon rocks for a two-week period in July/August. In collaboration with Hartford Public Schools and HPL youth librarians, Youth Services Manager Katherine Trouern-Trend, did several presentations at schools hosting the Early Start program as well as library locations giving students, teachers, youth and adults the opportunity to engage with samples from the moon collected by astronauts from the Apollo missions and samples of meteorites found all over the world. In total 1,652 people participated in 76 programs relating to the NASA Exhibit system-wide.
- » HPL Security guard and new author Lisa Gibson read her newly published children’s book *Lisa’s Magic Dream Bed* to 65 downtown families in August. The children were curious about her inspiration for the book and how she came up with the title.
- » The Hartford Federation of Paraeducators and Hartford Public Library partnered for a book giveaway event on Sat, Sept 23rd, sponsored by Dalio Philanthropies and AFT Connecticut. Over 50,000 free books were distributed and HPL took the remainder to distribute to schools and community organizations.
- » Through the Boundless partnership, Youth Services worked with Hartford Public Schools to support their new literacy initiative “Book Break”. This initiative makes bestselling author & illustrators accessible to schools via livestream featuring a different book monthly. Library Assistant Karina Ramirez compiled a list of books in various formats for each featured title as well as any titles by the featured author/illustrator in English and Spanish. Book formats included print books, Vox books, audiobooks, and ebooks. This list was shared with Literacy coaches at each school to help support their student’s engagement in Book Break.
- » Youth Services welcomed Odeta Mano and Gabriel Sorondo Guirola as the new School Choice Coordinators. Each Coordinator has been assigned different branches in the system to provide regular support for School Choice information and expectations, host programming, collect data and share feedback to improve services and processes.



TEEN SERVICES

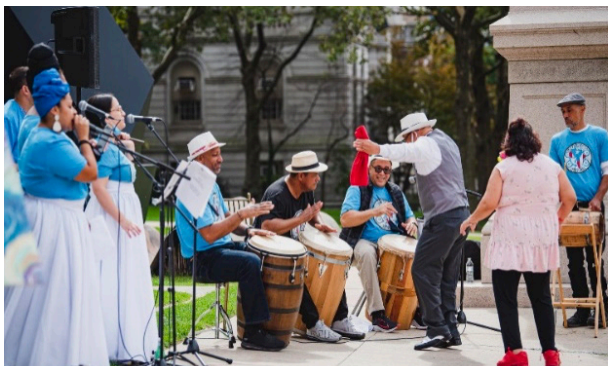
- » The Boundless Opportunities program at Hartford High began its fifth year. New Program Coordinator Olivia Andrade started in September and immediately began recruiting and registering students. The program's main draw appears to be the driver's education benefits, particularly among female students. Approximately 50 students signed up for the program and were divided into Groups A, B, C, and D. One unexpected success is the inclusion of a Dungeons and Dragons game, which has encouraged student connections and participation. Offering multiple activities tailored to students' specific interests seems to be the most effective approach. However, scheduling remains a challenge, especially for students with other commitments such as part-time jobs.
- » On July 22nd, YOUmedia mentors, 10 students, and parents went to ConnectiCon at the Hartford Convention Center. These students had earlier engaged in a fursuit crafting workshop and proudly displayed their fursuits in a parade. The mentors participated in various panel discussions.
- » With the guidance of the YOUmedia mentorship team, YOUmedia manager Marc ideated ways to enhance the layout at the Albany Library. New signage was introduced to give the YOUmedia zone a distinct identity. A dedicated Teen Programming Assistant was hired in August to provide more staff support at Albany. In mid-September, the Albany Library orchestrated a town hall meeting, acquainting students with their new mentors and gathering feedback on the library's activities.
- » This summer teens across the system enjoyed a variety of programs including tie-dye t-shirts, Cricut and embroidery classes, Roblox Studio, music production and recording, and VR Art and Exploration



PUBLIC PROGRAMMING

(continued)

- » This year's festival featured authors and poets like Antoinette Brim Bell, State Poet Laureate and trailblazers like June Archer and Abdul-Raham I. Muhamma in addition to bookstores, workshops, panels, publishers, and a vibrant cultural live stage.
- » With funds from the Greater Hartford Arts Council, the Hartford Public Library, in support of activating community spaces, hosted a concert with Dwayne Keith in the Frog Hollow neighborhood's Artbox and in addition to bringing in resources with the Evelyn Preston funds for neighborhood libraries to feature local bands like Movimiento Cultural, Boogie Chillin, Ed Fast Conga Bop, Jose Paulo and Company, Goza Latin Brazilian Band, and the Lost Tribe.

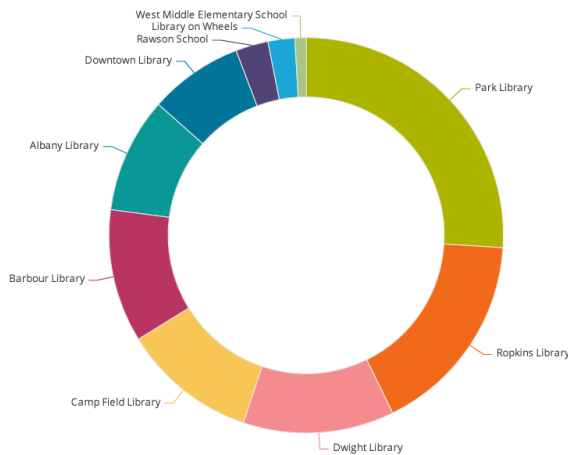


PUBLIC PROGRAMMING

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TECHNICAL SERVICES HIGHLIGHTS

- » The Story Stash smart locker was integrated with our ILS to allow hold pick-ups 24/7 outside the Downtown Library!
 - 117 items were checked out from the locker in the 1st quarter.
- » Acquired Consumer Health Complete as a new addition to our electronic resources.
- » Digital media highlight: e-book and e-audiobook circulation continues to climb year after year, with FY2024 Q1 showing a 12% increase over Q1 of FY2023.
- » Database highlight: Brainfuse was used 840 times in the month of September alone!
- » Catalog highlight: The catalog’s “You May Also Like” feature was used nearly 2,000 times this quarter.
- » Overall, 2,812 items were added to the physical collection this quarter.
 - 258 of these were books in other languages, including Spanish, Chinese, and Vietnamese
 - 65 items were added to our growing Library of Things collection.



Number of Items Added in Q1 FY2024

Library Branch	Number of Items
Total	2,812
Park Library	732
Ropkins Library	472
Dwight Library	348
Camp Field Library	310
Barbour Library	306
Albany Library	266
Downtown Library	216
Rawson School	75
Library on Wheels	62
West Middle Elementary School	25

PUBLIC PROGRAMMING

(continued)

LIBRARY ON WHEELS COMMUNITY OUTREACH

The “Library on Wheels” made its way to 60 outreach stops that included the RSCO Summer Kickoff at the Boys and Girls Club, “Picnic 2000, the Hartford National Night Out, and The Hispanic Health Council Open House” and reached 3,476 people: 182% increase from 1st quarter 2022-2023.

In August, they supported students and families by attending various back to school events that included Templo Fe back to school; the Capital Region Educational Council Back to school event, the Institute of Living activity, “Pequenin’s” Family Open House, and Community Day at the Urban League. Our final event was at the Rawson Steam Elementary School.

One of the highlights of our first quarter’s community partnership brought us to the Southwest Neighborhood of Hartford. The Southwest Neighborhood Association invited us to help them build and install six new free library boxes.

It was an excellent project in which the entire community participated.

HPL STUDIOS

» *Thoughts Are Things*, produced by HPL Studios, was selected to be shown at the New England Library Association. The program, entitled Film Production and storytelling as a form



PUBLIC PROGRAMMING

(continued)

of Community Dialogue, Engagement and Advocacy, raises awareness around the need for digital literacy initiatives that drive programming and community engagement.



- » Through the Public, Educational and Governmental Programming and Educational Technology Investment Account Grant Program, HPL began acquiring equipment for HPL Studios to support its first round of programming which include Audio and Video Production Pathways and Podcasting. In Partnership with Court Vision, a production studio in Hartford, HPL Studios developed the pathways that will begin in November of 2023.



- » Production Manager of *Thoughts Are Things* held a Director's Q&A at Martha's Vinyard African American Film Festival Hampton Block screening. *Thoughts Are Things* was one of only two films screening in the Hampton Block. The other film was *Hampton University: One of the Wonders of the World*, which was acquired by PBS at the festival. The two films complemented each other, and caused a stir on the island among those who were in attendance.

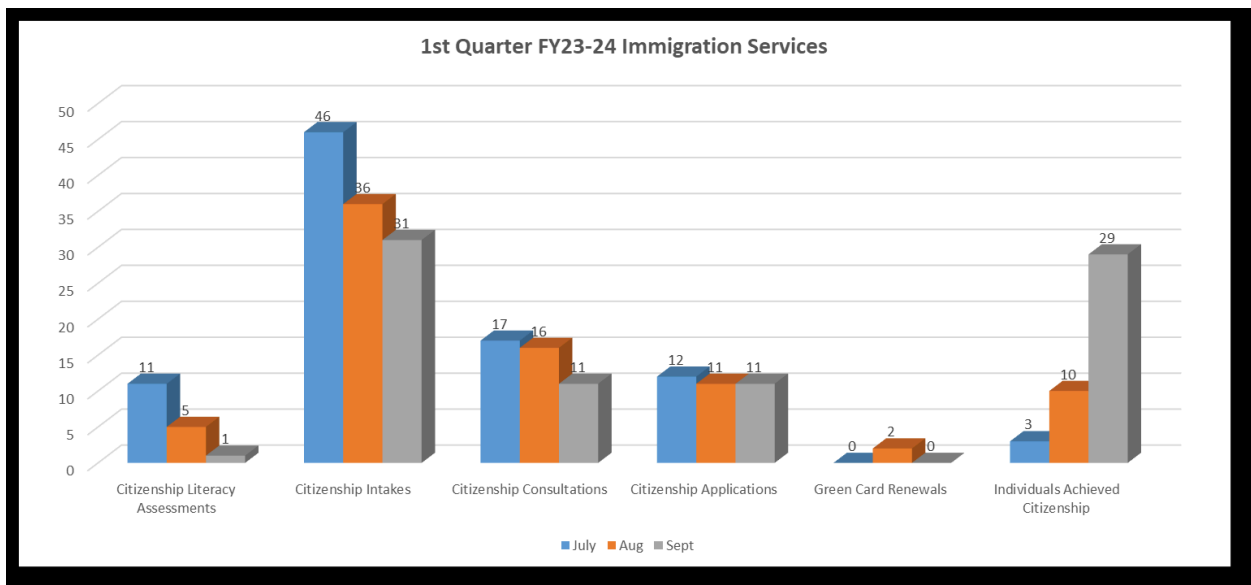


- » Production Manager of *Thoughts Are Things* engaged in the Director's Q&A Panel at the Holly Shorts Film Festival. Audiences in Hollywood, CA expressed a renewed sense of pride and appreciated the unique role libraries play in our society.
- » The Submission round for 2023 was finalized and new artists were selected for The Beat. HPL Studios is excited and preparing to launch 10 new artists for The Beat music streaming platform.



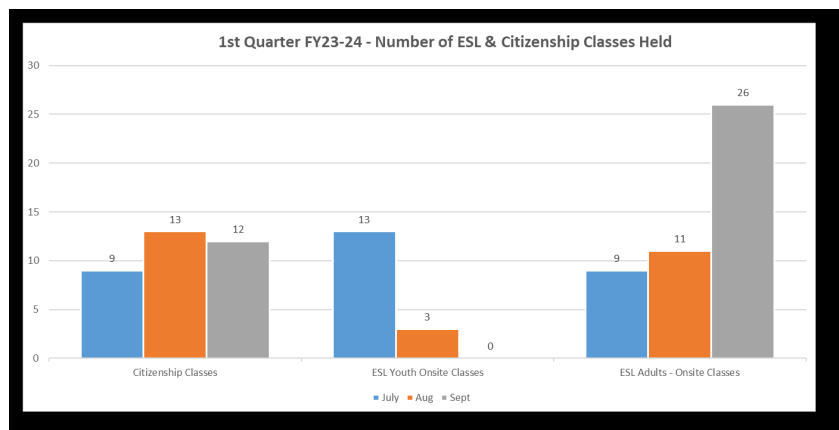
CITIZENSHIP & IMMIGRATION SERVICES

The American Place staff responded to 128 immigration reference questions during this quarter. One-hundred and thirteen (113) immigrants were screened for Citizenship eligibility, including 17 reading/writing literacy assessments. Immigration counselors conducted 44 legal consultations. Immigration counselors also prepared and submitted 34 citizenship applications. Adult education staff and volunteers conducted 27 citizenship mock naturalization interviews. Forty-two (42) clients were naturalized, achieving U.S. Citizenship.



ESL & CITIZENSHIP EDUCATION

The Fall session of ESL classes begins with two weeks of student registration and testing sessions. Over 240 students were registered and tested for placement in ESL Classes. Due to the overwhelming response, an additional two classes were opened at West Middle, totaling 9 classes weekday and Saturday mornings for the Fall session; two of these classes are offered in partnership with Hartford Adult Education. Classes are held at Downtown and West Middle School locations and include levels Intro, Level 1, and Level 2. Two successful student orientation sessions were held during the first

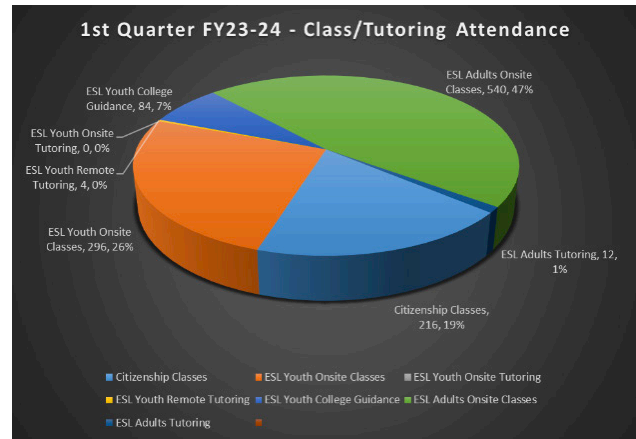


THE AMERICAN PLACE

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week of classes. Prospective students who were interested but unable to attend a registration session are being offered a blended learning course on Wednesday morning using the online course English Discoveries.

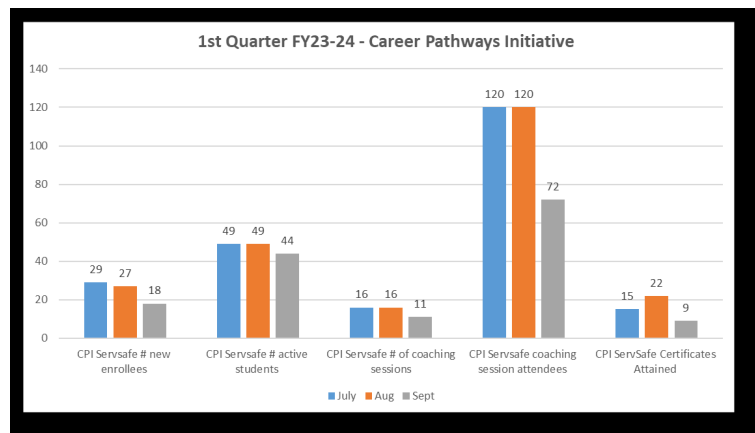
A total of 34 citizenship classes were held with cumulative attendance of 216 students. Classes were held at the Old State House, Center Church, West Middle School, and Downtown Library.



The English Learner Summer Program for youth enrolled in high school took place at Center Church for five weeks beginning July 5th. A total of 25 students participated, with an average attendance of 18-20 students per class session. The majority of the students were newcomers who had been in the United States less than one year. The youth were taken on field trips to: UCONN, Hartford Campus, Hartford City Hall, Ancient Burial Ground, Capital Community College, Bowling, and the Bushnell Park Carousel.

CAREER PATHWAYS INITIATIVE: SERVSAFE COURSES

TAP is currently offering four strands of Servsafe courses, Food Handler, Food Manager, Alcohol Server, and Allergens. Programs are administered in a hybrid environment – instructional sessions offered both onsite and remotely to meet varying childcare and work schedule needs. Students also receive 1:1 and small group coaching and wraparound services.



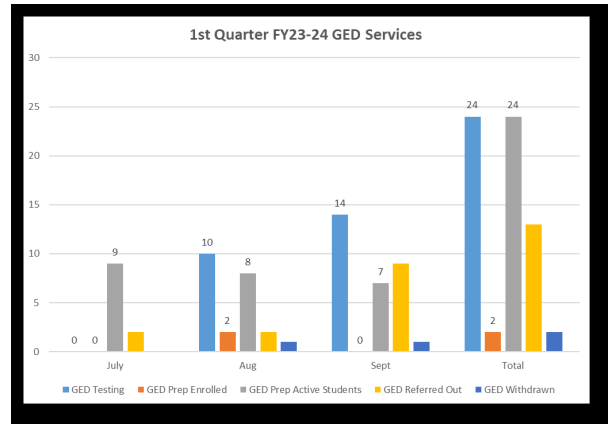
The quarter ended with 44 active students and 46 students having completed a course, earning Servsafe certificates. Earning Servsafe certificates allows students to retain employment, gain employment, and/or achieve upward mobility and growth.

CROSSROADS TO CONNECTIVITY PROGRAM

The Crossroads to Connectivity program continues to support adults in their journey to education and training attainment. TAP continues to lend devices to students participating in TAP's various education and workforce programs. During this quarter, 18 digital devices and hot-spots were loaned through Crossroads to Connectivity.

GED PREPARATION SERVICES

GED Preparation Services were offered both onsite and remotely during the last quarter. Prospective students are oriented to the various routes to earning a high school credential and referred out if another program best suits their needs and experiences.



PEARSON VUE, GED, AND CASAS TESTING

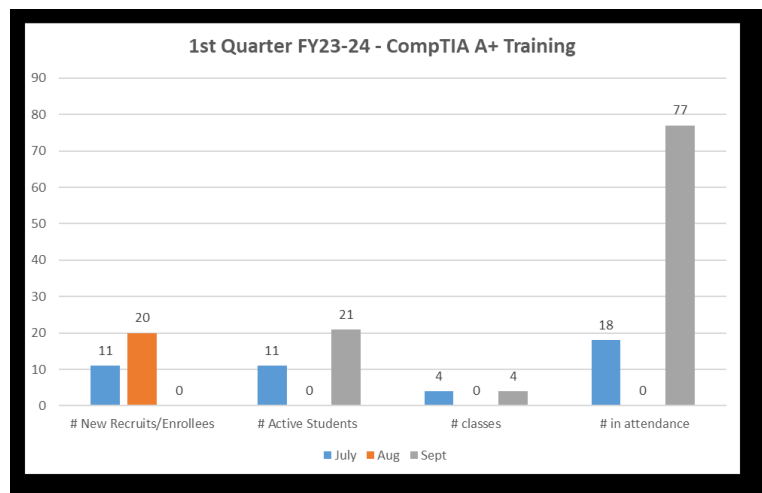
TAP received approval for a new site and resumed Pearson Vue Testing Services during the month of August at the West Middle School Library. We are currently offering GED Testing Services as well as a variety of other testing services offered through Pearson Vue, notably, IT Certifications and life, health, property, and casualty insurance tests. A total of 88 tests were administered during August and September. A total of 314 CASAS reading and math assessments were administered during this quarter.

MATH TUTORING

Math tutoring was offered in small groups to youth and adults, onsite and remotely. A total of 108 one-on-one sessions were held.

COMPTIA A+ NETWORKING ACADEMY FOR YOUTH (18 TO 24 YEARS OLD)

The program offers computer networking certificate training, job-shadowing experience, and a paid internship opportunity. During the first quarter, program staff actively recruited and enrolled eligible youth for the new year. Currently, there are 26 youth enrolled in the program, 17 new and 9 carry-over youth. Classes began in September, holding 4 classes and two workshops on Career Readiness and Financial Literacy, with an average of 19 students in attendance per session. Additionally, additional coaching sessions were held supporting student learning. Students also completed 648 hours of internship by the end of the quarter.

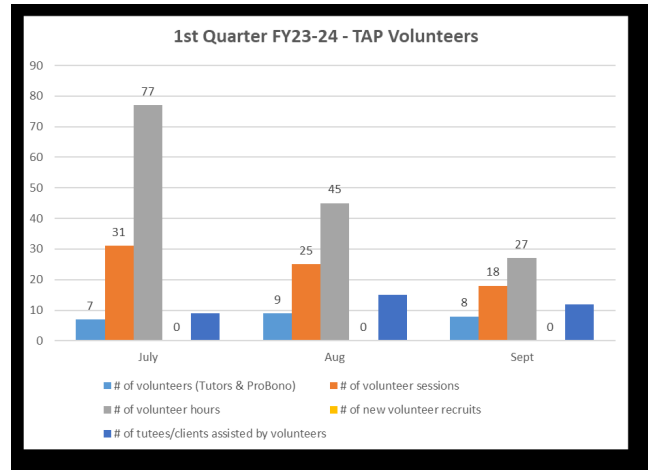


THE AMERICAN PLACE

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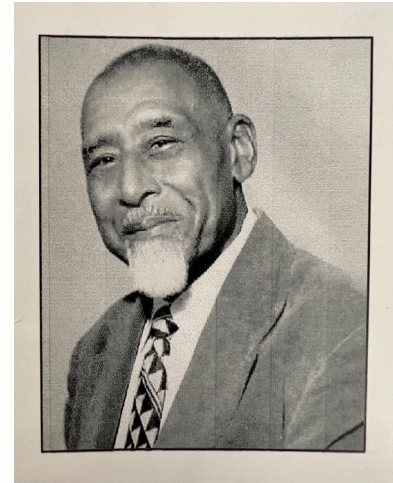
VOLUNTEER SUPPORT

TAP has received continuous support from volunteers. During this quarter, 24 volunteers contributed 149 hours of volunteer support, including pro-bono attorneys. Volunteer citizenship coaches provided 43 hours of small group/individual tutoring in 30 sessions supporting 14 students. The pro-bono attorneys provided 27 hours over 18 sessions supporting TAP clients with application preparation, mock interviews or application review. Volunteer tutors provided 70 hours of support to ESL Youth, onsite and remotely.



HARTFORD HISTORY CENTER & ARTWALK

The HHC acquired the John E. Rogers Collection this summer. Over his lifetime, John E. Rogers accumulated a vast store of historical artifacts, including artwork, articles, photographs and personal histories. Among other things, his collection highlights the legacy of Black doctors, legislators and actors from Hartford and the state. John E. Rogers' grand-daughter Meryth Andrews, formerly signed the Gift of Material. The collection will be processed and made available for public research and exhibition (both physical and digital).



John E. Rogers

INCREASED ENGAGEMENT WITH THE ARTS AND HUMANITIES THROUGH ACCESS AND EXPOSURE

- » The Hartford History Center Annex at Ropkins was busy in July with many researchers. On July 6, every available chair was taken by researchers from UCONN, Trinity College, Connecticut Museum of Culture and History, Central Connecticut State University and an independent researcher from California looking into the Hartford Circus Fire. It was one of those magical HHC days when conversations lead to collaboration and information that wouldn't have been possible without this unique group being together.
- » Almost every day in July, there were at least two and sometimes as many as six first-year Trinity students from Trinity's Center for Hartford Engagement and Research. They used HHC collections to create reports about Trinity College's founding fathers' ties to profits from slavery; adjacent businesses; the displaced neighborhood where Bushnell Park now exists; and Frog Hollow's French Canadian roots.
- » In addition to in-person researchers, the HHC was busy replying to over 60 reference phone calls and emails. This work is always rewarding but sometimes we receive a thank you that makes your day. This is an email from a woman in California who had all but given up on finding information about a 19th century woman artist's early life and education after we had provided a few clues/leads and a little digging into the Connecticut State Library's holdings:
 - "I wanted to let you know that your suggestion to contact the CT State Library was very successful in finding out if Anna Pierce Judah went there to school. They have a catalogue from 1844 and indeed Anna F. Pierce was a student at the school! They also sent a lot of information about the school and I am so very grateful to you and my contact at the State Library, Susan Bigelow, for your help! I have dried my tears of joy and now I can lean into my day. And what a day it will be!!"

DEEPER UNDERSTANDING OF SELF AND CONNECTION TO COMMUNITY BY LEARNING HARTFORD HISTORY

- » HHC staff led HHC overview and collection resources classes to the UCONN School of Social Work students and first year Trinity College students. HHC continues to organize and host HPL 250th Committee meetings and developing content to augment HPL 250th initiatives.

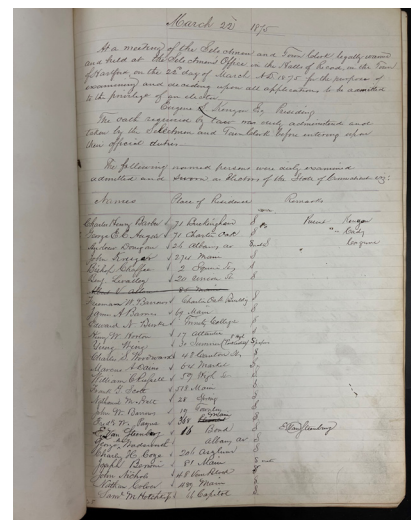
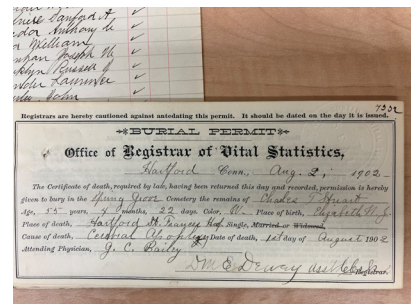


PRESERVING HARTFORD'S HISTORY FOR FUTURE GENERATIONS

- » The goals for the Hartford History Center archives during the first quarter were to transition the vertical files from ready reference to permanent collections, create a finding aid for the Town and City Clerk records that were transferred to the collection in the spring, and deaccession materials from the Connecticut Center for the Book collection. The items from the Center for the Book collection were given to the Outreach teams for distribution throughout the city. The finding aid (guide to the collection) for the Town and City Clerk records continues, with about 75 of 600 boxes processed. Access to all materials has been limited, slowing down the process for the three goals. When the finding aid is ready for use, it will be added to the HHC's ArchivesSpace page. Additionally, work began on a website for the library's 250th celebration, necessitating digitization of material.

WORK COMPLETED BY HHC'S METADATA SPECIALIST:

- » Hartford Times Project:
 - Created metadata for 144 *Hartford Times* photographs in preparation for uploading the 432 spreadsheet records to the Connecticut Digital Archive (CTDA) once the new management platform is available (availability reported to be imminent).
- » Digital Library Lab:
 - Hartford Public High School Museum & Archive Yearbooks Project: investigated the display of Hartford Public High School yearbooks in the new CTDA platform (still under development, but now available to early adopters) and reported issues to the CTDA team, which is resolving any not addressed with the upgrade. Updated HPHS archivist.



CULTURE & COMMUNICATIONS

(continued)

» Other:

- Met with CT Humanities staff regarding status of Statewide Digital Initiative.
- Did multiple uploads of *Hartford Times* photographs into the new CTDA using single item ingest as one of the early adopters of the new platform. Tested functionality and analyzed results, reported on observations and issues to CTDA team via emails and as part of an ongoing Slack conversation with team and other early adopters.

THE ARTWALK

- » The Artwalk 2023-24 calendar was extended to the 2024-25 exhibit year. Two shows have yet to be exhibited from that original cycle due to the closure of the Downtown Library. The online submission portal for artists interested in exhibiting in 2025 will remain open until Feb. 28, 2024. The submission portal is here: (<https://hplct.submittable.com/submit/235702/art-walk-2024-25-submission>).
- » If an artist's work is selected by the Library's panel of judges (convening in March 2024) to show on the ArtWalk, their show will be on exhibit for a 6 to 7 week period between January 2025 and December 2025.

CULTURE & COMMUNICATIONS

(continued)

DIGITAL LIBRARY LAB

Hartford Public Library Digital Library Lab (DLL) Quarterly Work Report: 11/6/2023

Bradley Overturf, DLL Manager

7/1/2023 through 9/30/2023

Work performed:



Client	Project Description	Start Date	Completion Date	Invoice Date	Invoice Paid	Project Amount	Amount Paid	Note
Hartford Public High School Museum	HPS Yearbooks and Supplementals	5/1/2021	Ongoing	5/14/2021	PART	\$7,510.00	\$3705 paid in 2021	50% paid. Awaiting Connecticut Digital Archives (CTDA) upgrade to be completed, which will fix thumbnail presentation problem. DLL is scheduled to return yearbooks to HPS on April 20, 2023. Estimated date for the CTDA upgrade completion is July 1, 2023
Housing Authority of the City of Hartford (HHC)	Digitize 18 HACH color photo albums compiled between the years 1987 – 2002	8/15/2023	Estimated – by end of October 2023	TBD – Estimated to be in October	N	\$1,050.00	N/A	
Housatonic Region High School Alumni Association	High School Yearbook digitization (84 books) for the Housatonic Region HS Alumni	3/24/2023	9/8/2023	6/23/2023	Y	\$4,350.00	\$4,350.00	See attached letter from HVRHS Alumni Association
Hartford Development Office	Digitize 7.25 linear feet of documents	4/20/2023	5/18/2023	6/5/2023	Y	\$20,875.00	\$20,000.00 PAID ON 7/10	Completed and delivered digitized documents to DDS. Will meet with DDS next quarter to discuss next steps.
Hartford History Center	Hartford Times Digitization of 5000 photographs	6/1/2023	Completed	Work was completed on 8/1/2023 n/a	n/a	\$28,000.00	\$28,000.00	In keeping with the Library's mission to provide a supportive environment for learning, partnered with Trinity College's Career and Life Design Center's "Tech-Edge" program to employ international student Elviana Guterres to assist with the project. This project was funded by the Hartford Foundation's Pomeroy-Brace Foundation.

CULTURE & COMMUNICATIONS

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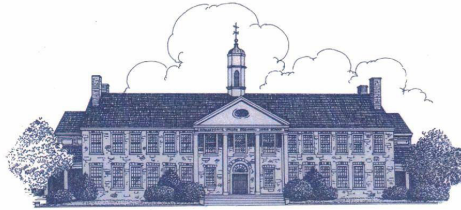
Photographer Philip Trager	The Hartford Public Library Digital Library Lab (DLL) is digitizing the photograph collection of Philip Trager. 7. Digitization is ongoing.	11/10/2022		n/a	PART	Est. \$5,150.00		The Hartford Public Library Digital Library Lab (DLL) is digitizing the photograph collection of Philip Trager. 50% payment was received. Pick up of the collection was delayed. The collection was picked up on September 7. Digitizing commenced thereafter. Completion date tbd. See attached sample of the ongoing work on Plate 38, <i>Photographs of Architecture</i> by Philip Trager (Hartford Stamp)
Hartford History Center	Digitization of the HHC Vertical Files Collection	6/12/2023	Ongoing	n/a	n/a	\$38,000.00	\$38,000.00	The HHC's Vertical Files and Hartford Times Clipping Files are being prepared for scanning. This work is funded by an anonymous donor to the HHC.
Harriet Beecher Stowe Center	Quote for Digitizing Collections	6/14/2023	Ongoing	n/a	n/a	Est. \$962,500.00		Provided a quote for digitizing rare books and other collections in June, 2023. No activity this quarter.
Administration	New DLL website is under development.	7/21/2023	Ongoing	n/a	n/a			Currently reviewing proposed website content.
Administration	Job specification has been developed for a DLL Assistant Manager	8/29/2023	Ongoing	n/a	n/a			Posting due next quarter



CULTURE & COMMUNICATIONS

(continued)

Housatonic Valley Regional High School Alumni Association



Patricia Allyn Mechare
Chairman
(Class of 1964)

Richard Gustafson
Vice Chairman
(Class of 1959)

Ann (Pat) Zimmermann Miller
Secretary
(Class of 1958)

Julie Marshall Lang
Treasurer
(Class of 1979)

Christian Allyn
(Class of 2013)

G. Tracy Atwood
(Class of 1962)

Jordan Bayersdorfer
(Class of 1998)

Dorothy Winn Cecchinato
Emeritus
(Class of 1947)

Michael DeMazza
Retired Faculty Member

Maureen Kirby Dore
(Class of 1976)

Ruth Epstein
Editor

Margaret Fracaro
(Class of 1966)

Lynn McGuire Heacox
(Class of 1978)

Clementine Cecchinato McGuire
(Class of 1955)

Judith Moore
Retired Faculty Member

Suzanne Hutchinson Ullram
(Class of 1966)

Ms. Brenda Miller, Executive Director for Culture and Communications

Mr. Bradley Overturf, Manager, Digital Library Lab at HPL

Digital Library Lab at Hartford Public Library

500 Main Street

Hartford, CT 06103

Dear Brenda and Brad:

The Board of Directors of the HVRHS Alumni Association wishes to extend its thanks and appreciation to you for your excellent work in the digitization of our school's collection of over 80 White Oak yearbooks dating back to the school's opening in 1939. This has been an amazing and uplifting experience for our Board, and our alumni and friends are already excited knowing that they will soon have full access to these treasured memories via our website.

We especially appreciate your personalized attention to this project and the way in which you were able to work with some of our older editions to create clear and sharp images. You guided us every step of the way, including showing us how best to access and use the digitized files. The Digital Library Lab is such a great resource to the State of Connecticut. We know that others will benefit from your dedication to preserving the rich history of our great State.

Sincerely,

Richard A. Gustafson, Chair, Communications, Marketing, and Fundraising Committee

HVRHS Alumni Association Board of Directors

246 Warren Turnpike Road, Falls Village, CT 06031
Tel: 860.824.5123, ext. 162 or jlang@hvrhs.org

» Monitor CTDA upgrade to complete Hartford High School yearbook project. Expected to be completed this fall.

» Complete digitizing Phil Trager's collection of photographs.

» Digitize HPL's complete catalogue of the library's paper blueprints and plans as requested by HPL's Chief Administrative Officer.

» Continue Vertical File / Hartford Times Clipping File for HHC.

» Digitize ad hoc for HPL/HHC.

» Continue to monitor potential work with the Department of Development Services. Attend meeting(s) with DDS.

» Continue to grow the DLL and its revenue generating capability, continue marketing planning activities and identify applicable bids for digitization services. This will include introducing DLL to the CT library community via the CSL-CONNTECH Listserv.

COMMUNICATIONS

- » Communications began the annual report process: collecting content from library departments, writing and editing content, taking and identifying past photographs, reviewing design layout with management teams, and preparing the 52-page report for its first proof in early October.
- » The 1st quarter began with the NASA exhibit opening at the Ropkins Branch. Hartford Public Library, Hartford Public Schools and a gathering of community partners held an opening celebration to formally launch the NASA exhibits, Moon Mars and Beyond. HPL was honored to be one of only eight public libraries across the country selected to receive the exhibit and will be the only library in Connecticut to host this event. The party included welcome address's from HPL President and CEO, Bridget E. Quinn, and Hartford Public Schools Superintendent, Leslie Torres-Rodriguez. The event was covered extensively by multiple media outlets.
- » Communications worked closely with Programming for the execution of a communications strategy for The Big Read and the 5th Annual Hartford LIT Book Festival. On September 23rd, the book festival kicked off with an author talk with best-selling author Yaa Gyasi. Author of The Big Read adult title, Homegoing.
- » Communication hosted a press conference to debut the release of StoryStash, HPL's new remote book locker that is located at the Arch Street entrance at the Downtown Library. The Hartford Courant featured a photo of HPL President and CEO, Bridget E. Quinn, on the front page of the Hartford Courant.

Community Corner

United Way and Partners Unite for Summer Reading

United Way, Connecticut Children's, Hartford Public Library and other Partners Advances Literacy Efforts in the North Hartford Promise Zone

 Anyline Céspedes López, Community Contributor

Posted Thu, Jul 13, 2023 at 4:10 pm ET

[Reply](#)



Maura Cook, Vice President of Marketing and Development, United Way of Central and Northeastern Connecticut

LOCAL NEWS

Non-profit charity provides free eye care for children in Connecticut

Vision To Learn has provided more than 9,000 children statewide with eye care, including 2,800 with glasses, at no cost to the child or their family.



Author: Keith McGilvery, Leila Fine
Published: 9:39 PM EDT August 3, 2023
Updated: 3:39 PM EDT August 3, 2023



CAPITAL REGION

Hartford Public Library gets \$3.2 million, but reopening is still a year away

 Steven Goode, Staff Writer
July 2, 2023

CULTURE & COMMUNICATIONS


(continued)

» Communications worked with local artist Joe Young, his team and the City of Hartford, The Town & City Clerk office, to create a get out and vote campaign. The campaign ran on local busses from the end of August through the beginning of November featuring original art work and the slogan “Exercise your power, Vote!”. The ads ran both in English and Spanish.

HARTFORD

Vision To Learn gives free glasses to Hartford students

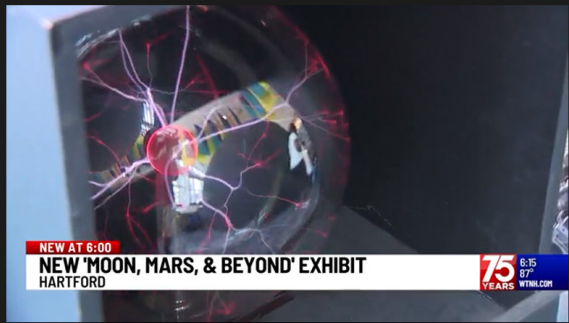
by: [Kent Pierce](#)
Posted: Aug 3, 2023 / 02:21 PM EDT
Updated: Aug 3, 2023 / 02:24 PM EDT



HARTFORD

NASA exhibits come to Hartford libraries

by: [Kelly Bradley](#)
Posted: Jul 6, 2023 / 07:31 PM EDT
Updated: Jul 6, 2023 / 07:31 PM EDT



HARTFORD

Hartford holding free book giveaway for kids on Saturday


by: [Ellie Stamp](#)
Posted: Sep 21, 2023 / 07:39 PM EDT
Updated: Sep 21, 2023 / 07:39 PM EDT



[Community Corner](#)

Hartford Public Library Welcomes Unique Summer Intern

Elviana Guterres, who is from Timor-Leste, is a rising sophomore at Trinity College in Hartford.

 Michael Lemanski, Patch Staff

Posted Mon, Jul 31, 2023 at 12:00 pm ET

CULTURE & COMMUNICATIONS

(continued)

» Highlighted across HPL’s communication channels in the 1st Q (in addition to miscellaneous smaller programs – arts, crafts, etc):

- Nasa Exhibits
- The Beat submissions
- Summer Read updates
- Downtown patio services
- Zaccai Curtis, performance and lecture
- CT Summer at the Museum – Free tickets for families
- Vision to Learn graduation ceremony
- Park St @ the Lyric, Sunday hours
- Hartford Reads in Color
- Library on Wheels, Little Free Library build
- HPL Studios short film, Thoughts are Things
- Library Card Sign Up Month
- HPL Director of HR, Gwen Cannon, at the AFSCME Job Fair hosted at Dunkin Park
- Little Amal, Visit to Hartford
- Hispanic Heritage Month

» Communications continues to work on the HPL logo redesign with Miranda Creative. Three designs were presented for larger community consideration, and the feedback received from the meetings was used to update and enhance the new logo.

» Communications is working with Branch Services to implement a new photography and videography policy based, universal signage will be up this November.

SOCIAL MEDIA



FACEBOOK

11K FANS

134 POSTS



TWITTER/X

5,296 FANS

94 POSTS



INSTAGRAM

4,122 FANS

174 POSTS

DOWNTOWN LIBRARY

Bid specifications and the scope of work was completed for repairs. A request for proposals was issued in September. Responses are due in mid-October. The Library has identified a vendor for the café space and is working with the vendor on space redesign for the café operations. The mechanical, electrical, and plumbing design work required for the café has been completed.

ALBANY LIBRARY

Discussions are in process with the Connecticut State Historic Preservation Office regarding the demolition and remediation plan for the Northwest School. Silver Petrucelli and Associates, Inc. is in the process of developing the schematic design for the project.

BARBOUR LIBRARY

The architectural firm Silver Petrucelli & Associates, Inc., working with Margaret Sullivan Studios and HPL, has completed the schematic for the Barbour Library project. A grant application was prepared and submitted to the Connecticut State Library for the project. Hartford City Council authorized a resolution to execute a disposition of the land where the future Barbour Library site between Development Services and HPL.

HUMAN RESOURCES

During FY24, 1st quarter, 25 vacancies were filled for the following service area/business units: FY22, 4th quarter, 25 vacancies were filled which represents a 16% increase over FY23, 4th quarter. Overall, staffing remained relatively flat from period to period considering unusual hiring activity-TAP temporary hires in FY22.

Public Service	The American Place	Customer Experience	Infrastructure Support Services-IT, Facilities & Finance	Development	Culture and Communications	Administration
17	5	2	1	0	0	0
Librarian Library Asst. YouMedia Mentor School Choice Coord. Boundless Coordinator LIL Early Literacy Asst.	Immigration Counselor Program Manager Intern Intern Project Coord.	Security Supervisor Security Guard	Maintainer I			
FY 23 Same Period= 5	*FY 23 Same Period= 2	FY 23 Same Period= 2	FY 23 Same Period= 1	FY 23 Same Period= 0	FY 23 Same Period= 0	FY 23 Same Period= 0

- » For the same period in FY23-1st quarter, 10 vacancies were filled, which represents a significant increase in FY24 1st quarter activity.
- » HPL hired 2 MLS Librarians during 1st quarter FY24, including a Youth and Family Services Librarian, and a Boundless Librarian for West Middle School which is our newest Boundless partner.

TRAINING AND DEVELOPMENT

- » A 5-part series on Performance Management was developed and launched in September 2023 for all HPL Supervisors and Managers. The timing of the launch was in anticipation of our annual performance evaluation season scheduled to begin in October. The goal for the training is to provide a comprehensive look at managing performance, the role that performance management plays in staff engagement and retention, and the potential impact on productivity. The training had 79% participation and will continue into January – April 2024. Consistent with our strategic plan, HPL continues to be committed to providing professional development opportunities for all staff, along with the opportunity to network and grow together.
- » During the 1st quarter of FY24, HPL announced a second professional development opportunity that began 2nd quarter. The course was developed by Library Journal. The Library Management course will provide training on the fundamentals of staff relationships, the fundamentals of management, managing difficult conversations, staff feedback, crisis and incident management, and more. This is an 8-week, online course offering exposure to experts in

HUMAN RESOURCES

(continued)

the field of library management and the opportunity to exchange ideas with over 500 other library staff across the country!

DE&I:

- » HPL's staff-led LEID Council and the Steering Committee, in partnership with Leading Culture Solutions, continues to work to meet DE&I goals. During the 1st quarter of this fiscal year, the Council spent time clarifying and prioritizing the outcomes of staff survey data taken in FY22. The themes of professional development and staff connection across the organization are the primary themes emerging from the staff survey data. We are now working on two initiatives designed to begin addressing these themes. We are excited to report that staff interest in participating on the staff council continues to grow. Our work during the 2nd quarter will be to launch the search for the HPL Manager of Employee Engagement. This full-time position will play a significant role in support of our DE&I work.

STAFF ENGAGEMENT

- » The HPL leadership team continued “Branch Cheer”, branch visits during the 1st quarter. “Branch Cheer” is an ongoing initiative launched in June 2023. Our goal for branch visits have been to connect with branch leadership and staff, personally thank our branches for service to our communities, and to remind our branches that we are committed to their support. Each branch receives a visit from a member of the HPL leadership team who brings information on upcoming activities, treats & lots of smiles!
- » During 1st quarter FY24, we were in final planning for our annual HPL Staff Day! The purpose of staff day is to bring our staff of 120 employees together for a day of enrichment, encouragement, learning & acknowledgement! The 2023 theme for staff day was “RESILIENCE”! Following the pandemic and the flood, our staff have faced significant challenges. We are forging ahead, and grateful for the ways in which our staff have responded to these challenges.

PROGRAMS 1st QUARTER July - September 2023

Downtown	FY 2022-2023			FY 2023-2024		
	Programs	Attendance	Views	Programs	Attendance	Views
American Place	116	1,137	0	106	895	0
Finance	1	21	0	1	25	0
Hartford History Center	9	336	0	0	0	0
Programming	51	614	0	17	1,124	0
YOUmedia	55	318	0	0	0	0
Youth Department	85	1,587	0	78	1,615	27
Totals	317	4,013	0	202	3,659	27

Branches	Programs	Attendance	Views	Programs	Attendance	Views
Albany Adult	7	56	0	24	383	0
Albany Youth/Teens	63	576	0	152	1,162	0
Barbour Adult	2	19	0	5	88	0
Barbour Youth	47	519	0	37	670	0
Camp Field Adult	3	24	0	5	52	0
Camp Field Youth	33	244	0	25	417	0
Dwight Adult	11	42	0	31	333	0
Dwight Youth	59	918	0	25	260	0
Park Adult	13	866	0	11	821	0
Park Youth	33	834	0	43	1,829	0
Ropkins Adult	0	0	0	10	107	0
Ropkins Youth	40	845	1,500	37	708	0
Totals	311	4,943	1,500	405	6,830	0

Pilot & Other Programs	Programs	Attendance	Views	Programs	Attendance	Views
Rawson - Pilot Program	33	621	0	20	251	0
Boundless @ HPHS*	54	524	0	9	93	0
Totals	87	1,145	0	29	344	0

HARTFORD PUBLIC LIBRARY 1st Quarter Programming Totals

	FY 2022-2023	FY 2023-2024
Virtual + On-site Programs	715	636
Live Virtual + On-site Attendance	10,101	10,833
Recorded Program Views	1,500	27

*Hartford Public High School