



Chief Executive Officer's Report

July – November 2016

Bridget Quinn-Carey, CHIEF EXECUTIVE OFFICER

December 2016

Hartford Public Library's Finances

For the four month period ending 10/31/2016, Hartford Public Library has expended a total of **\$2,957,244** which, along with the encumbrances represents **27.8%** of the total revised budget of **\$10,704,185**. The Library has also collected **\$3,290,906** in operating and grant revenue.

	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE	REMAINING TO BE COLLECTED/AVAILABLE	% COLLECTED/COMMITTED
REVENUE	\$ 10,704,185	\$ 3,290,906	0	\$ 7,413,279	30.7%
EXPENSE	\$ 10,704,185	\$ 2,957,244	\$ 22,849	\$ 7,724,091	27.8%
TOTAL	\$ 0	\$ 333,662	\$ (22,849)	\$ (310,812)	

- The Fiscal Year 2016 Audit was performed in October and is expected to be released along with updated financial statements in December.

Library and Public Services

Youth and Family Services

Youth staff established a summer learning pilot program partnership with United Way volunteers at four community schools during a 4-week Early Start (summer school) program to help kids with reading and writing book reviews. While there were slightly less children registered in the youth summer learning program (ages 6-12), 250 more students recorded at least one book this year and the number of reviews written nearly doubled. Nearly half of the people registered in the parent/child program completed at least one learning track compared to 35% in 2015.

		Registered	Total Books Read	Read at Least 1 Book or did 1 Learning Track	% Participation
Youth Program (6-12)	2016	2,358	7,132	720	31%
	2015	2,761	7,282	470	17%
Parent/Child Program	2016	244	5,467	119	49%
	2015	492	3,691	172	35%

A total of 8,894 summer lunches were served downtown and at all branches, a slight increase over last year.

New plans were collaboratively created for all programming for youth ages 6-19 that are aligned with federally recognized 21st century skills. This ensures quality youth

programming throughout the neighborhoods in the areas of STEM, Arts & Entertainment, Literature and Themes, and Life Skills.

YOUmedia and Teen Services

A year-long evaluation process in YOUmedia provided decisive quantitative and qualitative support of programs, approaches and impacts to date, and guidance for future plans.

Over 30 teens participated in Capital City Game Jam, a computer science learning program where students spent approximately 120 hours building mobile applications with certified computer science teachers. This program generated new partnerships with the Center for Latino Progress, Senator Fonfara's office, and CT Computer Science Teachers Association.

Adult Public Services and Collections

Adult health and wellness workshops funded by Cigna were held at five branch locations. Topics included fitness and everyday wellness to improve balance, mobility and strength, healthy eating/healthy minds, stress and time management, and a "get moving challenge" to walk 10 miles a week for six weeks.

The initial assessment of the downtown adult collection has been completed. Staff will begin to integrate and shift materials in early December to accommodate the new location of the Peters Reading Room on the main floor of the library.

Adult Learners

Several individuals were assisted with college transition steps and admissions through Adult Learning and are all currently enrolled in local colleges for this fall 2016 semester. The Library is in discussion with Capital Community College (CCC) about establishing a formal partnership that will include a streamlined referral system whereby prospective students receive more personalized support as they move through a complex multi-phased application and registration processes.

In late September 2016, New England Public Radio distributed the new book, *Words in Transit, Stories of Immigrants* (UMASS Press). Based on a project, which began as a radio and online initiative of NEPR, it seeks to bring the national conversation on immigration home to New England and to shift the discussion from an abstract debate about immigration policies to stories of individuals. There are 6 immigrants from Hartford featured in the book, 4 of whom explicitly mention connecting with HPL in their stories. **SAVE THE DATE!** Wednesday, December 14, 2016, 6:00 to 7:30 PM at HPL

Downtown Branch an event celebrating *Words In Transit* Learn more at <http://nepr.net/wordsintransit/> and make sure to join us on December 14.

On September 8/9, Chief Adult Learning Officer (CALO), was invited to participate at a Community Catalyst Town Hall Meeting in Philadelphia. Sponsored by Institute of Museum and Library Services (IMLS) the convening was designed to gain a deeper understanding of the ways museums, libraries, archives, and related institutions are working with their communities to effect positive change. Learn more at <https://www.ims.gov/issues/national-initiatives/community-catalyst-initiative>

On September 17, in collaboration with USCIS we hosted a Naturalization Ceremony commemorating Citizenship Day and National Welcoming America week. 50 immigrants were sworn-in representing 33 countries; over 150 people were in attendance. A major feature of the event was a young Muslim woman's rendition of the Star Spangled Banner to remind us of one of America's core civic values – freedom of religion.

The recently awarded HFPG Career Pathways Initiative is off to a good start. Classes were launched September 2016 with on-the-job (OTJ) training provided at Hartford Public Schools kitchens. Of the students that completed their OTJ trainings to date 4 have been hired PT by the schools. The attached blog by Don Shaw offers a glimpse into this exciting new initiative <http://bit.ly/2fAY00v>

On October 27/28 U.S. Citizenship and Immigration Services new grant awardees attended an orientation and training session in DC. CALO was invited to present to all grant recipients on the topic of "Creative Citizenship Instruction" highlighting HPLs contribution to the development of the Citizenship Thumbball, the Citizenship on the Go (COG) online citizenship course, the Teen Citizenship Guides, etc. Offering Citizenship classes in a Library setting lends itself to multiple creative "teaching moment" opportunities.

On November 3, the New Haven Community Foundation invited HPL TAP staff to present to the New Haven Public Library (NHPL) on TAPs best practices with the goal of supporting a similar immigrant integration initiative at NHPL.

On November 6, CALO was invited by IMLS to be part of a panel of IMLS awardees whose projects focused on college and career readiness for youth to present at the Young Adult Library Services Association Symposium in Cleveland, OH.

Cultural Affairs and Public Programming (CAPP)

Under the umbrella of HPL's office of Cultural Affairs and Public Programming (CAPP), three distinctive branches offer a variety of services, programs and opportunities to our community: Adult Programming and Events, the Hartford History Center and Communications.

More than 3,000 people have participated in one of 70 programs or events produced by CAPP since July 1, 2016. Through the Library's room reservation service (managed by CAPP), a multitude of community groups have enjoyed the conveniences of our downtown library space to convene their meetings, bringing an additional 2,900 individuals into our Main Street Library.

CAPP program highlights include HipHop Nation 2016, funded by the Edward C. and Ann T. Roberts Foundation, the Fund for Greater Hartford and the iQuilt/Envisionfest partnership. Hip Hop Nation presented a fall series of workshops throughout the branches, a variety of events including an author event with MK Asante, and an exhibition that examines Hip Hop as an art form and as an historical movement, with a focus on how it evolved in the Hartford community. HPL partnered with Iron Poet Series, Studio-8-Sixty, Zulu Nation 860, Real Art Ways, and more to make the Hip Hop series come to life.

Additional programming highlights include three popular workshop series targeted to older adults. This fall, the library has offered quilt making with master quilter Irma Nelson, memoir writing with Hartford author Cindi Brown Austin, and a mixed media sculpture series with local artist Anne Cubberly. All workshops are currently being funded by the Ensworth Charitable Foundation, Bank of America.

The ArtWalk featured the work of artists Sandra Bender Fromson and Ellen Shiffman for much of October and November, in addition to a quilt display produced by the participants in the older adult workshop. The quilts were exhibited on the 3rd floor admin wall. The glass cases by the Hartford History Center showcased the work of the Hartford Artisans Weaving Center. Artist Sandy Fromson provided on-site instruction for those interested in working a loom and was joined by such apprentice weavers as Mayor Luke Bronin and Congressman John Larson.



The Hartford History Center storage areas were completely packed and materials moved offsite late summer to make way for planned renovations to the library building. The majority of the historical collections are now securely housed in Connecticut State Library's Van Block archival storage facility, less than a mile away from the Downtown Library. The Connecticut State Library is allowing us to use this space, totaling more than 5,000 square feet, free of charge. Jasmin Agosto was recently hired as the Education and Outreach Manager for the Hartford History Center. She received her Master's from NYU's Gallatin School of Individualized Study and holds her Bachelor of Arts in Educational Studies and American Studies from Trinity College. As an undergraduate student at Trinity College, she was a student organizer for the Trinity International Hip Hop Festival and Youth 4 Change Conference through Trinity's chapter of Temple of Hip Hop. After college, she worked as a Program and Grants Manager for youth-focused cultural and media arts non-profits in Hartford: Sankofa Kuumba Cultural Arts Consortium and Young! Studios. In the past year, Jasmin has been working as an archivist assistant and metadata writer at the Hartford History Center, working specifically on the Real Art Ways and Butch Lewis collections and creating archival exhibitions around Hartford's Puerto Rican Parades and hip hop community. We are delighted to have her join us!

In Communications, this past summer and fall, the team has been busy in helping to produce the annual report and in spreading the news about the Library's Beyond Words signature event. This includes mailings, enews, and social media, as well as the design of a Beyond Words website and invitations. Additionally, we have worked closely with Anne Cubberly in preparing library characters for the Dec. 1 event and with the Pita Group in the production of the evening "Beyond Words" video.

Development

Hartford Public Library's new signature event, Beyond Words will take place on Thursday, December 1, will launch Wally Lamb's new novel *I'll Take You There* and will also honor Louise Blalock, former HPL chief librarian 1994-2008, with the first Caroline M. Hewins Medal.

The event came about through the generous offer of Wally Lamb to launch his book in both Meta Book and print form. HPL is looking to the future of introducing a new novel in a new form and honoring the past with both Louise Blalock and the Caroline M. Hewins medal.

The development department has focused on managing the event internally with a low cost ratio and engaging the community through an honorary committee with Hartford community leaders, table captains that include full participation from our board of directors, and by seeking sponsorships.

The true purpose of an event is to not only raise much needed operating support, but to also friend raise and create new Library Champions in our community. HPL has engaged

the Pita Group to produce a program video to tell the important life changing stories that happen at the library every day.

In addition, with new development data base support, Raiser's Edge (donor management database) has been cleaned up and is building a very active data base mailing list. Next year, there will be a good base to strategically retain donors and attendees from one year to the next.

In addition to the Beyond Words event, the Development Department has spent time working on capturing the history of giving with past and current donors. Development has worked closely with the communications and marketing department to reach out to potential donors in a variety of ways.

Andrew Diaz-Matos, board development chair, is actively seeking to have more direct involvement with the entire board in all of the Library's fundraising efforts.

Grants

Pending

13 grants & letters of inquiry were submitted for \$198,842.

Several grants were submitted for YOUmedia's new initiative Level Up^ (American Honda for \$75,000; VOYA for \$10,000 and Michael & Susan Dell Foundation for \$10,000). This project will: clarify and document the necessary skills and actions to obtain post-secondary education and employment in several fields; provide educational and economic opportunities to teens; and connect teens to new organizations, interests, and peers.

The Library will accomplish these goals through the development, launch, and formative evaluation of an online software application called LVL ^. Intended to help youth navigate through high school to college and career, LVL ^ has three components:

1. Character Skills Development - Mentors endorse teens for observed character skills; it's like LinkedIn for learning!
2. Professional Development - Teens practice essential professional skills in their area of interest.
3. LVL ^ Learning Pathways - Teens complete missions to earn concepts and progress along a learning pathway.

Three grants requests we submitted to Bank of America, Altria and AT&T for the Capital City Game Jam. This initiative is a collaboration between Hartford Public Library, Center for Latino Progress, and the City of Hartford that brings together 25 youth employees, two computer science mentors, and local technology professionals to teach computational thinking, prepare youth for further training in engineering and computer-related fields, and to teach programming as a real-world problem-solving activity.

Several letters of inquiry were sent out for the Library's proposed book on Elbert Weinberg. The Library proposes to publish a 64-page book that will present an in depth analysis of Weinberg's most important sculptures and will include a brief biography and fifty illustrations. The book will be published and distributed by Wesleyan University Press.

Awarded

20 grants were awarded in the amount of \$797,997 (total amount reflects only the FY allocation for multi-year grants)

Of the 20 grants, 5 are continuation funding from multi-year grants. Four grants were awarded that serve immigrants and refugees:

1. Hartford Foundation for Public Giving (HFPG) and Beatrice Fox Auerbach Foundation Fund: Career Pathways Initiative for Immigrants. Amount: \$245,375, (3 Year Cycle)
2. Institute of Museum AND Library Services (IMLS): Linking Learning, Belonging and Community: A Collaborative Approach to Narrowing the Achievement Gap for High-Risk New Arrival Immigrant Teens. Amount: \$595,000 (3 year cycle)
3. US Citizenship and Immigration Services (USCIS) Department of Homeland Security (DHS): Citizenship and Integration Grant. Amount: \$250,000 (2 Year Cycle)
4. Project Citizenship: Grant funds allow the Library to continue preparing citizenship application at no cost to our clients. Amount: \$15,000

Another highlight for this period is Hip Hop Nation 2016 made possible by funding from Roberts Foundation, Fund for Greater Hartford and iQuilt. Hip Hop Nation 2016 is a multidisciplinary program that includes a series of workshops and events that engage Hartford youth and their families in the artistic and knowledge-based elements of Hip Hop culture and its historical presence in Hartford. Funds supported youth and family workshops in community mural painting, dance, poetry, music production, and literature.

The Hartford Foundation for Public Giving awarded funding in the amount of \$50,000 for the Library to develop a focused strategic and sustainability plan. The plan will focus on three strategic areas: the branch system, technology and sustainability.

Declined

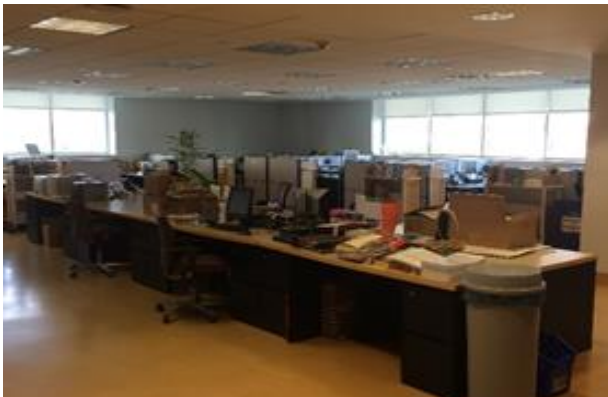
Five grants were declined for a total amount of \$213,855.

Of particular interest was the YOUmedia Hartford - Near-Peer Digital Arts Mentorship submitted to the State Farm Youth Advisory Board for \$100,000. This program aimed at reducing truancy rates, increase employment skills, and decrease youth violence through mentorships, arts and employment programs.

Capital Projects

The UConn construction at Hartford Public Library began this September starting with third floor renovations in the technical services, and communications office area. The work was completed mid-November and staffing relocating to their newly constructed area. The work completed included a space redesign of the technical services area with a new entrance, flooring and mill work. This work will now allow the public services and technical services staff to be co-located in one space. In addition, the outer area was also redesign with the deconstruction of one enclosed office space to allow for a reconfiguration of space now creating a five person work space. Construction began on the second floor in mid-November beginning with the construction of the new BIA and passport spaces.

Before



After



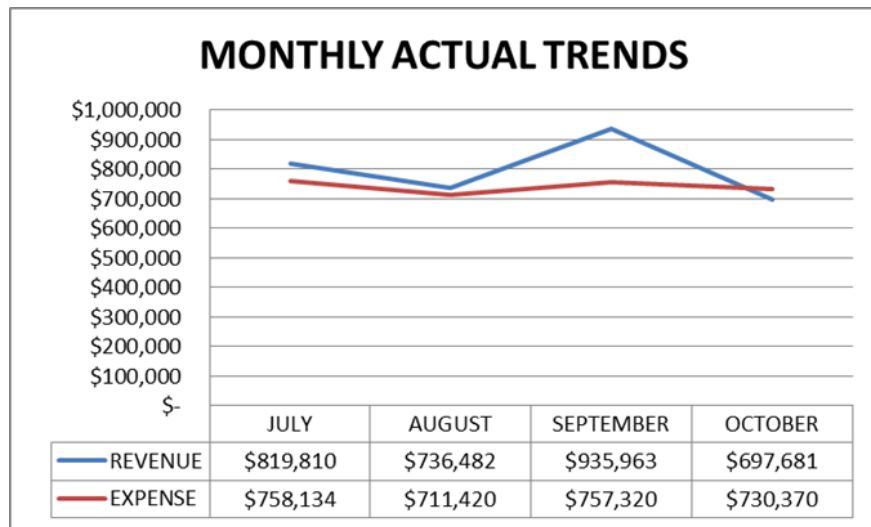
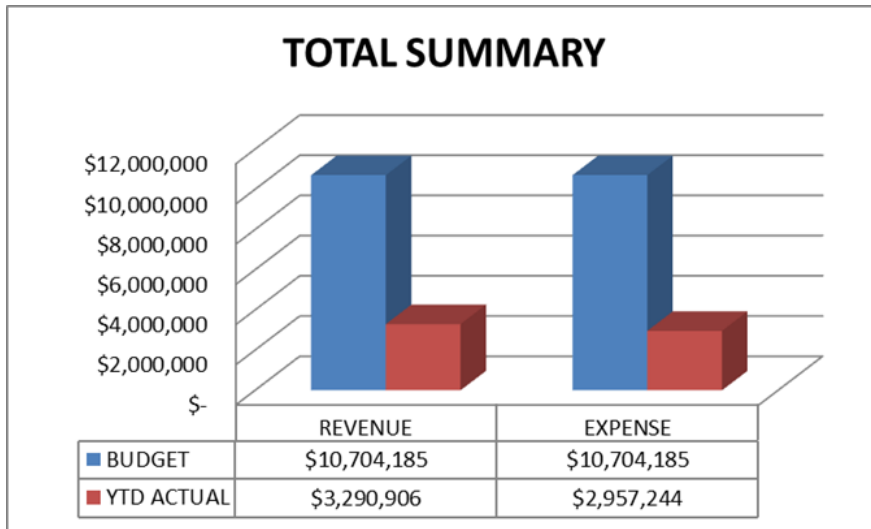
Staff Updates

Nine new employees were hired in the first quarter: Jasmin Agosto, Hartford History Center and community outreach manager; Kelly Anziano, passport specialist; Deshawn Beckford, security guard; Brian Gauthier, security guard; Elizabeth Lane, branch manager; Juanita Montalvo, early literacy assistant; Celio Roman, security guard; Yuliana Santos, security guard, and Tammy Young, education site coordinator.

Halogen Performance Appraisal

This project is the employee performance evaluation for FY16 and is mid-way through the process. The target for completion is November 28, 2016.

Performance Indicators



Note: Figures in the total budget include grants.

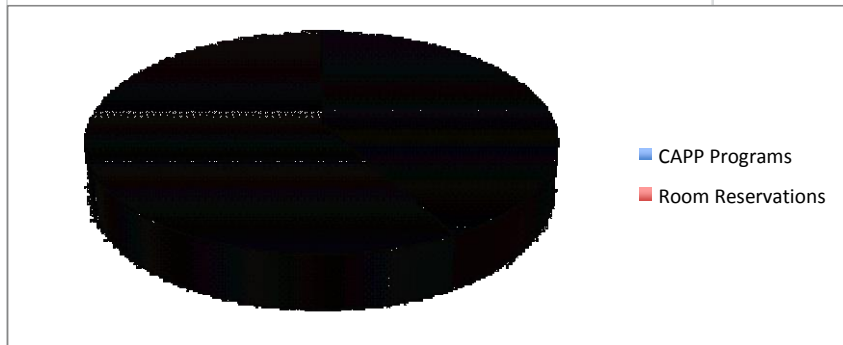
	Oct. 2016	Sept. 2016	Aug. 2016	Jul. 2016	YTD FY 17	TOTAL FY 16
TOTAL VISITS	99,097	105,081	113,432	103,001	420,611	849,988
DOWNTOWN	58,860	60,008	66,652	60,293	245,813	494,483
ALBANY	10,426	11,687	10,784	8,232	41,129	60,286
BARBOUR	1,704	1,578	1,858	1,989	7,129	30,924
BLUE HILLS	3,667	3,875	4,152	4,065	15,759	24,041
CAMP FIELD	4,425	4,606	7,200	5,855	22,086	51,377
DWIGHT	5,163	4,711	4,475	4,889	19,238	38,704
GOODWIN	3,124	3,463	4,895	4,996	16,478	35,727
MARK TWAIN	908	1,247	2,415	2,265	6,835	20,922
PARK	6,714	8,854	7,798	8,202	31,568	50,530
ROPKINS	4,106	5,052	3,203	2,215	14,576	42,994
TOTAL CIRCULATION	32,062	31,889	38,627	33,482	136,060	414,988
DOWNTOWN	18,646	18,059	22,472	18,403	77,580	233798
ALBANY	1,588	1,790	1,990	1,544	6,912	20783
BARBOUR	1,084	1,448	1,541	1,483	5,556	18763
BLUE HILLS	670	819	1,242	1,262	3,993	15110
CAMP FIELD	1,763	1,731	2,144	2,220	7,858	27787
DWIGHT	2,220	2,220	2,236	1,855	8,531	22281
GOODWIN	1,783	1,608	2,184	2,225	7,800	25566
MARK TWAIN	595	529	688	645	2,457	11508
PARK	2,513	2,499	2,474	2,151	9,637	24349
ROPKINS	1,200	1,186	1,656	1,694	5,736	15043
TOTAL PC USE	11,855	12,030	16,088	14,290	54,263	170,578
DOWNTOWN	6,050	5,975	7,221	6,545	25,791	88636
ALBANY	1,319	1,397	1,803	1,424	5,943	19163
BARBOUR	642	768	1,205	894	3,509	7663
BLUE HILLS	339	419	825	622	2,205	5900
CAMP FIELD	789	923	1,212	1,092	4,016	12679
DWIGHT	572	566	609	663	2,410	5604
GOODWIN	488	551	728	626	2,393	6796
MARK TWAIN	91	125	242	229	687	3755
PARK	947	847	1,518	1,311	4,623	12625
ROPKINS	618	459	725	884	2,686	7757
TOTAL YOUTH PROGRAMS	259	243	278	451	1,231	4,726
DOWNTOWN	28	25	42	59	154	734
ALBANY	45	49	28	42	164	161
BARBOUR	29	27	36	51	143	464
BLUE HILLS	0	21	33	41	95	492
CAMP FIELD	33	18	23	42	116	407
DWIGHT	31	15	23	39	108	546
GOODWIN	27	28	26	53	134	543
MARK TWAIN	0	0	10	20	30	578
PARK	31	29	23	38	121	452
ROPKINS	35	31	34	66	166	612
TOTAL YOUTH PROGRAM ATTENDANCE	3,106	2,999	5,362	10,437	21,904	75,131
DOWNTOWN	538	431	1,063	2,708	4,740	17451
ALBANY	712	830	1,109	934	3,585	2795
BARBOUR	105	145	492	794	1,536	4893
BLUE HILLS	0	314	636	999	1,949	10321
CAMP FIELD	315	199	559	1,096	2,169	8052
DWIGHT	217	100	192	614	1,123	5866
GOODWIN	227	164	322	977	1,690	9321
MARK TWAIN	0	0	65	147	212	4557
PARK	319	304	408	892	1,923	7061
ROPKINS	673	512	516	1,276	2,977	10981

Cultural Affairs and Public Programming

The Cultural Affairs and Public Programming (CAPP) department manages both library programs and those programs that come into the library through our room reservation system. CAPP creates an array of original and timely programs to engage intergenerational audiences throughout the year. In addition, the CAPP staff works to ensure that Hartford Public Library is a safe and welcoming space for community members to gather, share ideas and learn. Programs that originate out in the community are supported through this office.

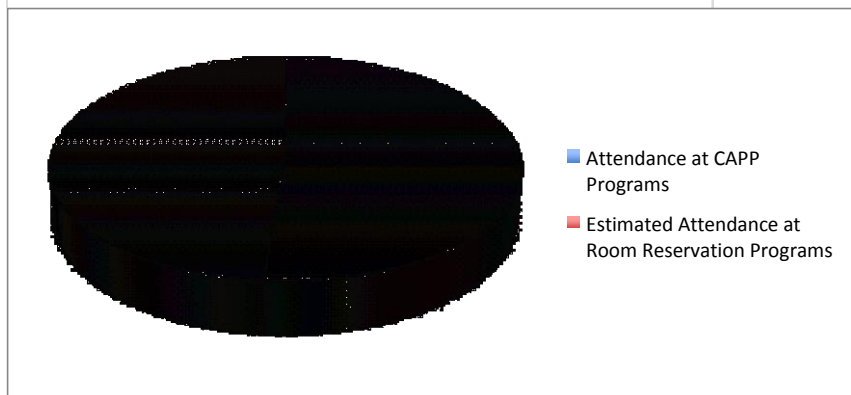
July 1-October 31, 2016: Programs Managed by CAPP

CAPP Programs	63
Room Reservations	87
Total Events Managed by CAPP	150

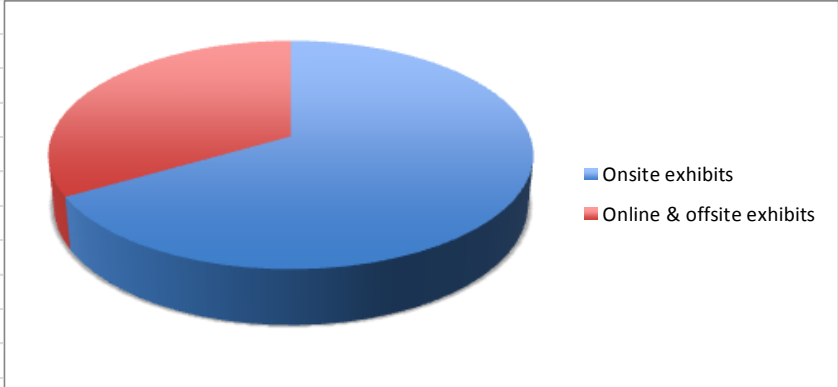


July 1-October 31, 2016: Program Attendance Totals

Attendance at CAPP Programs	3073
Estimated Attendance at Room Reservation Programs	2918
Total Estimated Attendance at Events Managed by CAPP	5991



July 1-October 31, 2016: CAPP Exhibits	
Onsite exhibits	8
Online & offsite exhibits	4
Total CAPP Exhibits	12



July 1-October 31: Attendance at CAPP Exhibits	
Attendance at onsite exhibits	10,429
Attendance at online & offsite exhibits	3,432
Total attendance at CAPP exhibits	13,861

