President and CEO Report

February 2024

FISCAL YEAR 2023–24
SECOND QUARTER
(OCT–DEC 2023)

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at a glance

68,944 total visits
45,054 items checked out
17,372 wifi sessions
9,078 computer sessions
8,934 youth program participants
7,776 reference questions answered
641 Library on Wheels visitors
250 years of Hartford Public Library
FISCAL YEAR 2024 – OPERATING BUDGET SUMMARY

AS OF DECEMBER 31, 2023 – 50% THROUGH FISCAL YEAR

For the period ending 12/31/23, the Hartford Public Library has expended an estimated total of $5,563,541 which represents 47.3% of the revised operating budget of $11,751,752. HPL has also collected an estimated $5,896,875 in operating funds, or 50.2% of the Fiscal Year 2024 budget.

<table>
<thead>
<tr>
<th></th>
<th>FY24 Budget</th>
<th>FY24 Actual</th>
<th>Variance</th>
<th>% Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>$11,751,752</td>
<td>$5,896,875</td>
<td>$5,854,877</td>
<td>50.2%</td>
</tr>
<tr>
<td>Expense</td>
<td>$11,751,752</td>
<td>$5,563,541</td>
<td>$6,188,211</td>
<td>47.3%</td>
</tr>
<tr>
<td>Variance</td>
<td></td>
<td>$333,333</td>
<td>($333,333)</td>
<td></td>
</tr>
</tbody>
</table>

Actual YTD Totals as of 12-31-23
TOTAL EXPENSE

<table>
<thead>
<tr>
<th>Expense</th>
<th>FY24 Budget</th>
<th>FY24 Actual</th>
<th>Variance</th>
<th>% Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$ 6,872,776</td>
<td>$ 2,886,489</td>
<td>$ 3,986,287</td>
<td>42.0%</td>
</tr>
<tr>
<td>Fringe</td>
<td>$ 2,587,151</td>
<td>$ 1,448,567</td>
<td>$ 1,138,584</td>
<td>56.0%</td>
</tr>
<tr>
<td>Professional Services</td>
<td>$ 563,032</td>
<td>$ 364,722</td>
<td>$ 198,310</td>
<td>64.8%</td>
</tr>
<tr>
<td>Staff Training</td>
<td>$ 87,775</td>
<td>$ 38,903</td>
<td>$ 48,872</td>
<td>44.3%</td>
</tr>
<tr>
<td>Supplies</td>
<td>$ 122,400</td>
<td>$ 34,882</td>
<td>$ 87,518</td>
<td>28.5%</td>
</tr>
<tr>
<td>IT</td>
<td>$ 234,176</td>
<td>$ 213,563</td>
<td>$ 20,613</td>
<td>91.2%</td>
</tr>
<tr>
<td>Collection</td>
<td>$ 546,282</td>
<td>$ 269,348</td>
<td>$ 276,934</td>
<td>49.3%</td>
</tr>
<tr>
<td>Utilities</td>
<td>$ 125,460</td>
<td>$ 48,813</td>
<td>$ 76,647</td>
<td>38.9%</td>
</tr>
<tr>
<td>Rent</td>
<td>$ 36,000</td>
<td>$ 21,000</td>
<td>$ 15,000</td>
<td>58.3%</td>
</tr>
<tr>
<td>Facilities</td>
<td>$ 417,000</td>
<td>$ 212,260</td>
<td>$ 204,740</td>
<td>50.9%</td>
</tr>
<tr>
<td>Programs</td>
<td>$ 159,700</td>
<td>$ 24,995</td>
<td>$ 134,705</td>
<td>15.7%</td>
</tr>
<tr>
<td>Other</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>0.0%</td>
</tr>
<tr>
<td>Total</td>
<td>$ 11,751,752</td>
<td>$ 5,563,541</td>
<td>$ 6,188,211</td>
<td>47.3%</td>
</tr>
</tbody>
</table>

Note: The pie chart represents the total expenses as of 12-31-23 and the relationship the sub-accounts factor into the total expense. The table represents the 12-31-23 year to date actual expenses, the remaining that is available to be spent, and the percentage of expenses that has been spent as of 12-31-23.
TOTAL REVENUE

Breakout of YTD Revenue $5,896,875

- City of Hartford 78%
- Endowment 5%
- Donations 7%
- Other/Prior Year Funds 3%
- Rentals/Lease/Monthly Payments/Misc 1%
- Investment 5%
- Desk Receipts 1%
- Passports 0%

Revenue FY24 Budget FY24 Actual Variance % Collected
City of Hartford $9,201,354 $4,600,797 $4,600,557 50.0%
Other/Prior Year Funds $158,000 $158,000 - 100.0%
Donations $800,000 $425,947 $374,053 54.5%
Endowment $912,804 $301,784 $611,020 33.1%
**Rentals/Lease/Monthly Payments/Misc $524,594 $55,538 $469,056 10.6%
**Investment $55,000 $316,805 $(261,805) 576.0%
Desk Receipts $45,000 $26,888 $18,112 59.8%
***Passports $55,000 $1,115 $53,885 2.0%
Total $11,751,752 $5,896,875 $5,854,877 50.2%

*Rentals/Lease/Monthly Payments – This account remains under-collected due to the UConn monthly rental receipts are on hold until the UConn Library can move back in to its location. It is anticipated that this loss will be recovered by the insurance claim. This account also contains the Goodwin Branch lease, which was discontinued in October.

**Investment – Larger capital fund investment dividends have been realized in FY24 due to the construction funds being invested in money markets since July.

*** Passports – The passport coordinator position has been open in FY24 which is why the passport account is under collected. It is anticipated this account will increase in the second half of the fiscal year.

Note: The pie chart represents the total revenue received as of 12-31-23 and the relationship the sub-accounts factor into the total revenue received. The table represents the 12-31-23 year to date actual revenue received, the remaining that needs to be collected, and the percentage of revenue that has been collected as of 12-31-23.
# FISCAL YEAR 2024—GRANT/PROJECT BUDGET SUMMARY

**AS OF DECEMBER 31, 2023 – 50% THROUGH FISCAL YEAR**

<table>
<thead>
<tr>
<th>Projects and Grants Summary</th>
<th>Budget</th>
<th>Actual</th>
<th>Remaining</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>$37,233,410</td>
<td>$27,703,537</td>
<td>$9,529,873</td>
<td>74.4%</td>
</tr>
<tr>
<td>Expense</td>
<td>$37,233,410</td>
<td>$5,264,305</td>
<td>$31,969,105</td>
<td>14.1%</td>
</tr>
<tr>
<td>Variance</td>
<td>-</td>
<td>$22,439,232.00</td>
<td>$(22,439,232.00)</td>
<td></td>
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</table>

![Bar chart showing revenue and expense]
BEYOND WORDS

On November 9th, Hartford Public Library welcomed almost 400 guests for its annual gala, Beyond Words, featuring noted author, Ayana Mathis. Mayor Luke Bronin was honored with the Caroline M. Hewins Award.

HPL raised a total of $309,541 to date, and is able to go beyond words, every day, with diverse and transformative programs and services for the community.

The full album of photos is available at hplbeyondwords.com/photo-albums

$155,290
from sponsorships

$129,178
to Fund the Mission

$24,824
in ticket sales

$250
from program ads

$309,542
total Beyond Words revenue
GRANTS

In Q2, The Library received $109,000 in Awarded Grants (consisting of Foundation, Corporate, Federal, State, and City Grants). For capital projects, the Library was awarded $2,000,000 from the Connecticut State Library for the construction of the new Barbour Branch. Thanks to Speaker Ritter and the CT Delegation, the State Department of Education approved $1,795,000 in ARPA funding for the Library’s downtown restoration; and, the CT bonding commission designated the CT State Library to administer a $1,500,000 grant that will also support the downtown restoration. The supporting application for both Library bonding allocations are being completed. There are $201,706 in Pending Grants for this period. One grant application in the amount of $250,000 was declined (Library Journal Jerry Kline Community Impact Prize).

AWARDED GRANTS

Government Grants:
The CT State Department of Education awarded the Library a 2-year grant to the English Learner Success afterschool program at Bulkeley High School in the amount of $63,000 for each year.

FOUNDATION GRANTS

The Stanley D. and Hinda N. Fisher Fund awarded $15,000 to increase assistance for older immigrants through The American Place; The American Library Association awarded Thinking Money for Kids Program Kit for 3 library locations: Downtown, Albany and Park, each valued at $2,000; The J. Walton Bissell Foundation awarded $25,000 in general operating support; Capital Workforce Partners selected the Library as an eligible service provider for the CWP 2024 Summer Youth Employment and Learning Program (SYELP). The amount of founding will be commensurate to the number of placements for the period of July 1, 2024, through September 30, 2024.

CORPORATE GRANTS

None to report

YEAR TO DATE TOTALS THROUGH DECEMBER 2023

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Program Investments Grants</th>
<th>Annual Fund</th>
<th>Annual Fund Restricted</th>
<th>Restricted Special Projects/ Capital</th>
<th>Legacy</th>
<th>Beyond Words</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>$1,328,764</td>
<td>$144,843</td>
<td>$49,579</td>
<td>$279,717</td>
<td>$8,000</td>
<td>$273,448</td>
<td>$2,048,350</td>
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<tr>
<td>2021</td>
<td>$875,832</td>
<td>$105,112</td>
<td>$12,092</td>
<td>$84,299</td>
<td>$57,445</td>
<td>$257,789</td>
<td>$1,392,579</td>
</tr>
<tr>
<td>2022</td>
<td>$1,182,003</td>
<td>$124,446</td>
<td>$44,970</td>
<td>$280,341</td>
<td>$21,649</td>
<td>$260,924</td>
<td>$1,914,333</td>
</tr>
<tr>
<td>2023</td>
<td>$3,150,362</td>
<td>$96,603</td>
<td>$9,925</td>
<td>$337,232</td>
<td>$11,612</td>
<td>$281,703</td>
<td>$2,286,229</td>
</tr>
<tr>
<td>2024</td>
<td>$1,105,031</td>
<td>$80,032</td>
<td>$500</td>
<td>$8,095</td>
<td>$3,854</td>
<td>$309,334</td>
<td>$1,506,846</td>
</tr>
<tr>
<td>Goal</td>
<td>$1,500,000</td>
<td>$150,000</td>
<td>$25,000</td>
<td>$10,000</td>
<td>$10,000</td>
<td>$300,000</td>
<td>$1,695,000</td>
</tr>
<tr>
<td>Percentage to Goal</td>
<td>74%</td>
<td>53%</td>
<td>2%</td>
<td>81%</td>
<td>39%</td>
<td>103%</td>
<td>89%</td>
</tr>
</tbody>
</table>
HPL AMBASSADORS

The Hartford Public Library’s Annual Meeting of the Ambassadors was held at the Downtown Library in the Center for Contemporary Culture (CCC) on October 19th.

Floyd Green, HPL Board Ambassador Liaison, welcomed everyone to the meeting, and gave an update on activities planned for HPL Ambassadors for the coming year. Bridget Quinn, President and CEO, presided over the business meeting and gave an overview of the HPL Annual Report 2023, in addition she gave an update on the Library’s Capital Projects, including Downtown renovations, the new Barbour Street Library plans and Albany Avenue expansion. HPL Ambassador Nancy Macy received the Ambassador of Distinction Award.
The second quarter began with the Big Read at HPL. The branches were engaged in programming related to Home-going by Yaa Gyasi, a book about the divergent lives of two half-sisters in Ghana and their descendants. This included book discussions, as well as an African Dance Workshop, a Kente cloth necklace craft and a panel discussion on the role music played for Black culture, slavery to the present. Youth and Family Services chose Nana Akua Goes to School to complement the adult selection and included activities such as Adinkra fabric stamping and discussing family history/genealogy. In total the participation for the variety of Big Read programs exceeded 400.

HPL’s partnership with the Connecticut Center for Harm Reduction (CTCHR) resulted in eight Narcan and overdose prevention training courses offered to staff and the public in response to needs facing the Hartford community. The training was well attended and during the past six months, distributed over 150 Narcan kits which each included two doses of Narcan and PPE; Branches continue to distribute doses to the public upon request. The instructor reviewed how to identify an overdose, how to use Narcan, dispelled myths surrounding substance use, and equipped participants with the knowledge of harm reduction principles. During some of these sessions, CTCHR brought their mobile testing van and gave customers the opportunity to surrender used syringes and get tested for Hepatitis C and HIV. Overall, there was a cumulative attendance of more than 50 attendees. Additional trainings are scheduled for this quarter.

Began the implementation of a health grant from the Network of the National Library of Medicine (NNLM) in collaboration with the Community Health Center. Branch locations have been hosting health related programming with funding for this project continuing through April. In November, the Ropkins Library held a “DIY Pickles at the Gut Health

45,054 items checked out
17,372 WiFi sessions
9,078 computer sessions
7,776 reference questions answered
253 municipal IDs created
202 documents notarized
Workshop!” Collaborating with CHC, the All of Us Research Program, and Clinical Dietitian Julia Tarbox, discussed **Gut Health**, its importance, maintenance, and issues. Fifteen participants were instructed in quick pickling and were able to make and take their own jars of pickled jalapenos, carrots, cucumbers, and red onions. Books and resources on pickling and general gut health were shared.

- The Dwight Library received a Creative Aging grant from Lifetime Arts. The focus was on the senior population and providing programs that will encourage and provide a space where seniors can interact, build relationships, and participate in programming provided within public libraries. This initiative was launched in October and went through December. Every Tuesday, they hosted **Silver Mingle & Move** with participation from Parkville Senior Center along with other seniors from the community. It was a lively time with as many as 20 joining in the fun!

- October was a busy month for the Park Library. They partnered once again with the Hispanic Health Council to offer a menu of **programs on the topic of domestic violence**. There were new agencies involved this year including Latino Community Services and guest speaker, Dr. Andy Beltran, Medical Director of the Compassion Center for the culminating event held on October 26th. During the event, Park hosted a “**table or treat**” for agencies and families including two puppet shows from the Hispanic Health Council and with three volunteers from the UCO-NN Latino Medical Student Association helping with the activities planned for the kids. There were about 200 people in attendance. The Park Library staff were able to assist a customer with a notarization related to trying to recover her car from a towing company after it had been stolen along with her purse and her children’s holiday presents. They extended an invitation to their **holiday event**, planned for 20 families in need, which consisted of a warm meal, an opportunity for parents to pick out toys to gift to their children, a bag of groceries and raffle prizes in the form of gift cards.
• The Albany Library successfully organized a **spontaneous holiday party** for over 65 children, thanks to funding secured from community stakeholder Violette Haldane with Advocacy to Legacy, Inc. The staff transformed the Library into Santa’s workshop spreading festive cheer. They also hosted an **Enrollment Fair** on November 9th, partnering with Access Health and featuring over 15 vendors offering essential services, from light and water assistance to housing and enrollment for state-assisted health insurance. With over 100 attendees, it highlighted the critical need for connecting the community with vital services.

**The Albany Library’s Enrollment Fair highlighted the critical need for connecting the community with vital services.**

• Barbour Library continues to provide a **FoodShare distribution** twice monthly serving 176 unduplicated households during the quarter. Sun Life Financial Insurance/DentaQuest provided **oral hygiene kits** to distribute at the distribution on October 26 to promote the importance of oral hygiene in one’s overall health. Barbour also hosted a **health and wellness series**, See, Taste & Learn, about nutrition and lifestyle making a significant difference in one’s health and sampling fruit/vegetable smoothies and a hot vegetarian main dish. Over 2 weeks, there were 27 participants. A mother with two young daughters attended because one of her daughters was recently diagnosed with food allergies. She wanted to learn how to cook differently for her daughter. An older woman found that one of the smoothie recipes shared in the program helped with her arthritic inflammation, resulting in her walking with less pain.

• Camp Field Library continues to provide excellent care for their community. They set up a **Hat & Mitten Tree** for all ages in the entrance of the Library, offering customers the chance to take or leave a new pair of mittens, gloves, or a hat to keep warm during the winter season. In all, approximately fifteen items were donated to the community. Another example of this care: while processing a new library card, Library Assistant Noah informed the customer about the different types of resources that he could access with his card and the various services offered at HPL, including getting a Municipal ID. The customer was thrilled to hear this since he needed a photo ID to get a certified copy of his birth certificate to get married. When the customer came in for his Municipal ID appointment, he expressed appreciation and gratitude to the Library for providing this service, and to Noah for taking the...
time to inform him about the Municipal ID, describing it as “life-changing”. In all, there were 253 Municipal IDs processed throughout the system during this quarter.

YOUTH AND FAMILY SERVICES

- Youth librarians presented 448 programs on a wide range of themes. Attendance increased from the same quarter last year by 21% with 8,934 participants. The fall was full of fun youth and family programming. Youth and Family Services Librarian Katryna presented a five-day Escape Room event in October. The escape room theme was centered around an old spooky gothic antique archive. 72 people participated in the program, mostly teens but there was also a small mix of young children and adults who came in and experienced the thrill of working together to make sense of clues to escape the archive! Boundless @ Rawson students were treated to a scavenger hunt in the Library this fall. They had to locate hidden pumpkins and root vegetables. Ropkins Library families enjoyed a Trunk or Treat event to celebrate Halloween. Felicia at Barbour created the Taste Testers program to expose children to healthy foods and the opportunity to taste different foods that they may not have eaten before. The kids learned how to make charcuterie boards in November and a large number of teens participated in this program sampling a variety of cheeses, different jams, and slices of meats.

- Youth and Family Service Librarians continue to offer story times for local preschools across the city both at the Library and on site at the schools. Nancy at Park St. Library @ the Lyric did two story times a month for Hartford Neighborhood Centers. Katherine from Downtown partnered with The Right Place and Betances. Linda from Ropkins visited Mount Olive and the Women’s League. Storytimes provide rituals for children in the Library and they look forward to their monthly visits to check out and explore books along with the special craft projects that the librarian offers.

- HPL collaborated with UCONN STARS to bring STARS PHYSICS programs to HPL locations in the Fall. STARS student volunteers brought 3 Van de Graaf generators to showcase electromagnetism to children and families at the Downtown and Dwight locations. Students were able to put their hands on the Graaf generators which made their hairs stand up and witness different objects stand up with a positive charge! They also learned about light refraction. Both Down-
town and Dwight programs were well attended, and children and parents were excited to learn about magnetism and electromagnetic oscillation. UCONN STARs will return in the Spring with more exciting STEM demonstrations.

• For the past few months, youth and family services librarians have visited the Children’s Museum to conduct story times on the first Thursday of each month. Librarians host three 30-minute sessions for five preschool classes including families visiting the museum. These story times have been immensely successful, with different youth services librarians signing up per month to host. They read stories, do yoga or other music and movement activities, and sing songs. Everyone has a great time and the Children’s Museum staff and students alike are always excited for the visit.

• The Downtown Youth and Family Services Department once again hosted two annual signature events—Diwali and Kwanzaa celebrations. Families had a lot of fun celebrating Diwali 2023 on November 18th. There were several parent and youth performances including: Kids Shlokas (prayers), Diwali poetry, singing and dance performances, and a special CT Humanities guest performance by Rupali Das and her dance Guru Srimati Suchilagna Panigrahi. HPL hosted its 15th Annual Kwanzaa Festival with Sankofa Kuumba Cultural Arts kicking off the event with drumming, dancing, reflections and calling on the spirits of the ancestors. The principle for the day was Nia (purpose) which aims at building the community and restoring traditional greatness. Activities included: drumming and dance by Master Drummer Inara Ramin, Kwanzaa storytelling by Master Storyteller Andre Keitt, face painting by TeachArt2Me, pencil case decorating, Henna, and an African jewelry workshop by Jackie Bright.

• Youth and Family Services Librarians Lina Osho-Williams and Katherine Trouern-Trend teamed up with United Way and Hartford Schools to plan the 18th Annual Jumpstart Read for the Record, a campaign mobilizing volunteers to read to Hartford students in their classrooms. The selected book was With Lots of Love by Jenny Torres Sanchez. HPL President and CEO Bridget Quinn and Director of Public Services Marie Jarry were guest readers at the event’s kick-off location at MD Fox. Five HPL Youth Librarians joined other volunteer readers all over Hartford who visited 85 kindergarten classrooms and read to students.

• Regional School Choice Office Coordinators, Odeta and Gabriel have been busy hosting open office hours around the library system, facilitating and participating in branch programming, and maintaining communication updates with library staff and State of CT colleagues in the Central Office. With the 2024/2025 application season opening in early December, we began
regular open office hours by appointment only with Gabriel at the Downtown Library. Over 100 people attended the Library’s RSCO kick-off Holiday Party in December with a special appearance from Santa! RSCO’s partnership is growing at the Park Library. In December branch staff assisted 215 customers with information and application support.

**TEEN SERVICES**

• Mentors at YOUmedia Albany continue to offer engaging programming for teens. The programming content remained diverse, featuring T-shirt Design, Bracelet Making, Fursuit Making, Plushie Making, Painting, Animation, E-Sports, Dame Design, VR, Music Production, and Digital Art. Two students demonstrated exceptional commitment and skill by completing plushies from design to embroidery, showcasing their proficiency in Adobe Illustrator and sewing. Their work served as a testament to the educational depth embedded in YOUmedia programs. Breakthrough moments occurred as students mastered advanced features in Adobe After Effects, such as basic transform tools and the puppet tool. This newfound expertise enabled them to bring their Christmas card animations to life, marking a significant leap in their understanding of digital animation techniques.

• YOUmedia’s presence at the Beyond Words fundraiser was marked by the unveiling of the Quest 3 headset, garnering enthusiastic feedback from guests. The exclusive incorporation of the Quest 3 headset into the game design program has been a significant development. Throughout November and December, students engaged in hands-on game design workshops, contributing to the creation of characters, stories, and various elements. In the upcoming months, the team anticipates showcasing progress with a display at the Albany Library.

• Last quarter, YOUmedia Albany welcomed the Hartford Public High School STEP program, a group of 16 students aged between 18 and 21, for their quarterly visit on October 25th. Led by Marc Pettersen and Cathy Pelkey, students worked with their 1-on-1 paraprofessionals and delved into a diverse range of activities, including experimenting with 3D pens, exploring the intricacies of music production, and honing their artistic skills by drawing with AI. The group meets during regular school hours, taking advantage of the YOUmedia space during an otherwise unoccupied time.

• Teen visits are increasing across the system. Barbour Library is now regularly seeing teens from Milner and Weaver after school. Park Library welcomed a new part-time Teen Programming Assistant Joseph Jimenez in November. He is building relationships with the teens who frequent the branch and working on creating programming to meet their needs and interests.
In the second quarter, the Public Programming Department focused its work on developing the **20th season of Baby Grand Jazz**, increasing **Community Engagement efforts** for the National Library of Medicine All of Us Grant and other community partners, and managing the **Center for Contemporary Culture** as it slowly opened up for use.

- There was a 132% increase in use of the CCC and classrooms to support Youth and Family Programming, Adult Programming, American Place classes, and meetings with the city.

- The Programming Department's Community Engagement efforts supported the Indigenous community in achieving their community goal and in planning the **Saukiog Harvest Festival** at the Ebony Horsewomen Equestrian Center to celebrate, recognize, and honor the history, art, food, music, cultures, traditions, and indigenous beliefs of the Hartford and Connecticut Tribes and to preserve the legacy of Indigenous ancestors.

- HPL served as a **voting site** for the November Mayoral elections, a city council forum, and a Community Dialogue on the future use of Batterson State Park.

- With support from the National Library of Medicine grant, and in partnership with UConn, HPL has been working towards furthering individual and the community knowledge of and/or skills related to **health literacy** and understanding of clinical medical research. The Library hosted a community dialogue on clinical medical studies, their history with Black and Indigenous communities of color, the factors that contribute to underrepresentation of BIPOC communities in national research projects and the impacts of non-participation. All participants reported an increase in knowledge on health and wellness information and clinical medical studies.

- The **Hartford Reads in Color Virtual Book club** featured books by Ntzake Shange and Alice Walker. Alice Walker’s niece participated in the book discussion for **The Color Purple** that engaged readers in a discussion about the themes in the book supporting the new release of **The Color Purple** musical drama by Oprah Winfrey.
LIBRARY ON WHEELS OUTREACH

• Library on Wheels (LOW) made its way to 24 outreach stops including Literacy Volunteers of Greater Hartford and reached 641 people with a 112% increase in attendance this quarter compared to the same quarter last year.

• LOW ended its weekly visits to the Farmers Markets in the West End, North End and Old State House to an amazing community of people.

• This quarter, Librarian Joseph Eshleman supported the team. Literacy volunteers of Greater Hartford gave a shout out to LOW for providing their students with Spanish and Portuguese books and offering library card registrations on site.

• Over 100 health and wellness kits were distributed to community members at food share sites thanks to a grant funded by the National Library of Medicine.

641
LOW attendees

100
wellness kits distributed

24
outreach stops

HPL STUDIOS

• HPL Studios welcomed and onboarded a new Audio Production and Engagement Manager, Sam Sigman.

• Thoughts Are Things, produced by Hartford Public Library HPL Studios, was selected to be shown at the Public Library Association 2024 Annual conference in April. The program, entitled Film Production and Storytelling as a Form of Community Dialogue, Engagement and Advocacy, raises awareness around the need for digital literacy initiatives that drive programming and community engagement.

• HPL Studios, in partnership with CourtVision, completed its first Audio Production Workshop with funding from PEGPETIA. Instructor professional hip-hop recording artist and audio engineers, Dom McLennon and Zvlu, lead participants of the workshop through the basics of audio production hardware and software.
THOUGHTS ARE THINGS COMMUNITY SCREENINGS

• Boston Public Schools teacher Angela Gordon has been introducing students at Charles H. Taylor Elementary School to Thoughts Are Things and organized a virtual Q&A and talk back with HPL Studios Production Manager to meet with her students.

• Below are some of the students' responses:

Dear Mr. Brown, 1/9/24
Thank you for coming and we were glad that you could make it and on Zoom. Thank you for answering the questions that we asked and for seeing the note that we put up. When I grow up I want to be a fashion designer because I like to make outfits and I have a pretty good sense of fashion.
Sincerely, Addyson

Dear Mr. Brown, 1/9/24
Thank you for joining our class via zoom on December 21, 2023. I am so grateful that you took the time out of your day to come and see us and answer our many questions. Thank you for letting us watch your movie Thoughts Are Things and the movie that inspired you to create Thoughts Are Things. Thank you for joining our class not just one time but you came to see us twice. I was so grateful to meet you and learn about you and I think you’re a very cool person. I want to be an actor when I grow up so I can be in films, movies, and shows and everybody can know my face and I can be famous and I can probably win an Academy Award.
Sincerely, Jehanny

• In celebration of Hartford Public Library’s 250th, HPL Studios has begun recording and editing an archive of 250 community members' library stories. These stories will give a tangible context to the impact of HPL on its community.

• HPL’s The Beat submission round for 2023 was finalized and new artists were submitted into the music streaming platform. This round includes artists who have been featured in Rolling Stones Magazine, The Blues, and artists with amazing songs that highlight Hartford as home.
Go to thebeathartford.co and enjoy.
TECHNICAL SERVICES

• Electronic Resources Librarian Marianne Lorio introduced library staff to Baker & Taylor’s new **Boundless** app, which will take the place of their previous Axis360 platform.

• HPL’s **digital magazine usage** increased by 260% compared to last quarter.

• Picture books were the most common genre browsed through OPAC, followed by Fantasy and Science Fiction, and Health and Prosperity.

• In preparation for the grand opening of **Boundless @ West Middle**, Tech Services acquired, cataloged, and processed 1,365 **new items**.

• This made up roughly 1/3 of new items added to the catalog this quarter.

![Number of Items Added in Q2 FY2024](image)

**POPULAR GENRES**

<table>
<thead>
<tr>
<th>Genre</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>picture books</td>
<td>2,047</td>
</tr>
<tr>
<td>fantasy &amp; sci-fi</td>
<td>1,453</td>
</tr>
<tr>
<td>health &amp; prosperity</td>
<td>1,405</td>
</tr>
<tr>
<td>teen reads</td>
<td>1,363</td>
</tr>
<tr>
<td>fiction</td>
<td>1,359</td>
</tr>
</tbody>
</table>
2,277
ESL class attendees

240
citizenship program attendees

184
screenings & legal consultations

180
ESL classes

73
citizens naturalized

31
new ServSafe students

CITIZENSHIP

Over 184 immigrants received initial screenings and legal consultations; 46 applications were prepared and submitted, most requiring preparing an additional fee waiver application. **73 clients were naturalized this quarter.** To ensure a successful naturalization interview, applicants received a 1:1 mock interview generously conducted by our pro bono lawyers and trained volunteers. UCONN continues to offer both office and classroom space for Citizenship programs – 20 classes were offered at UCONN with an average attendance of 240. TAP is grateful to UCONN for the use of space as all three classrooms at the Downtown Library are booked concurrently for ESL daily (except Fridays and Sundays).

ESL

TAP delivered a total of 158 ESL classes; plus 22 at West Middle. Student retention in both adult and youth after school classes remains strong. Adult attendance equaled 1,613, and youth 664. ESL for youth is strengthened by the U.S. Department of Education’s Congressional District Spending Project grant award. The program offers **high dosage tutoring** to ESL high school seniors. 37 students are currently enrolled in the tutoring program where they also receive with their college applications and FAFSAs.

Linkage between ESL and Citizenship program facilitates the process of **recruiting qualified ESL students for citizenship.** Youth serve as a conduit to their parents, and often recruit their parents and siblings. Linkages to Citizenship also holds true for those youth enrolled in the CompTIA A+ Certificate Training. One of the students recruited a family of 5 prospective citizenship applicants!

On September 26, 2023, Kelly (Kalkidan) Asefa, her brother Teddy, and their mother, all became citizens on the same day. They are refugees from Uganda and Ethiopia. Graduates of the afterschool program, Kelly is a Junior at Trinity College and Teddy is a Sophomore at UCONN.
COMPTIA A+ CERTIFICATE TRAINING

This program targets out-of-school youth 18 -24 years of age. Twenty-seven students are enrolled in this high-touch program. Training is offered at the Library’s location in West Middle on Saturdays. 11 classes were delivered with an attendance of 194. On-going coaching and case management continues throughout the week at West Middle. Since July 2023, 8 people have attained a job through this program.

THE FOOD INDUSTRY IS BACK IN FULL SWING

Not surprisingly, the demand is high for ServSafe Certificate Trainings in Manager, Food Handler, and Alcohol. There are 31 new enrollees. One former student, having successfully completed the training, last year opened her own catering business, Mi Morada, in Hartford. Drawing on her culinary and business experience, as well as her previous trainings with HPL, have recruited her to teach ServeSafe classes—in English and Spanish.

One former ServSafe student opened her own catering business in Hartford

CROSSROADS TO CONNECTIVITY

$15,738 of The Emergency Broadband Funds toward acquiring and distributing 20 Grandpads to low-income seniors – 75 or older have been allocated. After a demonstration at the Parkville Senior Center, several participants signed up to receive a Grandpad. Each borrower receives further 1:1 training on the use of the Grandpad by an Online Instructional Design Specialist prior to checking out the device. The device comes with a built-in monthly cellular data plan. The budget covers a basic plan, but it can be used on WiFi mode. It also comes with access to 24/7 help desk, but participants prefer to reach our staff. The Parkville Senior Director has expressed support in seeking funds to grow the program and reduce the age cap.
SAVINGS AND CREDIT BUILDING LEARNING CIRCLES

The first Savings and Credit Building Learning Circles was piloted with a cohort of recently arrived Afghans. A Drivers Ed class was added to the class. This came about after meeting with a member of the Afghan community who acted as a recruiter and interpreter. She believed there was a need to present the Circles curriculum (CT Money School) in conjunction with a higher interest offering.

For this Afghan audience, the participants were primarily married women with children. Some of the women expressed that their husbands have concerns about their obtaining access to financial tools like bank accounts. While never stated, interest is deemed as *riba*, an exploitive gain and prohibited under Islamic law. Only half of the participants opened a savings account with the partner bank Liberty Bank. There is tracking when participants make deposits and have the ability to confirm such information if necessary.

To date, participants have been transparent about deposits and have had 100 percent success with savings goals. However, the absence of a master (umbrella) account which would provide access to the participants’ accounts will pose a challenge once Circle numbers increase. Creating a master account has not proven to be functionally possible to date. Liberty Bank has suggested some workarounds as there are technological challenges that the Bank has not overcome. Plans are underway to offer the Circles at the Branches beginning February 2024.
HARTFORD HISTORY CENTER

INCREASED ENGAGEMENT WITH THE ARTS AND HUMANITIES THROUGH ACCESS AND EXPOSURE

On October 1, the HHC team visited Immanuel House for a Hartford Changemakers presentation. We had 17 very engaged residents and staff at the event. They asked wonderful questions which prompted an incredible conversation with the entire group about Hartford history. The group was very curious about construction progress at the Downtown Library and spoke about how much they miss going there. It was agreed that HHC will invite residents to come visit the Downtown Library and HHC once it is reopened.

The HHC’s most popular social media post was a “then and now” of Main Street looking toward the Keney Clock Tower. The original photo was taken November 13, 1914 and was paired with one taken in November 2023. Posted in collaboration with the main HPL Facebook/Instagram account, the photos garnered 113 likes on Instagram and a record 494 likes on Facebook, along with 18 comments and 187 shares.

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

The second quarter was a solid quarter for research in the HHC, with 11 new researchers (the second quarter of FY 23, the last before the flood, had five new user registrations). Word is getting out that our Ropkins annex is open for business!
Researchers enjoy the convenience of the HHC Annex. Pictured is a group of 6 student researchers and one professor from Trinity College’s Liberal Arts Action Lab who were working on a Housing Equity Project with CT Fair Housing Center and CT Tenants Union. Researchers used a wide array of collection materials including: Hartford Times clipping files; North End Agent’s back issues and The Hill Ink newspapers; Bellevue Square and Charter Oak Terrace time capsules; pamphlets; vertical files; and printed works.

During the 2nd quarter, the HHC team was actively planning and researching for HPL’s 250th. The HPL 250th Committee met each month but there were also 8 sub-committee meetings which resulted in the planning and completion of Books Through Time: 250 Years of Reading and HPL history timelines.

HPL & You: Tell Us Your Story (Their-story), the Hartford history family scavenger hunt, Caroline Hewins picture book, and the parade at Summer Learn Kick Off (June 1, 2024) are also coming together.

PRESERVING HARTFORD’S HISTORY FOR FUTURE GENERATIONS

During this quarter, the HHC archivist focused on preparations for the 250th anniversary, compiling a timeline of the history of Hartford Public Library and a literary timeline covering the same period. Both have been included in the 250th website. She also continued working on a finding aid (collection guide) for the most recent accrual from the Town and City Clerk’s office, and in getting the John E. Rogers collection settled in the archival stacks.

The HHC now has 77 published finding aids on ArchivesSpace, with another 14 either in process or created for internal use. A total of 77 users used our finding aids in the past quarter, with hundreds of page views.

WORK COMPLETED BY HHC’S METADATA SPECIALIST:

Hartford Times Project
• Created metadata for 261 Hartford Times photographs in preparation for uploading the 783 spreadsheet records to the CTDA once spreadsheet ingest is available in the new management platform (availability reported to be imminent).
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 available at hplct.submittable.com/submit/235702/artwalk-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.

COMMUNICATIONS

Communications continued to work on the HPL logo redesign with Miranda Creative. Feedback from the larger community discussions was considered and a final logo was decided. Communications worked closely with Miranda Creative to fine tune and work on deliverables for our January 3rd launch.

The 2nd quarter began with HPL President and CEO Bridget E. Quinn, on Great Day @ 9 on WFSB. Bridget spoke with WFSB about Downtown Library updates, as well as our two other capital projects, Albany and Barbour.

Communications hosted a press conference in the CCC joined by HPL President and CEO Bridget E. Quinn, HPL Manager at TAP Jennifer Torres, Hartford Mayor Luke Bronin and Congressman John Larson to announce HPL’s The American Place (TAP) receiving $450,000 by the U.S. Citizenship and Immigration Services (USCIS). The story was picked up by NBC30, WTNH, CT Public and the CT Mirror.

Communications worked closely with the Berkins Team to announce their new café opening at the Downtown Library. They worked together on a story for the Hartford Courant.

On December 12th, HPL and Mayor Luke Bronin announced funding for a new standalone Barbour Library. A press conference was held on the site of the future Barbour Library and featured HPL President and CEO Bridget E. Quinn, Mayor Luke Bronin, State Librarian Deborah Schander, Barbour Task Force Chair Steven Harris, Councilwoman Shirley Surgeon, Majority Leader Thomas J. Clarke II, Community Advocate Helen Nixon and Pastor AJ Johnson. The story was picked up by the Hartford Courant, WFSB, WTNH and is still being picked up by publications across the northeast.

Communications nominated Hartford Public Schools (HPS) for an I Partner with My Public Library Award. HPS was one of ten awardees selected out of 55 submissions and was recognized by the non-profit organization Let’s Move in Libraries for its Boundless partnership with HPL. The online awards ceremony was held on November 3rd. In attendance was a group of 4th and 5th graders from the Parkville School, loyal and frequent visitors to HPL’s Dwight Library.
Communications interviewed the 2023 recipient of the Caroline M. Hewins Scholarship, Dylan Waddington of Andover, CT. A blog post was created featuring the interview on the HPL Blog.

Communications worked closely with Programming to create and execute a communications and marketing plan for the 20th season of Baby Grand Jazz. This included a new logo, new banners, a commemorative 20th season booklet and a press plan.

Communications worked with local artist Joe Young and his team as a contractor for HPL’s 250th birthday parties. Each location will be hosting a celebratory birthday party including music, storytellers, magicians and cupcakes. Joe Young and his team is working together with HPL to make these parties memorable and fun for the HPL community.

Highlighted across HPL’s communication channels in the 2nd Q (in addition to miscellaneous smaller programs—arts, crafts, etc):

• Saukiog Harvest Festival of Native America, Indigenous, and Cross Cultures
• Show tickets – Hartford Jewish Film Festival & Hartford Stage
• Read for the Record® with United Way
• CT Lit Fest 2023 with Real Art Ways
• Celebrated HPL’s own Leticia Cotto, Customer Experience Officer, who was presented with a Real Art Ways “Realie Award” as an individual who makes significant contributions to our community
• Hartford Reads in Color with Hartford L.I.T.
• National Purple Thursday, walk to raise awareness and stand up against domestic violence
• Beyond Words, Mayor Luke Bronin as the Caroline Hewins Medalist, bestselling author Ayana Mathis
• President & CEO, Bridget E. Quinn video chat providing updates to the Downtown Library
• Election day reminders to vote
• Library of Things promotion
• Diwali Festival
• Sam Pasco Holiday Concert
• 250th Birthday Parties throughout the library system
• Tribute to Norman Lear
• HPL Studios Introduction to Audio Production Series with Courtvision
• Promotion of Security Guard Classes
• New albums released on The Beat

Hartford Public Library Downtown Branch Renovation in Progress

Updated: Oct. 30, 2021 at 6:32 am EDT

99
Instagram stories

74
Facebook posts

68
X/Twitter posts

57
Instagram posts

50
Facebook stories
CREATIVE SERVICES

1. Annual Report 2023
2. American Voice in Literature Award ad
3. sample webslides
4. Beyond Words 2023 magazine
5. Baby Grand Jazz banner
# DIGITAL LIBRARY LAB

<table>
<thead>
<tr>
<th>Client</th>
<th>Project Description</th>
<th>Start Date</th>
<th>Completion Date</th>
<th>Invoice Date</th>
<th>Paid</th>
<th>Project Amount</th>
<th>Amount Paid</th>
<th>Note</th>
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<tbody>
<tr>
<td>Hartford Public High School Museum</td>
<td>Yearbooks and Supplementals</td>
<td>5/1/2021</td>
<td>Ongoing</td>
<td>5/14/2021</td>
<td>PARTIAL</td>
<td>$7,510.00</td>
<td>$3,705 paid in 2021</td>
<td>$1,050.00</td>
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<tr>
<td>Housing Authority of the City of Hartford (HHC)</td>
<td>Digitize 18 HACH color photo albums compiled between the years 1987 – 2002</td>
<td>8/15/2023</td>
<td>10/11/2023</td>
<td>10/18/2023</td>
<td>Y 10/30/2023</td>
<td>$1,050.00</td>
<td>Paid $2,175.00 last quarter</td>
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<tr>
<td>Photographer Philip Trager</td>
<td>The Hartford Public Library Digital Library Lab (DLL) is digitizing the photograph collection of Philip Trager. 7. Digitization is ongoing</td>
<td>11/10/2022</td>
<td>N/A</td>
<td>PARTIAL</td>
<td>Est. $5,150.00</td>
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<td></td>
<td></td>
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<tr>
<td>HPL General</td>
<td>Digitize HPL’s Facilities Procedures Manual</td>
<td>10/20/2023</td>
<td>10/20/2023</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>To aid Facilities and Executive team during construction.</td>
<td></td>
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<tr>
<td>HPL General</td>
<td>HPL Blueprint Project 2023-2024</td>
<td>12/6/2023</td>
<td>Ongoing</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Completion estimate: 1/30/2024</td>
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<tr>
<td>Hartford History Center</td>
<td>Hartford Times Digitization of 5000 photographs</td>
<td>6/1/2023</td>
<td>Completed</td>
<td>Initial work was completed on 8/1/2023</td>
<td>n/a</td>
<td>$28,000.00</td>
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<td>Hartford History Center</td>
<td>Digitize the Hartford Times Clipping Collection</td>
<td>6/12/2023</td>
<td>Ongoing</td>
<td>N/A</td>
<td>N/A</td>
<td>$38,000.00</td>
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<tr>
<td>Hartford History Center</td>
<td>Digitize Hartford Library Handbook 1911</td>
<td>10/10/2023</td>
<td>10/10/2023</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>Hartford History Center</td>
<td>Digitize the John E. Rogers Inner City Bicentennial Booklet 1776-1976</td>
<td>11/3/2023</td>
<td>11/3/2023</td>
<td>N/A</td>
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<td>Hartford History Center</td>
<td>Digitize Hartford Library Handbook 1911-1937</td>
<td>10/10/2023</td>
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<td>N/A</td>
<td>N/A</td>
<td>See: hpl_hhc_hplscrapbook1912-1937-30.jpg</td>
<td></td>
</tr>
<tr>
<td>Hartford History Center</td>
<td>Digitize High Resolution image of Abraham Ribicoff and Martin Luther King</td>
<td>12/11/2023</td>
<td>12/11/2023</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>See: hpl_hhc_normanlear1940_360dpi.jpg</td>
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</tr>
<tr>
<td>Hartford History Center</td>
<td>Create high resolution image of Norman Lear from the 1940 Weaver High School Yearbook</td>
<td>12/11/2023</td>
<td>12/11/2023</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DLL Job Quote: Harriet Beecher Stowe Center</td>
<td>Quote for Digitizing Collections</td>
<td>6/14/2023</td>
<td>Ongoing</td>
<td>n/a</td>
<td>n/a</td>
<td>Est. $982,500.00</td>
<td>Provided a quote for digitizing rare books and other collections in June, 2023. No activity this quarter. Monitoring status.</td>
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</tr>
<tr>
<td>DLL Job Quote</td>
<td>Larchmont Yacht Club Captains Log</td>
<td>12/1/2023</td>
<td>Ongoing</td>
<td></td>
<td></td>
<td>Est. $414.46</td>
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</tr>
<tr>
<td>DLL Job Quote</td>
<td>North Haven Yearbooks</td>
<td>12/4/2023</td>
<td>Ongoing</td>
<td></td>
<td></td>
<td>Est. $650.00</td>
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<td></td>
</tr>
</tbody>
</table>
• Monitor CTDA upgrade to complete Hartford High School yearbook project. Expected to be completed in 2024.

• 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.

• Begin Hartford Times Clipping File for HHC/HPL.

• Digitize ad hoc for HPL/HHC.

• Continue to monitor potential work with the Department of Development Services.

• Continue to grow the DLL and its revenue generating capability, continue website and 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.

• Work with new Assistant Manager to create a schedule of potential attendance at digitization related conferences in 2024.
DOWNTOWN LIBRARY

Hartford Public Library entered into an agreement with Berkins on Main to lease the Downtown Library Café space. The space had some damage due to the flood and that damage was repaired. Additional electrical and plumbing work was also completed, and the space was turned over to Berkins in December. They will be opening to the public in January 2024.

Bids were issued and received in October for work to begin on the restoration. Construction mobilization started in the beginning of the month of November. Redesign documents were in the process of being reviewed and FFE selections are in process and should be completed by the end of the second quarter.

ADA updates were identified that are required for restroom and water fountains on three floors. Phase 1 of the work was completed in October, Phase 2 is scheduled to be completed at the end of the 3rd quarter.

ALBANY LIBRARY

The City will be moving forward with additional environmental testing of the North West School site in the beginning of the 3rd quarter to determine the approach to be used on millwork which is of historical nature. Work on the schematic design and interior continues.

BARBOUR LIBRARY

A press conference was held in December announcing additional funding and the goal of breaking ground for the new Barbour Library in late Spring 2024.
RECRUITMENT AND STAFFING

During the 2nd quarter, 13 vacancies were filled for the following service area/business units:

<table>
<thead>
<tr>
<th>Public Services</th>
<th>The American Place</th>
<th>Customer Experience</th>
<th>IT, Facilities &amp; Finance</th>
<th>Develop.</th>
<th>Culture and Comm.</th>
<th>Admin</th>
</tr>
</thead>
<tbody>
<tr>
<td>-Leap Into Learning Coord.</td>
<td>-Lead Immigration Counselor</td>
<td>-Security Guard</td>
<td>-Maintainer I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-Library Assistant-Floater</td>
<td>-ESL Coordinator</td>
<td>-Security Guard</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-Library Assistant-Albany</td>
<td>-Program Coordinator</td>
<td>-Community Health Coordinator-Social Worker</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-Teen Programming Assistant</td>
<td></td>
<td>-HPL Studios Production Manager</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*FY 23 Same Period= 2  
*FY 23 Same Period= 8  
*FY 23 Same Period= 2  
FY 23 Same Period= 0  
FY 23 Same Period= 1  
FY 23 Same Period= 0  
FY 23 Same Period=0

For the same period in FY23-2nd quarter, 13 vacancies were filled.

Notable Transitions: Jennifer Torres was promoted to Assistant Director for The American Place. Jennifer began working for the Hartford Public Library in 1998!

Notable Hires: HPL realized **two long-term hiring goals** including the hiring of a Community Health Coordinator-Social Worker and HPL Studios Audio Production and Engagement Manager. Both hires are important anchors for expanded services to HPL customers.

TRAINING AND DEVELOPMENT

During the 2nd quarter of FY24, HPL managers and supervisors, along with over 500 library staff from across the country, participated in the **The Library Management Course**, presented by the Library Journal. The rigorous, 8-week course provided our staff with exposure to experts in the field of library management. Individual lectures and course content were presented on the topics of Leadership, Safety and Security, Budgeting and Operations, Collection Development, DE&I Planning, and Professional Development. Hartford Public Library currently has 38 members of management representing approximately 30% of our staff.

As part of our commitment to policy education and re-education, the Library provided Sexual Harassment Training for new hires. The 2-hour training presented in December 2023 was provided through our partnership with JacksonLewis. A re-education for managers and supervisors will be required and will take place during the 3rd quarter. We are pleased to provide ongoing support in this critical area of policy education.
DIVERSITY, EQUITY, AND INCLUSION

The HPL Staff-led LEID Council and the LEID Steering Committee, in partnership with Leading Culture Solutions, continues to work to meet DE&I goals. During the 2nd quarter of this fiscal year, the staff-led LEID Council began developing a plan to offer Spanish language courses to HPL staff. The project was initiated by staff expressing interest in improving the library experience for Spanish-speaking customers. We anticipate that language courses, offered free to staff, will be launched in 3rd quarter FY24. Also during 2nd quarter, the Human Resources staff launched the search for the HPL Manager of Employee Engagement. This full-time position will start mid-3rd quarter and will play a significant role in support of DE&I work.

STAFF ENGAGEMENT

2nd quarter, FY24 included our annual HPL Staff Day! The day kicked off with Keynote speaker, Julius Jefferson, Library of Congress, and wrapped up with guest speaker, Regina Lester-Harriat from the UCONN School of Social Work. The presenters brought meaningful insights on the theme of RESILIENCE, in honor of staff’s commitment to the work of the Library. The day also included recreational, wellness, and cultural experiences for the staff.

HPL ended 2023 with great celebration and cheer! A holiday gathering filled with food, fun and games gave everyone an opportunity to connect and refresh. We experienced a strong staff turnout for the evening. What a way to end the year!

The LEID Council plan to offer Spanish language courses to HPL staff was initiated by staff expressing interest in improving the library experience for Spanish-speaking customers.
A press conference was held in December announcing the groundbreaking of the new Barbour Library in the Spring 2024.

### Downtown Programs

<table>
<thead>
<tr>
<th>Programs</th>
<th>Attendance</th>
<th>Views</th>
<th>Programs</th>
<th>Attendance</th>
<th>Views</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Place</td>
<td>310</td>
<td>0</td>
<td>268</td>
<td>3,200</td>
<td>0</td>
</tr>
<tr>
<td>Finance</td>
<td>2</td>
<td>143</td>
<td>3</td>
<td>175</td>
<td>0</td>
</tr>
<tr>
<td>Hartford History Center</td>
<td>11</td>
<td>300</td>
<td>1</td>
<td>13</td>
<td>0</td>
</tr>
<tr>
<td>Programming</td>
<td>38</td>
<td>1,137</td>
<td>21</td>
<td>382</td>
<td>0</td>
</tr>
<tr>
<td>YOUmedia</td>
<td>71</td>
<td>630</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Youth Department</td>
<td>136</td>
<td>2,796</td>
<td>119</td>
<td>2,253</td>
<td>80</td>
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<tr>
<td><strong>Totals</strong></td>
<td><strong>568</strong></td>
<td><strong>8,851</strong></td>
<td><strong>412</strong></td>
<td><strong>6,023</strong></td>
<td><strong>80</strong></td>
</tr>
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</table>

### Branches Programs

<table>
<thead>
<tr>
<th>Programs</th>
<th>Attendance</th>
<th>Views</th>
<th>Programs</th>
<th>Attendance</th>
<th>Views</th>
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### Boundless Pilot & Other Programs

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<th>Programs</th>
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<th>Programs</th>
<th>Attendance</th>
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<tbody>
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### HARTFORD PUBLIC LIBRARY 2nd Quarter Programming Totals

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<td>Programs</td>
<td>Attendance</td>
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<tr>
<td>-------------</td>
<td>--------------</td>
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<td>1,066</td>
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<td>16,443</td>
<td>15,273</td>
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*Hartford Public High School