



# Hartford Public Library

A place like no other.

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## Chief Executive Officer's Report

1<sup>st</sup> Quarter, FY 2016

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### Highlights

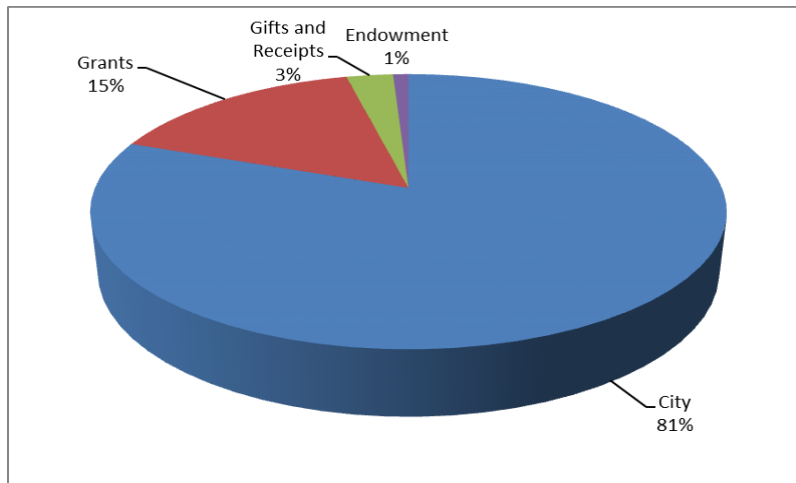
- 6,240 students registered for summer learning programs, page 3
- 8,064 lunches were served this summer, page 3
- YOUmedia at peak capacity this summer, page 4
- The Author's Table launched, page 11
- HPL receives \$40,000 grant from the Kettering Foundation, page 13

## A Review of The Library's Finances

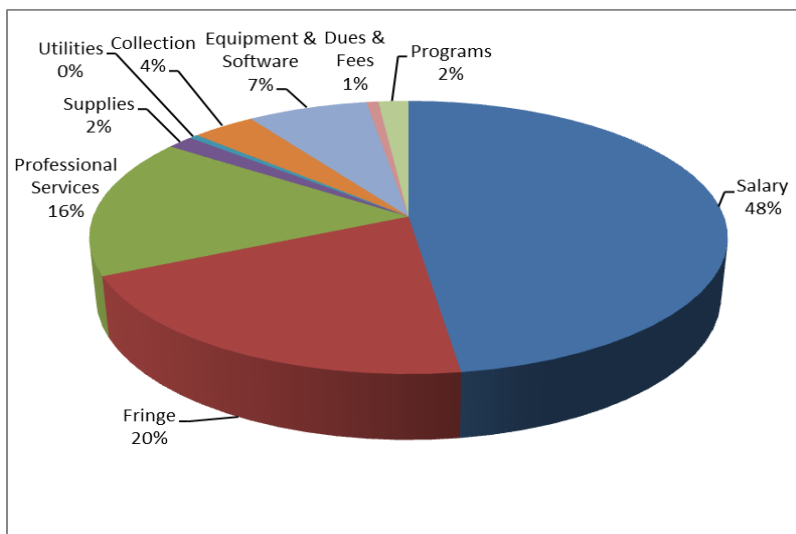
For the three month period ending 9/30/2015, the Hartford Public Library has expended a total of **\$2,410,476** which, along with the encumbrances represents **27%** of the total revised budget of **\$10,799,187**. The Library has also collected **\$2,148,430** in operating revenue and **\$397,201** in revenue for grants.

	Budget	Expense	Revenue	Encumbrance	% Collected	% Committed
<b>Operating</b>	\$ 9,664,989	\$ 1,930,803	\$ 2,148,430	\$ 325,639	22.2%	23.3%
<b>Grant</b>	\$ 1,134,198	\$ 479,673	\$ 397,201	\$ 150,050	35.0%	55.5%
<b>Total</b>	<b>\$ 10,799,187</b>	<b>\$ 2,410,476</b>	<b>\$ 2,545,631</b>	<b>\$ 475,690</b>	<b>23.6%</b>	<b>26.7%</b>

### Revenue Allocation (\$2,545,631)



### Expense Allocation (\$2,410,476)



# Library and Public Services

## Public Services

Summer is the busiest time of year for public services staff, and we needed all hands on deck at every location to support the youth summer learning initiative. Despite being particularly challenged this year due to two assistant youth services librarian vacancies, staff from different departments stepped up to support the effort and help register adults, families and youth in the Evanced online record keeping system and to cover lean staffing models at branches.

We were pleased to receive news in July that the Hartford Foundation for Public Giving (HFPG) approved funding for the city's third StoryWalk which was expertly planned and executed beginning with a successful kickoff event on September 22<sup>nd</sup> at the Blue Hills branch and activities running through early October. Story Walk has been recognized as an early literacy project that not only brings families together, but also communities. Partners included Hartford police, Hartford Parking Authority and youth from the Culinary Arts Academy.

The summer lunch program was expanded to include Saturdays at our open locations, serving adults as well as youth on these days. This initiative was led by End Hunger Connecticut and fulfilled by Foodshare. While not without hiccups this first year, we hope to promote and expand the weekend meal offering next summer.

In collaboration with Hartford Food System and Knox Park Foundation, Park branch hosted basic gardening workshops, distributed seeds and circulated gardening tools to 30 customers living in the neighborhood who planted community gardens on Affleck Street. Some of the people who participated in this program are now learning English and how to use a computer.

We added a friendly branch competition to ALA's Library Card Sign-up Month this year, offering the

winning location special recognition and a celebratory lunch. Ropkins was declared the winner after registering 88 new customers at the branch in September.

## Youth and Family Services

6,240 students registered for summer learning this year. This summer families throughout the neighborhoods enjoyed a wide variety of programs that included STEM activities, art, storytelling, poetry and healthy activities. Some offered included Mad Science Robotics, Curious Creatures, Yoga for Kids, Paws to Read, Legendary Heroes and Heroines storytelling, Art Alive, henna tattoos, double dutch and more. The grand finale event, the Comedy Hypnosis Show, was a huge success with approximately 500 youth and parents engaged in a dynamic, interactive experience.

Thanks to a \$20,000.00 grant from HFPG through the Beatrice Fox Auerbach Foundation Fund as recommended by Elizabeth Schiro and Stephen Bayer, we were able to hire and train 10 college students as summer reading associates to engage families and young children in grades PK-3. Their assistance was critical to successfully implement activities and record data for another grant from the Stocker Foundation, designed to work with youth in this age group. Impressive results were recorded for this cohort, with 95% of those assessed increasing their reading skills, decreasing summer loss.

The number of summer lunches served decreased slightly overall this summer, but huge gains were recorded at Goodwin, Mark Twain and downtown, where teens in YOUmedia also benefited from the program. In all 8,064 lunches were served system wide this year, with the added benefit of summer learning activities planned after each lunch.

A Back to School Family Night held downtown that incorporated a Triple P Parent Workshop and a School Choice information session attracted 18

adults and 20 youth for a night that combined education, fun and food.

### **YOUmedia**

This summer we brought on 4 teens as “near peer” mentors to run programming including video production, mobile app development, game design, and image editing. Their assistance was greatly appreciated since average daily attendance increased from 55 to 86, peaking at 135 attendees on two separate occasions.

YOUmedia Hartford was awarded a Sparks! Ignite Grant from IMLS to create an application to track character development. This continues work in collaboration with CCAT, CREC, and University of Hartford.

Along with Hartford Public Schools, four YOUmedia teens and Tricia George attended the Youth Leadership Institute presented by the Annenberg Foundation. Youth were trained on various subject matter including restorative justice and participatory budgeting, both relevant to community engagement opportunities in Hartford.

Teen librarian Gabbie Barnes solicited applications and coordinated the formation of the YOUmedia Youth Advisory Council (YMAC) which held its first meeting on September 14<sup>th</sup>. The council has created bylaws and is now holding regular meetings with youth taking an active, formal role in decision-making, planning projects that will reach out beyond its walls.

YOUmedia kicked off a partnership with the Amistad Center that includes regular film screenings and involvement with their Teen Advisory Group.

In September we celebrated Hispanic Heritage month with book displays and a resource guide and coloring book that was distributed system-wide.

### **School Collaboration**

An exciting new component of the collaborative summer learning program occurred in July with a Skype author event featuring Jewell Parker Rhoades. Eight library branches participated in this interactive program in addition to students at Capital Prep Magnet School.

This summer the core team decided to promote a contest to encourage summer learning registration at the schools, with an award given to the school with the highest percentage of participation in the program. A major partner in our summer activities, Mega Education, offered to provide a trophy to the winning school. The Mega Education Summer Learning Trophy was awarded to Montessori Magnet at Moylan, where it will reside until a new winner is determined next summer.

Pat Knapp participated in the HPS new teachers' induction “Meet Community Partners” event at Rawson School where she discussed the partnership and shared information about the library's programs, services and resources.

Core team members met to discuss and revise the district-wide zone rollout plan and timeline. Plans for the upcoming school year include Park and Dwight in October and Camp Field and Downtown in January 2016.

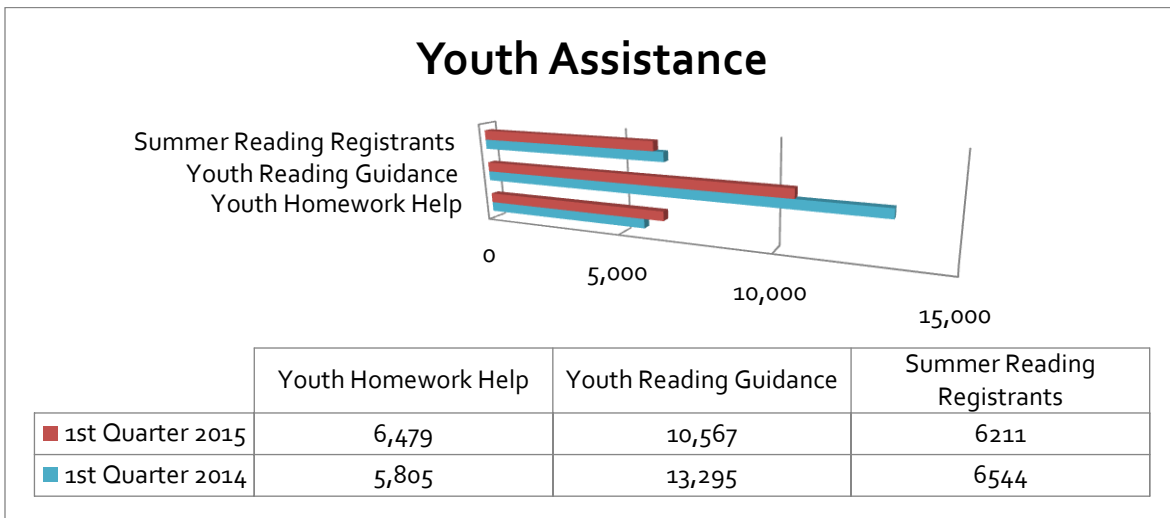
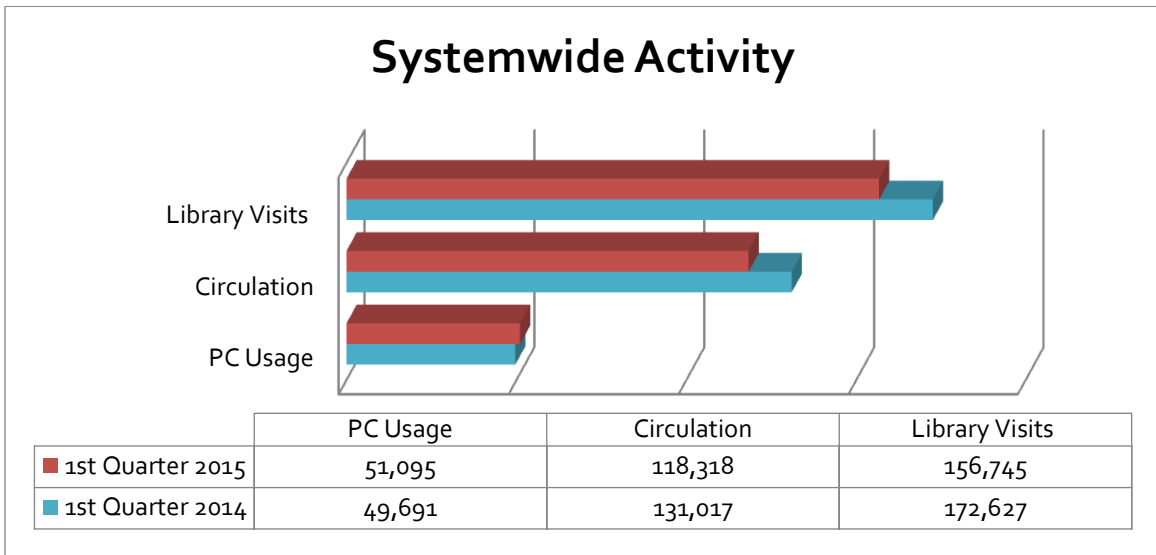
The systems and access team meets regularly to identify and resolve technical issues with the library catalog and student data. We are identifying enhancements problems that are beyond our scope to implement or rectify with existing resources with the hope that we will be able to identify additional funding resources as the partnership solidifies.

**Collections**

Despite the influx of activity this summer overall attendance and circulation decreased the same amount (-9%) this quarter compared with last year at this time. It's interesting to note that a comparison of both quarters shows that the ratio of media to print activity is exactly the same – 53% media and 47% print – as is the ratio of adult materials to youth -- 61% adult and 39% youth. The highest circulating formats are also in the same order, the top five being: adult DVD, youth DVD, adult fiction, adult non-fiction, and youth fiction. These numbers do not include our e-resources;

most remained stable in comparison with last year except for an increase in downloadable audio books and e-magazines. The number of registered borrowers who are Hartford residents and use e-resources remains low, at approximately 5%.

Because of the huge push for library card registration during the months of July and August as part of the summer learning registration process, our September promotion yielded about the same number as recorded during the summer months. Overall, we registered and welcomed 3,100 new customers this quarter.



# Adult Learners

## Community-wide service and branches

► In celebration of *Welcoming Week*, the Library - in collaboration with CT Dept. of Consumer Protection - coordinated a free forum on *Improving Access for Immigrant Families and Children* designed to help organizations and advocates serving immigrant families and children to unravel the complexities surrounding key federal, state and local eligibility requirements related to immigrant access to critical public services. Panelists included experts from the areas of health care, education, housing, employment, consumer protection and the DMV. The USCIS Field Office CRO was also present to highlight the White House Welcoming Task Force Announcements. (Learn more at HPL blog "Get Smart, Know Your Rights.")

► Conducted a Saturday Citizenship Application Clinic at the Albany Branch; applicants were seen on a drop-in basis throughout the day.

## We Belong Here: Hartford

► Remain actively engaged with *We Belong Here* initiatives in Asylum Hill. Welcoming Committee members participated in several events offered during the *Asylum Hill Celebration of Art and Culture* that took place between mid-June and mid-July, including an international fashion show and an International Market, the first of its kind in the neighborhood.

## Commitment to literacy

► In preparation for the piloting and hard launch of the Career Online High School Diploma program, materials were distributed to all 10 branches and staff trainings were conducted to familiarize staff and managers with the program requirements and objectives.

► ESL students were encouraged to participate in one of the Library's several Summer Reading Programs. The Youth and Parent/Child Programs, designed for children up to the age of 12, were most applicable to our ESL students, particularly the ones who used the childcare services provided during class time. In addition, the Literacy Support Program promoted adult literacy with high-interest, low-level reading material specifically designed for adult learners.

► 66 Citizenship Project participants became U.S. Citizens this quarter –of note: Alzi Platts, Bushnell Towers resident, had contemplated U.S. citizenship throughout the 40 years of her marriage to a U.S. citizen. However, her work as a photographer, mother,



translator and dentist kept her busy for decades. A frequent patron of the Library, Alzi was thrilled to discover the services at

Hartford Public Library's Legal Program. "Thank you for making this process so simple and straightforward" said Alzi's husband Jim, "your program sets a standard for libraries everywhere."



**Khadija Ali** entered the United States as a refugee from Somalia on February 15, 2005; she knew no English and had no literacy in her native language. She attended every ESL class opportunity at the

Library since her arrival, and on September 24, 2015, more than 10 years after leaving her war torn country, Khadija was sworn in as a U.S. Citizen. Khadija came by the office to show her Naturalization Certificate. "My life has been hard, all I can say is thank you for your help." Khadija said. Today, Khadija's daughter (a recent U.S. Citizen as well) serves as an active volunteer Citizenship Coach.

#### ► **#teens4citizenship**

To keep immigrant teens engaged over the summer, HPL collaborated with CWP to train and employ five immigrant teens to serve as Citizenship coaches and tutors. As part of their training they observed a live Naturalization Ceremony. Here is what one of the students, Kemey, had to say: "Yesterday's trip over to the court house was a great experience. I enjoyed everything. One of my favorite parts was talking with the Judge (Miss Martinez) who is an excellent lady who told us why she chose to be a judge. And what I learnt is that, "*no matter what - don't say you can't or think low of yourself because you will never know what will happen. Just go for it.*" The swearing in was great and I loved how she took a picture with each new citizen. I also noticed that there were 57 people from 29 different countries. And my other favorite part was helping new citizens make sure they had everything in order to

obtain a US passport. Overall a great experience which I could repeat every day.

#### **Commitment to Technology**

► Updated and revised, HPL's Computer Training Webpage. The page directs learners to online self-guided tutorials and videos with instruction for students at any skill level, from beginner to advanced.

► To strengthen outreach efforts to immigrant teens and educators a Twitter account has been set up #teens4citizenship; a monthly column in the public schools eNewsletter has been allocated to the project to keep teachers and staff informed and connected to the initiative. The column is called "We Belong Here: Schools4Citizenship" A QR code linking to our citizenship Website has been added to all Citizenship outreach material.

► Several Web-based appointment systems were reviewed; *Acuityscheduling* was selected. This structured *appointment scheduling* system will improve efficiency for our legal services, facilitate tracking outcomes and follow up to customers. NOTE: The demand for immigration counseling services has grown exponentially.

#### **Expanded Presence, Profile, and Partnerships**

► Outreach this quarter included: Taste of the Caribbean & Jerk Festival; 53rd Annual Greater Hartford West Indian Independence Celebration and Parade; High school fall open houses; Capital Community College New Student Orientation Day; radio segments on Busy Radio and a West Indian Section on WESU 88.1 FM; Presentation to Cricket Hall of Fame members.

► Media coverage included:

Hartford Courant: *Summer Capital Interns get Experience and Paychecks* (Aug.16, 2015)

West Indian News: *Recent Immigration Brunch at WISC a Success*

**Development and Financial Sustainability**

**Grants:**

- CTDOE PIPFY15 EOY report submitted
- Awarded CTDOE PIPFY16 continuation funding - \$35,000

**Revenue:**

- \$12,993.30 in passport fees collected

2015	# of Applic.	Revenue	Photos	Revenue	Total
July	162	\$4,358.60	107	\$1,070.00	\$5,428.60
August	130	\$3,050.00	65	\$650.00	\$3,700.00
September	120	\$2,894.70	97	\$970.00	\$3,864.70
<b>Totals</b>	412	\$10,303.30	269	\$2,690.00	<b>\$12,993.30</b>



**STATISTICAL REPORT**

<b>CWP @ HPL</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>TOTAL</b>
New Customers	79	78	72	<b>229</b>
Number of Visits	785	911	852	<b>2548</b>
<b>English as a Second Language</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>858</b>
Classes	28	-	28	<b>117</b>
Attendance	322	-	509	<b>831</b>
<b>Citizenship Program HPL Q4 (USCIS Q3)</b>				<b>TOTAL</b>
# of Applicants Passed				<b>66</b>
Citizenship Legal Consultations				<b>144</b>
Citizenship Applications Submitted				<b>64</b>
# of students enrolled in Citizenship classes				<b>58</b>
# of students enrolled in Citizenship classes that received legal consultation				<b>14</b>
# of citizenship classes				<b>4</b>

# Cultural Affairs and Public Programming (CAPP)

## HARTFORD HISTORY CENTER (HHC)

Hartford History Center is home to the Hartford Collection, a non-circulating, multi-media collection comprised of more than 100,000 books, archival documents, directories, postcards, photographs and memorabilia that convey community life in Hartford spanning more than 300 years. Officially named in 1945, the archives and special collections of Hartford Public Library date back to the 17th century.

Work was completed on the Elbert Weinberg Collection with more than 1000 images from the collection digitized this summer and an online finding aid prepared for the fully arranged and processed multi-media collection of this celebrated artist and Weaver High School graduate. This project, funded by private donors, was finished on schedule.

The Hartford History Center, in support of the City of Hartford's participation in Fireball Run – a national televised adventure show that incorporates driving teams racing to locate America's historic artifacts – served as race destination. Racers needed to find their way to the third floor Hartford History Center and have their picture taken with an artifact from the Gwen Reed Collection in order to qualify for the next leg of the race. It was wonderful fun and drew national and international attention to our beloved Gwen Reed Collection.

The Hartford History Center was filled to the brim with de-accessioned books and volunteers from The Hartford as we prepared for the first library book sale during the annual Envisionfest celebration. The book sale was a major effort to clear out the ground floor electronic stack storage

area in preparation for newly processed historical collections.

## CULTURAL AFFAIRS AND PUBLIC PROGRAMMING (CAPP) Programs, 1st quarter, highlights included:

- **World of Sounds 2015 Concerts** provided six music performances at three HPL locations; the acts reflected the diversity of cultures and ethnicities that exist in the city's neighborhoods. Concerts were held downtown on June 20, the Dwight branch on July 29 and August 5, and the Albany branch on July 9, August 4 and August 20. These performances featured the Brazilian trio *Sambeleza* downtown, *Nzinga's Daughters*, the *Anthem Reggae Band* and the *Smoke and Mirrors Trio* at Albany branch, and *Goza Latin Band* and *Negrura Peruana* at Dwight branch.
- **Global Lens Film Series** provided award-winning international films. Films were shown twice a week throughout July and August in the Library's Center for Contemporary Culture and films were chosen from India, Venezuela, Armenia, Russia, Croatia, Cameroon, Turkey, Rwanda and Egypt.
- **Hartford Heroes: Stories of the Hartford Fire Department**--Hartford Public Library presented two local author events that recognize the history and accomplishments of the Hartford Fire Department.

***Out of Reach: The Day Hartford Hospital Burned***, with Wethersfield author F. Mark Granato, the story of the December, 1961, flash fire that raged through the 13-story Hartford Hospital and incinerated the ninth floor. ***Hard Climb Up the Ladder: The Story of the First Black Fire Chief of a Major New England City*** with (recently deceased) former Fire Chief John B. Stewart Jr. who joined the Hartford Fire Department in 1952. "The Chief" went on to help found the International Association of Black Professional Firefighters and worked for years in public service after retiring from the department. Interviewed by Stan Simpson, Hartford Courant columnist and host of "The Stan Simpson Show" on FOX CT.

- **Janette Maxey "Opposite Sides of the World: Connecticut to Singapore" opened on the ArtWalk** on August 27, featuring paintings that compared life in the two worlds in which the artist has lived and worked.
- **The Author's Table**---On September 1, Connecticut Authors Day, Hartford Public Library launched ***The Author's Table***, an opportunity for local authors to promote their latest publication to Library visitors. Twice a month, area authors are selected to appear; HPL promotes their visit on the Library website, in the e-newsletter, on social media platforms, and films a short video of the author in advance of their appearance, which becomes accessible on the Library's "YouTube" channel. Visitors to the Library can engage in conversation with these local authors and writers who appear at ***The Author's Table*** have their latest work included in the library's circulating collection, found together in a local author section. Hartford authors are given first consideration as scheduling permits.
- **Envisionfest** activities this year at HPL included the opening of the "Hartford On My Mind" exhibit, in recognition of the 100<sup>th</sup> anniversary of the Municipal Building, a concert on the Main Street Terrace with the eight-piece Latin Jazz band "Orquesta Espada", a "Vintage Fiction" book sale in the CAFÉ and an author lecture in the Center for Contemporary Culture with Nelson Denis, entitled "The War on All Puerto Ricans".
- **Fireball Run**---HPL participated in a city-wide visit from contestants of the "Fireball Run" television show. The Hartford History Center featured its one-of-a-kind collection of the personal papers of Hartford actress and activist Gwen Reed.
- **Banned Book Week 2015---Banned Theater!** An all-star panel of area theater professionals and a partnership with the ACLU of Connecticut discussed censorship and freedom of speech in banned plays, including ***Blues for Mister Charlie*** by James Baldwin, ***My Name is Rachel Corrie***, edited by Alan Rickman and ***Sister Mary Ignatius Explains It All For You*** by Christopher Durang. The panel included Rob Ruggiero (TheaterWorks), Jacques LaMarre (playwright/The Mark Twain House & Museum) and David McGuire (ACLU of Connecticut) and was moderated by Dr. Lois Brown, Director of the Center for African American Studies at Wesleyan University.
- **Funky Dawgz Brass Band Camp Performance**---The Charter Oak Cultural Center's Summer Brass Band Camp is an opportunity for Hartford kids to study and perform music with University of Connecticut music students. HPL hosted a finale performance on the outside terrace.

- **American with Disabilities Act (ADA) 25<sup>th</sup> Anniversary Information Fair**---HPL worked with the State of Connecticut, Office of Protection and Advocacy for Persons with Disabilities to provide use of the Atrium to distribute disabilities-related information and answer questions for visitors.
- **3<sup>rd</sup> Annual Nepali Literature Conference**---HPL hosted the Nepalese community in Hartford (with over 150 in attendance) + (an online livestreaming presence of 180 additional) for a celebration and discussion of the work of Nepal's Bhanu Bhakata. Participants SKYPE'd in from Texas, California and Nepal, including a literature professor from Tribhuan University in Kathmandu.
- **Hartford Independent Chamber Orchestra** provided a free performance in HPL's Atrium at noon with five musicians and a sampling of their non-standard repertoire.
- **Poets on Poetry Series** continued with the Connecticut Poetry Society in the Hartford History Center; monthly gatherings that interpret the works of national and international poets by local poetry enthusiasts.

#### **COMMUNITY ENGAGEMENT - CENTER FOR CIVIC ENGAGEMENT, 1<sup>st</sup> Quarter, 2015-2016**

The Center for Civic Engagement (CCE) includes several interrelated components: *Hartford Matters* (public programs on community issues), *Hartford Votes* (activities targeting increased voter engagement and voter turnout), *Hartford Listens* (community conversations and dialogues resulting in raised awareness, relationship building, and action), and *Hartford Acts* (implementation of the action recommendations from Hartford Listens).

As detailed below, significant progress was made during the 1<sup>st</sup> Quarter.

In addition, during the 1<sup>st</sup> Quarter the Library continued work on the *Libraries Transforming Communities* (LTC) project. HPL is one of ten libraries in the country chosen to participate. LTC is a partnership of the American Library Association and The Harwood Institute for Public Innovation in which participants receive intensive team-based community engagement training. In the 1<sup>st</sup> Quarter the three action teams that were formed as a result of the June community dialogue in the Northeast neighborhood began work on three themes related to the topic of neighborhood safety and the relationship between the community and police. The three action teams are: Media Action Team, Community Events Action Team, and Joint Learning Experiences Action Team. This effort continues as a partnership with community residents and the Hartford Police Department. We also held another Innovation Space in September, this one on *Wellness at Work*. Innovation Spaces are brainstorming sessions for Library staff. In addition, we began implementing the sustainability plan for the LTC project that was developed in the 4<sup>th</sup> Quarter in preparation for wrapping up the project in October/November. All of these activities are geared towards instilling in the Library a culture of turning outward towards the community, developing a better understanding of the community's aspirations, and moving towards action that will help achieve those aspirations. As a result, HPL will be better able to fulfill its mission.

#### **Hartford Matters**

There were no Hartford Matters programs in the 1<sup>st</sup> Quarter due to a very busy election season, the advancement of the Hartford Decides\$ (Participatory Budgeting) initiative, and the continuation of the LTC project (all reported on elsewhere in this document).

### Hartford Votes

- During the 1<sup>st</sup> Quarter the Library partnered with the Hartford Votes~Hartford Vota Coalition on three candidate events in advance of the September 16 primary election: a Mayoral Candidate Forum (August 27), a City Council Candidate Forum (September 2), and a Probate Court Judge Candidate Forum (September 10). The three events drew a total of over 300 people and reached many more through Hartford Public Access TV. The events for City Council and Probate Court Judge were the only events of their kind throughout Hartford.
- On September 9 the Library collaborated with the Hartford Votes~Hartford Vota Coalition and Ana Alfaro of the Analeh television program on Univision to present a program on *Political Campaigns and the Latino Vote*. Approximately 60 people attended.
- On September 16 the Downtown Library once again served as a polling place for the primary election.

### Hartford Listens

- Hartford Decides\$/Participatory Budgeting: In collaboration with Hartford 2000, the City of Hartford, MetroHartford Alliance, and Leadership Greater Hartford, the Library continued its work on the Participatory Budgeting initiative, now called *Hartford Decides*. HPL's Community Engagement Director continued to lead weekly planning meetings including the five partner organizations and agencies, and served as the primary contact with the Participatory Budgeting Project in New York City. Fund raising to administer the program continued, and HPL secured a \$40,000 grant from the Kettering Foundation. Three public informational meetings were held in July and August,

attended by over 100 people. A Steering Committee was formed and held its first meeting September 24. Work began on writing a Handbook to guide the process, and planning began for public meetings in the fall to identify project ideas that potentially will be funded through Hartford Decides\$.

### Hartford Acts

- The action team formed as a result of the IMLS-funded Immigrant Civic Engagement Project community dialogue continued its work on a Hartford time bank. The time bank now exists and has about 50 members. The time bank is holding periodic gatherings at the Library and other venues to attract additional members.
- The Library continued working in the 1<sup>st</sup> Quarter to respond to community violence issues raised by events in Ferguson MO and elsewhere by partnering on efforts aimed at working towards solutions. These included:
  - The three action teams that grew out of the LTC community dialogue in the Northeast neighborhood held in partnership with community residents and the Hartford Police Department. The dialogue focused on the topic of neighborhood safety and the relationship between the community and police. As described earlier, the three teams began their work during the 1<sup>st</sup> Quarter.
  - As a result of the partnership with the Police Department, the Library's Community Engagement Director was asked to serve on the Police Chief's Community Roundtable, which had its first meeting on September 19.

**In Addition**

- The Library’s Community Engagement Director attended a special two day meeting *Libraries and The Public: Returning to Democratic Roots* July 14 and 15 at the Kettering Foundation in Dayton, OH. Attendance at the meeting was by invitation only and included about ten librarians from across the country.
- In August a piece was published in *American Libraries* entitled “Hartford Public Library Builds, Strengthens Community-Police Relationships.” The article reported

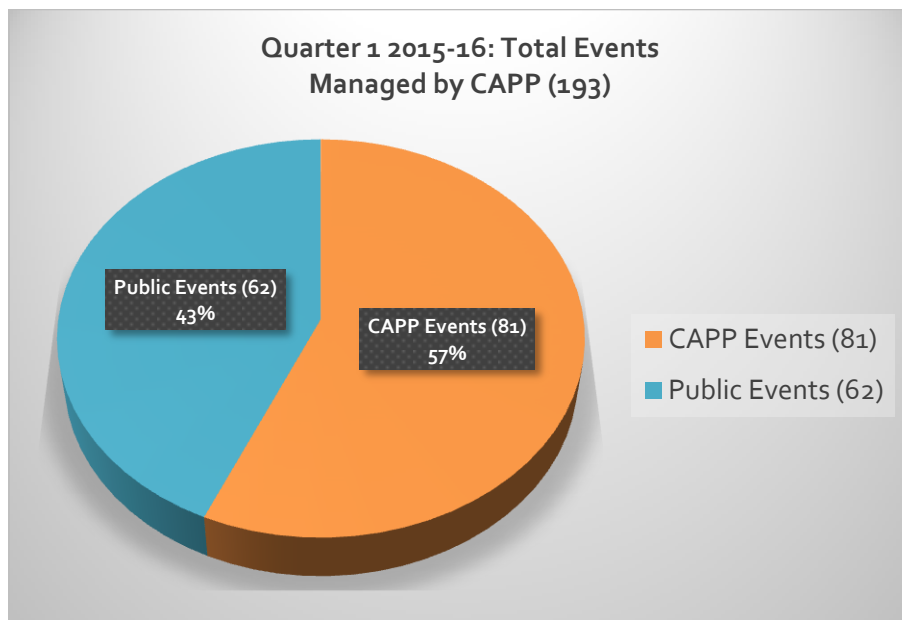
on the community dialogue performed as part of the LTC project.

- Also in August, HPL CEO Matt Poland and Police Chief James Rovella appeared in an hour-long satellite radio piece about the role that libraries can play in addressing community violence. The piece was broadcast nationally.

The Library’s Community Engagement Director was asked to facilitate a September 29 planning meeting for several Hartford County library directors held by the Connecticut Library Consortium using facilitation skills develop

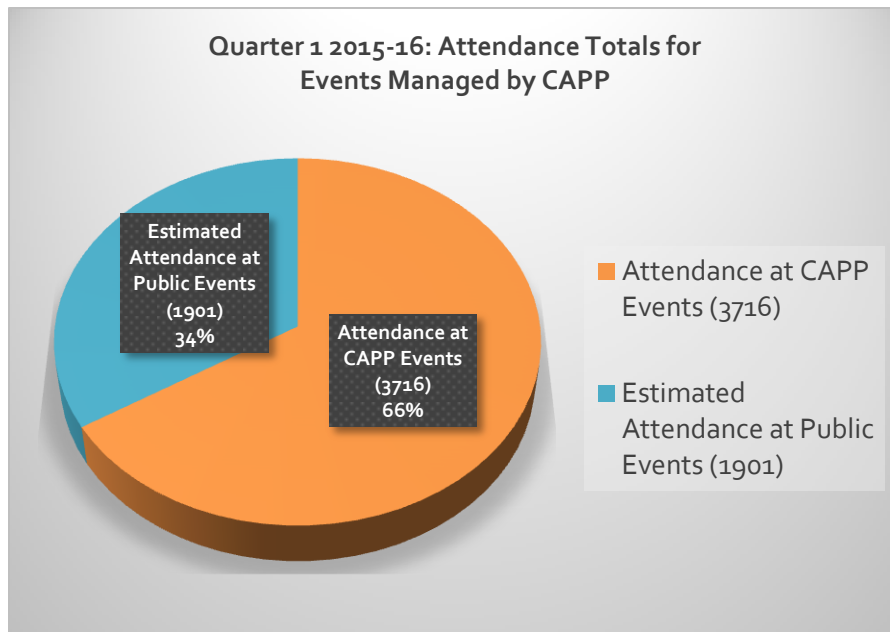
**Quarter 1 2015-16: Totals for Events Managed by CAPP**

CAPP Events (81)	81
Public Events (62)	62
<b>Total Events Managed by CAPP</b>	<b>143</b>



**Quarter 1 2015-16: Attendance Totals for Events Managed by CAPP**

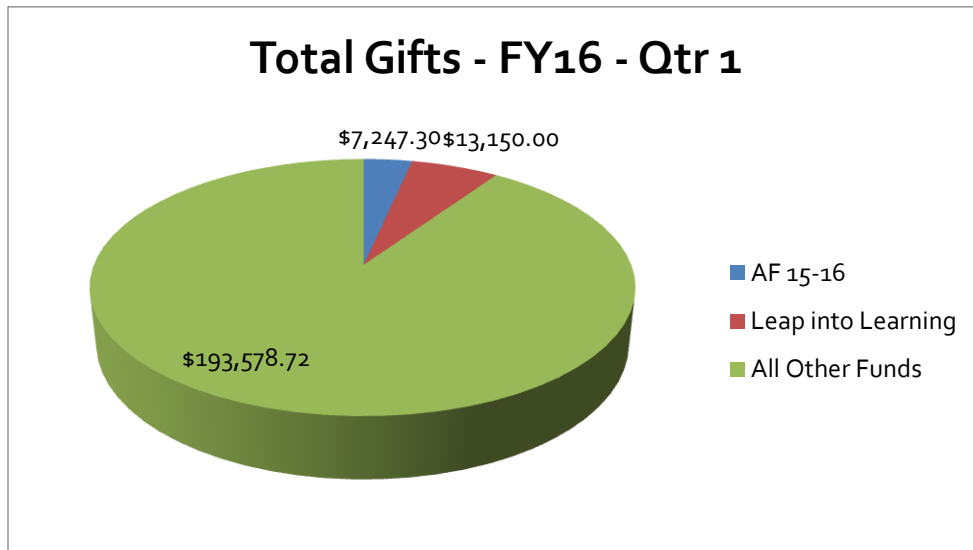
Attendance at CAPP Events (3716)	3716
Estimated Attendance at Public Events (1901)	1901
<b>Total Estimated Attendance at Events Managed by CAPP</b>	<b>5617</b>



## Development and Communications

### Total Development Revenue for First Quarter FY16: \$213,976.02

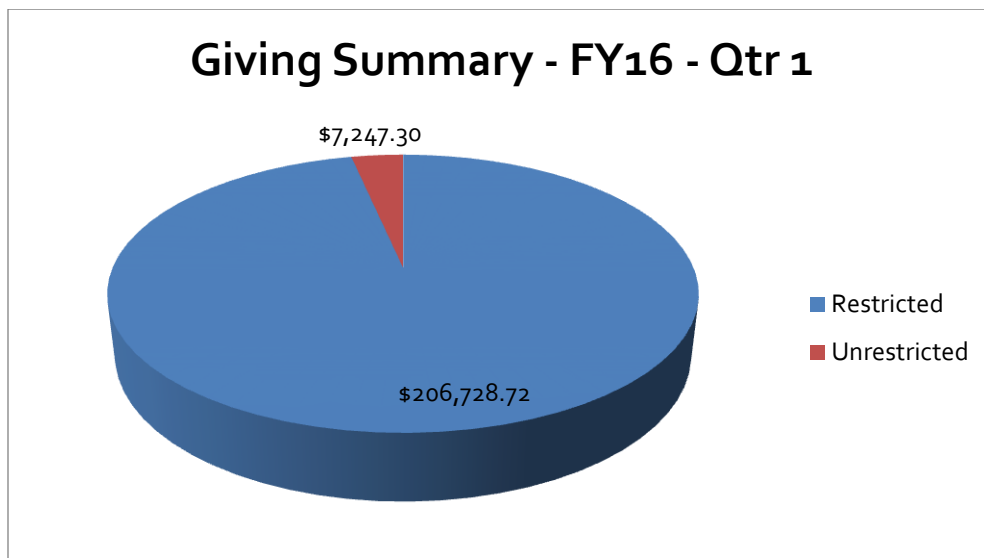
During the first quarter of the 2016 fiscal year, a total of \$213,976.02 in gifts (donations/grants) was received. Of this amount, \$7,247.30 was received for the Annual Fund, \$13,150.00 was designated for *Leap into Learning* (Early Literacy Program) and the remaining \$193,578.72 was designated for all other funds, including Baby Grand Jazz and The American Place.



The total donations can be further analyzed as follows:

Restricted Giving: \$206,728.72

Unrestricted Giving: \$7,247.30





The annual fund revenue is expected to increase significantly during quarter 2, as constituents will be receiving the first fall appeal in October.

**GRANTS**

	Number of Grants	Grant Amount
<i>1st Quarter Fiscal Year 15-16</i>		
Grants Received	3	\$77,500
Grants Pending	1	\$1,000,000
Grants Declined	3	\$195,000

Sources for **awarded grants**:

- Government – 1
- Foundations – 2
- Corporations – 0

Sources for **applied grants**:

- Government – 1
- Foundations – 0
- Corporations – 0

**Communications Statistics**

Twitter followers: 3,754

Facebook followers: 4,840

# Facilities

## Branch Updates

### *Camp Field Branch*

The Camp Field Branch needs renovation. A site review was conducted and a plan has been completed for the renovating the branch.

A grant opportunity was identified with Office of Policy and Management for the renovation work needed at the Camp Field Branch Library. The grant application was completed and submitted; announcement in early 2016.

### *Goodwin Branch*

The Goodwin Branch library HVAC system failed, resulting in a replacement of the HVAC unit.

### *Mark Twain Branch*

The construction phase of the West Middle School/Mark Twain Branch is in progress. It is anticipated that the work will be completed by June 2016.

### *Park Branch*

A grant application was submitted to the CT State Library, Division of Library Development, requesting \$1M in funding for the Park Branch Library design work. In progress.

## Incident Reports

The Library had eighteen (18) reportable incidents in the first quarter of the fiscal year.

Twelve (12) reports were filed at the Downtown Library:

Five (5) medical emergencies, two (2) thefts, two (2) disruptive behaviors, one (1) abusive verbal behavior, one (1) accident, and one (1) threatening behavior.

Branches filed six (6) reports:

Barbour (1) – male customer told employee he was going to report her to her supervisor with no explanation why.

Blue Hills (2) – woman fell off chair, and alarm went off.

Camp Field (3) – police arrived at branch due to alarm going off; teen girl's bicycle was stolen, and youth pulled fire alarm for no reason.

# Human Resources

## Staff Updates

There were 12 new hires in the first quarter:

*Sasha Agins*, assistant youth services librarian, Dwight Branch; Sasha comes to us from her most recent position at the CT Science Center with a passion for youth and educational experiences.

*Diana Ali*, immigration assistant, the American Place; Diana is an immigration attorney working with the BIA grant assisting immigrants in obtaining their citizenship.

*Jenna Bivona*, assistant youth services librarian, Albany Branch; Jenna's most recent experience as a school media specialist will be especially helpful in providing services to youth in this location.

*Johana Blanco*, library assistant, Park Branch; Johana has an extensive background in customer service.

*Dwayne Googe*, security officer; Dwayne is a retired corrections officer and seasoned security guard. He is currently stationed in the YOUmedia area.

*Kenyon Grant*, cultural affairs and public programming assistant; Kenyon has an extensive background in graphic arts and we look forward to her contributions to the organization.

*Harry Hardy*, security officer; Harry is a retired corrections officer and seasoned security guard. He joins the staff at the downtown location.

*Christina Hill*, branch manager, Albany Branch; Christina is a former employee who has returned to HPL after obtaining a masters in library science and gaining valuable experience in both urban and suburban library settings.

*Ingrid Piñeda*, project coordinator, The American Place; Ingrid has extensive experience in customer service and will be working with the BIA grant coordinating services required in the naturalization process.

*Reggie Pope*, security officer; Reggie is a seasoned security professional and will be seen throughout the system as a back-up for open positions and absences.

*Gilda Roncari*, donor relations manager; Gilda has extensive experience in development, has worked with the library on a contractual basis and will be assisting in the development office with donor relations.

*Sidra Soomro*, library assistant, Goodwin Branch has extensive customer service experience.