



Children's
Department



NEW BRITAIN
PUBLIC LIBRARY

ADMINISTRATIVE REPORT
AUGUST 2025

NEW BRITAIN PUBLIC LIBRARY

STRATEGIC PLAN 2023 - 2028

GOALS & OBJECTIVES

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

- a. Increase NBPL usage and the number of card holders.
- b. Provide program offerings geared to community needs (social issues, housing, employment, education, health, technology training).
- c. Meet the community where they are (outreach and promotion of services).

GOAL 2: COMMUNITY

- a. Develop and implement DEI (diversity, equity and inclusion) initiatives for the particular needs of our Staff, Board of Trustees and New Britain population.
- b. Work with Central Connecticut State University (CCSU), the Chamber of Commerce, New Britain Public Schools, and Religious, Civic and Community Partners to develop programs connecting all of us.
- c. Improve and expand programming and interaction with New Britain youth in grades 6-12, and young adults ages 18-24.
- d. Recruit and appoint members to the Board of Trustees who reflect the diversity of the community including young people.
- e. Expand the reach of NBPL services including ways to go to the community rather than have them come to us, via bookmobiles, traveling programs, etc.

GOAL 3: BUILDING: PROVIDE HEALTHY, SAFE SPACE AT NEW BRITAIN PUBLIC LIBRARY

- a. Work with the New Britain Institute Board of Managers to monitor the NBPL endowment and the use of funds to maintain and improve its buildings.
- b. Continue monitoring and funding building improvements.
- c. Complete fundraising for Phase II of outdoor renovations.
- d. Create a fundraising plan for parking lot entrance renovation.
- e. Explore additional small meeting rooms and a small business center.
- f. Expand space or change location of Local History Room and explore the possibility of re-establishing a New Britain Historical Society.

GOAL 4: OPERATIONS AND FUNDRAISING

- a. Review personnel policies and procedures.
- b. Conduct a Staff climate survey annually in order to promote a positive, creative and inclusive culture.
- c. Review backup and recovery supports for all technological systems; adjust as needed.
- d. Expand training opportunities for Trustees in the areas of DEI, fundraising, library services and programming.
- e. Invite staff to make quarterly presentations on programs and/or services to the Board so members can be better stewards of the NBPL.

NEW BRITAIN PUBLIC LIBRARY

ADULT SERVICES AND COMMUNITY ENGAGEMENT

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

& GOAL 2: COMMUNITY



Members of the Adult, Teen, and Circulation departments attended two Back to School events, where we distributed books, stickers, handmade prizes to Children (Goal 1a, 1b, 1c, 2b, 2c, 2e)



The Library and the Friends of the Library continued participating in the Main Street Market, giving away free books, buttons, and signing people up for library cards! (Goal 1c, 1a, 2e)

NEW BRITAIN PUBLIC LIBRARY

ADULT SERVICES AND COMMUNITY ENGAGEMENT

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The Adult and Children's Department collaborated with the New Britain Parks and Recreation Department to provide sensory friendly activities at their new facility in Osgood Park. The last session was attended by 6 children and their parents, who we informed about homeschooling programming and other opportunities and resources available at the Library. (Goal 1a, 1b, 1c, 2b, 2e)



Adult and Teen services attended the Invention Convention showcase at the CT Science Center to celebrate the hard work of our newest batch of inventors!

(Goals 1a, 1b, 2c)



NEW BRITAIN PUBLIC LIBRARY MAKERSPACE

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

& GOAL 2: COMMUNITY

This month, the Makerspace put a focus on utilizing our workshops to teach patrons how to use materials and learn skills we offer publicly, with the goal of increasing general usage. We offered workshops involving crochet, sewing, resin, and the Cricut. (Goal 1A, 2C)



Sewn Lunch Box Cutlery Pouches



Crochet Flower Pot Magnets

We also put a focus on back-to-school workshops. (Goal 1A, 1B, 2C)



Bottle Cap Resin Keychains

Project of the Month -
Custom Pencils



Kids Learn to Crochet



Crochet Club

Our crochet club continued to thrive with nearly 30 members. Additionally, we started our first group project - a community granny square blanket for display in The Hive! (Goal 1A, 2C)



We also continued our monthly collaborative workshops with Mads, bringing the opportunity to show new skills to patrons. This month we did relief printmaking. (Goal 1A, 2A)

NEW BRITAIN PUBLIC LIBRARY

YOUNG ADULT SERVICES

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

& GOAL 2: COMMUNITY



The Teen, and departments attended two Back to School events, where we distributed books, stickers, handmade prizes.

(Goals 1a, 1b, 1c, 2b, 2c, 2e)

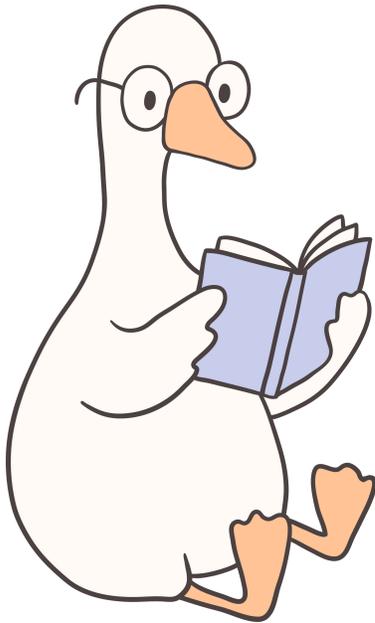
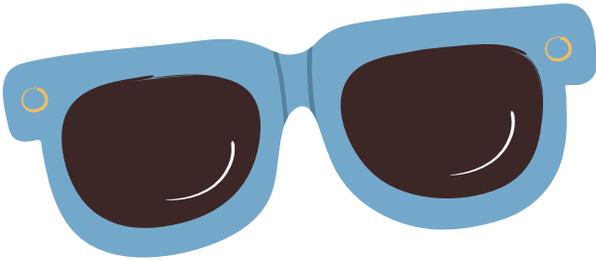
The department also hosted a number programs including a DIY Slime workshop, beyblade club, and cooking program where teens learned how to make rice krispy treats in a mug. (Goals 2b, 2c)



NEW BRITAIN PUBLIC LIBRARY CHILDREN'S SERVICES

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

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Summer Reading Challenge: This year, 187 children ages 3-11 years, registered for the program, and 67 returned/completed the challenge. Again, we used the Read & Bead format with additional challenges for them to complete to receive special beads, additional brag tags, and a prize. With the addition of Beanstack this year, there may have been children who were registered from home and did not come in to pick up their beads. There were 43 children registered on Beanstack, some if not all, also registered in person. Children did submit book reviews online, 8959 minutes of reading were recorded, 166 activities were completed, and 226 badges were earned. Goal 1.a

Outreach: YWCA Summer Camp, Osgood Park (sensory crafts) Goal 1.c

Specials: CT Invention Convention Goal 1.a

Weeding: The collection is being heavily weeded in preparation for rearranging the books in the room and for clearing the overflow of items.

NEW BRITAIN PUBLIC LIBRARY CHILDREN'S SERVICES

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In-house programs: Time for Tots, Crafty Creatives Club (Bubble Painting, Pastel Jelly Fish, Paper Roll Fairy Houses, Journal Decorating), Pokemon Club, LEGO Free Play, Baby Rave, Deeper Life Bible Church (field trip: storytime and exploration) (Goal 1a)



NEW BRITAIN PUBLIC LIBRARY JEFFERSON BRANCH

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

& GOAL 2: COMMUNITY

Outreach: Adriana attended the Jefferson Elementary School Kindergarten Orientation and Back to School Ice Cream Social. Adriana got a chance to meet the Jefferson families and welcome them to the library. (Goal 1c & 2c)



Library entrance welcoming new Kindergarteners and their families

The Jefferson Branch Community Art Gallery highlights the works that our tall and small library friends have left behind from the coloring station and crafting tables.

We hope you also find the same joy from these pieces as our local artists found while creating them.

Programming: Staff at Jefferson hosted Stories for Every Journey. CCARC came to the library for a story and craft and enjoyed getting creative at the library! (Goal 1b,)

Community: Staff created the Jefferson Branch Community Art Gallery. crafts and projects left behind by users are highlighted. (Goal 2c)



NEW BRITAIN PUBLIC LIBRARY CIRCULATION

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

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We have published a Google Site, an internal knowledge base that currently includes procedures for Circulation, Reference, and Jefferson. Additional pages for all library departments will be added over time. Thank you to **Erica Folta** and **Elizabeth Tucker** for creating the Circulation portion.



August 2025

296	New Cards
134	Cards Renewed
11820	Total Cardholders
19444	Items Circulated
13203	Patron Visits



Elizabeth Tucker put together this display of staff members' cats for International Cat Day. Each picture had the pet's name with a fun fact. Patrons truly loved it and often asked who's cat belonged to whom.



Outreach Stars:

Thank you to **Chloe Santana** for volunteering at the Main Street Market and to **Sue Atwood** for helping out at the Back to School event at Walnut Hill park!

Twenty-four books were delivered to **nine patrons** in August. A pause in deliveries for two patrons due to health issues caused deliveries to be lower than usual.

(Goal 1c: Meet the community where they are)



NEW BRITAIN PUBLIC LIBRARY TECHNICAL SERVICES



GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

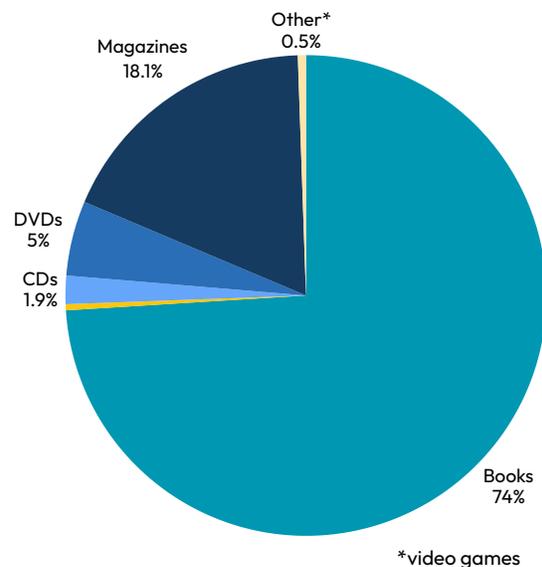


Megan has been busy working on the ILS (Integrated Library System) migration project. As the point person, she is responsible for communicating with the consortium and delegating tasks to other NBPL staff. As the Collections Manager, she is responsible for much of the data management and clean-up. Everyone involved has been working hard to get our patron and catalog records as organized as possible in preparation for the next stage of the migration. So far, everything is looking good and we remain on track for the June 2026 target date.

Technical Services staff have continued working on the massive project of inventorying the entire library collection. We are one of the first LCI libraries to try out their real-time inventory tool, which allows us to fix problems as we go and is helping us to tackle this work efficiently! We have continuously improved our workflow as we go through the collections and are becoming quite the experts!



BREAKDOWN OF ITEMS ADDED BY TYPE



735 Items Added

3,848 Items Withdrawn

53 Items Mended

80 Orders Coordinated

265 Bibliographic Records Managed

NEW BRITAIN PUBLIC LIBRARY STAFF ENGAGEMENT



Staff Tie-Dye Event:

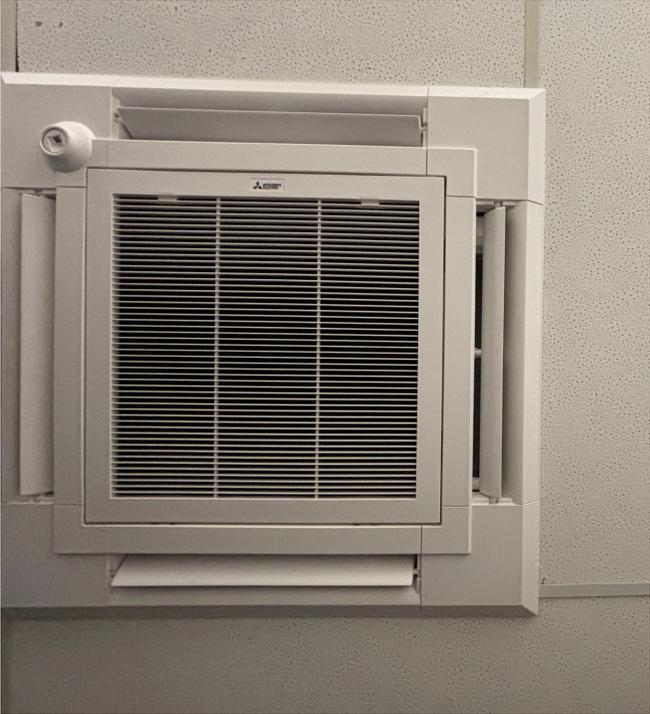
In August the Library had a Staff Tie-Dye Event where staff could customize a shirt of their choosing. These shirts will be worn by staff during Staff Spirit Week in September which is also Library Card Sign Up Month.



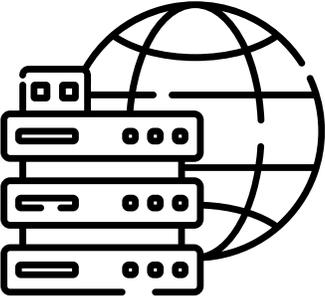
NEW BRITAIN PUBLIC LIBRARY BUILDING & MAINTENANCE

GOAL 3: BUILDING PROVIDE HEALTHY SAFE SPACE AT NEW BRITAIN PUBLIC LIBRARY

COMPLETE



Phase 1-New Server Room Project:
The transformation of the New Server Room has commenced, phase one is completed. The installation of the HVAC mini-splits keeps the room temperature controlled in preparation for the new server equipment in serving as the City of New Britain's backup network site.



NEW BRITAIN PUBLIC LIBRARY BUILDING & MAINTENANCE

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COMPLETE



Interior & Exterior Window Cleaning: All of the Library's interior and exterior windows were professionally cleaned. This annual maintenance routine eliminates grime, allergens, and germs aiding in keeping the library a clean, healthy, and safe space for both patrons and staff.



NEW BRITAIN PUBLIC LIBRARY **BUILDING & MAINTENANCE**

GOAL 3: BUILDING PROVIDE HEALTHY SAFE SPACE AT NEW BRITAIN PUBLIC LIBRARY

IN PROGRESS

- Erwin Wing Roof is almost completed. The replacement of the whirlybirds is on hold, due to parts being on back order.
- Hawley Wing Roof Rehabilitation