



NEW BRITAIN
PUBLIC LIBRARY

ADMINISTRATIVE REPORT

FEBRUARY 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.

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ADULT SERVICES AND COMMUNITY ENGAGEMENT

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

& GOAL 2: COMMUNITY



We attended two outreach events at the New Britain Museum for American Art for Black History Month, distributing pins and flyers for upcoming events



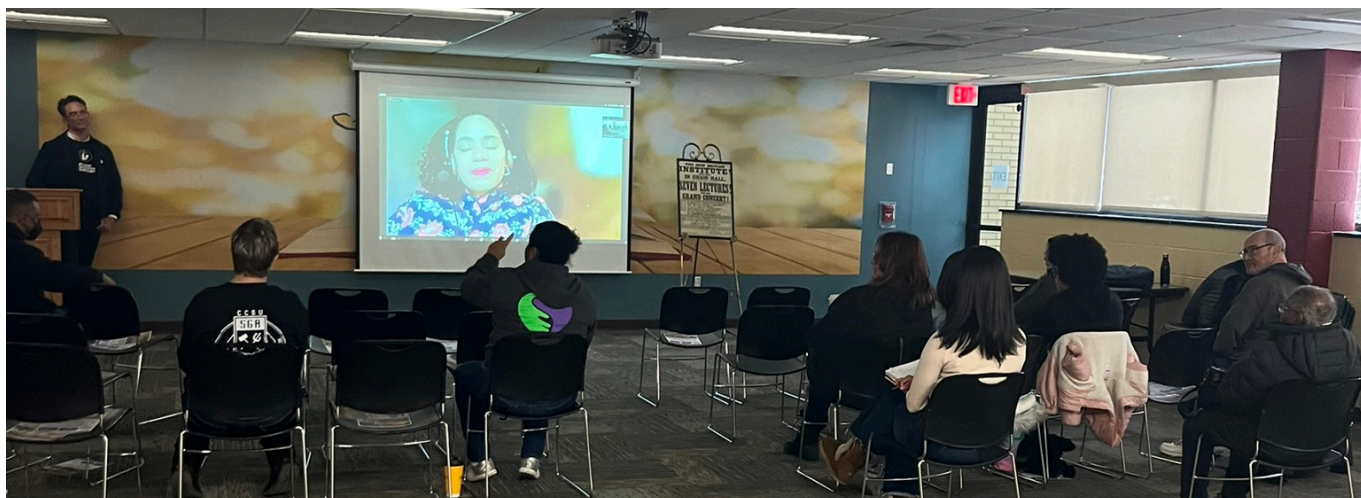
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ADULT SERVICES AND COMMUNITY ENGAGEMENT

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

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We hosted a Celebration of Black America, with a film screening, author talk, and fashion show hosted by New Britain alderwoman Candyce Scott.



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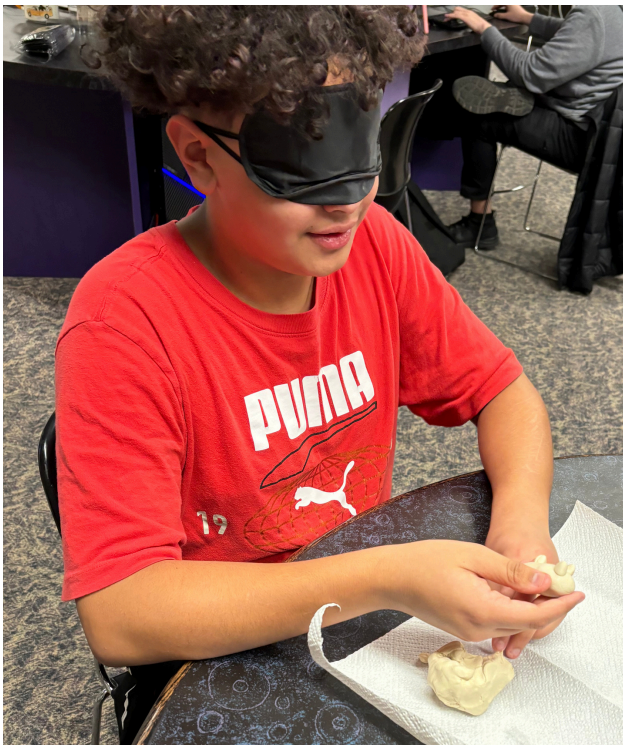
YOUNG ADULT SERVICES

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

& GOAL 2: COMMUNITY



The teen department had the opportunity to host the wonderful Pulaski TESOL group. We signed up the students with library cards and showcased many of our teen room offerings, most notably our toy library. (Goals 1a, 1b, 2b & 2c).



The Teen department also hosted a number of fun programs including a blind sculpting program, video game tournament (Goal 2c) . The blind sculpting was a hit with the teens who loved having the opportunity to do a craft that had a challenge component to it.

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CHILDREN'S SERVICES

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

& GOAL 2: COMMUNITY

Take Your Child to the Library Day: The 14th annual celebration of this special day was full of activities, a sampling of what is offered for children all through the year: building with Big Blue blocks, crafts, and dinosaur skeleton building. Each child could choose a free book and received a library bag. Matthew Leonard of the Lionheart Puppet Company presented Jack Tuesday: Fairy Tale Investigator. The mystery of Bo Peep's missing sheep was solved. (Goal 1.a)



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CIRCULATION

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

& GOAL 2: COMMUNITY

February 2025

155 New Cards

109 Cards Renewed

11568 Total Cardholders

18995 Items Circulated



Seventy-five books were delivered to eight patrons in February. One of our patrons, who visits the library almost daily, called to let us know that she had broken her hand and was unable to drive to pick up her holds. She was thrilled when we offered home delivery to her for as long as she needed!

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

NEW BRITAIN PUBLIC LIBRARY TECHNICAL SERVICES



GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

We completed the adult fiction weeding project! By doing so, we brought some much needed breathing room to the rest of the books. The fiction space feels more spacious and inviting, and is being further enhanced by the ongoing addition of **engaging shelf talkers** and “face out” easel displays throughout the room.

We are working on relabeling the remaining collection, as the existing spine labels are faded, worn, inconsistent, and sometimes even missing. The new labels are clean, bright, legible and aligned with our updated labeling standards. And none of them are handwritten! This will **increase access** to one of the library’s biggest and most loved collection areas (Goal 1a).

We also created a useful supply of books to give away to the community through outreach events and our upcoming **Little Free Libraries** (Goal 1c).



We evaluated our magazine holdings schedule and made a few updates to better align with patron, staff, and space needs.

691 Items Added

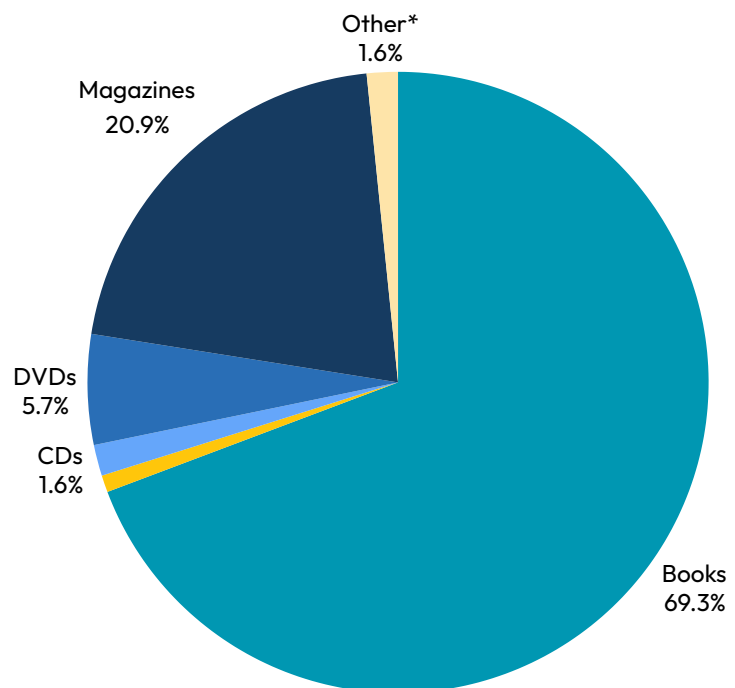
3054 Items Withdrawn

52 Items Mended

61 Orders Coordinated

381 Bibliographic Records Managed

BREAKDOWN OF ITEMS ADDED BY TYPE



*Board games, video games

NEW BRITAIN PUBLIC LIBRARY STAFF ENGAGEMENT



Winter Staff Celebration:

NBPL held their first Winter Staff Celebration in lieu of a holiday party. As we know holiday schedules can be challenging in coordinating a synchronized time to gather together and demonstrate appreciation for the staff in all of the wonderful work and achievements that take place throughout the year. Staff enjoyed a beautiful catered dinner and conversation with one another.

National Maintenance Worker Appreciation Day:

March 4th was National Maintenance Worker Appreciation Day. Breakfast and coffee was served to all staff members to demonstrate our appreciation for the Library's Maintenance Staff and all they do to keep the library a clean and safe space for both the staff and the community.

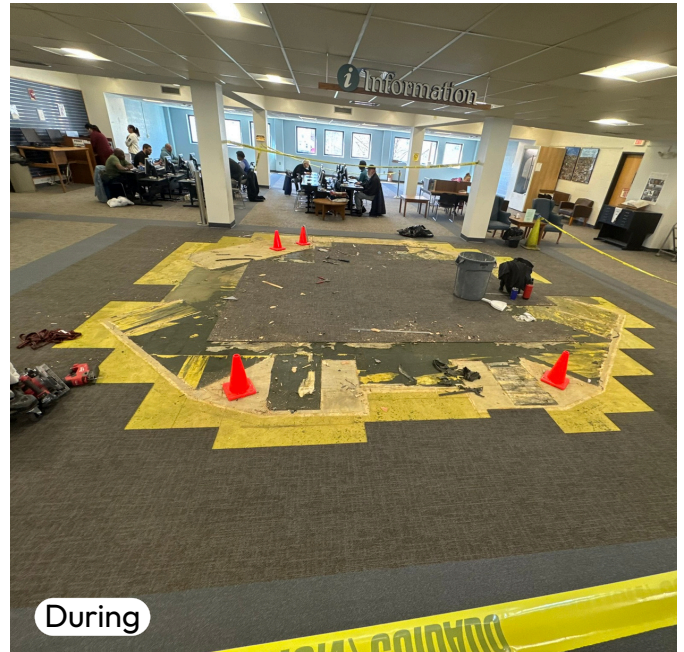


*Board games, video games

NEW BRITAIN PUBLIC LIBRARY BUILDING & MAINTENANCE

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

IN PROGRESS



Information & Circulation Desk Consolidation: The old Information Desk will be disassembled and the flooring where it existed has been repaired. An island has been ordered for the new Circ/Information Desk, and when delivered in 6-8 weeks will be installed in the center to support workspace functionality. Once this project is completed, the consolidation will bolster efficiency, cross-departmental support, maximize use of library spaces, and conveniently serve patrons from one central location.

ADDITIONAL PROJECTS IN PROGRESS

- Study Room Project-Installation of walls & doors, has been pushed back to the week of April 11th due to production/shipping delays
- Erwin Wing Roof Replacement
- Cooper Wing Partial Roof Replacement
- Replacement of Heat Grates in Children's Dept.
- CCTV Surveillance Upgrades to Building Exterior
- Waterproofing of Hawley Basement