



NEW BRITAIN PUBLIC LIBRARY

ADMINISTRATIVE REPORT

MAY 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



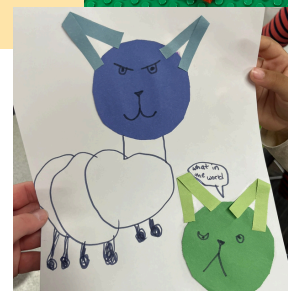
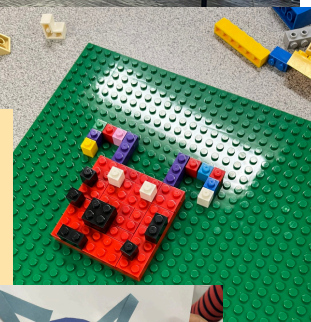
On May 31st, the Library hosted Stronger Together: A Community Mental Health Fair. Over 15 local organizations were in attendance to inform attendees about their services. (Goal 1b)



The Library participated in Celebrate New Britain, giving out buttons, books, and information about upcoming events! (Goal 1c, 1a, 2e,)



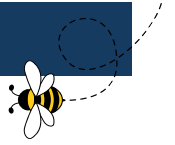
Homeschool at the Library wrapped up for the school year, to return in the fall (Goal 1b, 2a,)



NEW BRITAIN PUBLIC LIBRARY MAKERSPACE

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

& GOAL 2: COMMUNITY



This month, we hosted a successful **Mother's Day Craft Workshop** that brought together creativity and technology. Participants used the 3D printer and laser cutter to design and produce personalized gifts such as engraved keychains and custom jewelry pieces. We also provided a variety of crafting materials for handmade cards and packaging. The event highlighted the versatility of our equipment and engaged patrons of all ages in hands-on making, while celebrating a meaningful occasion. (Goal 1b, 1c, 2c)



Crochet Together – Bookmarks

This month's Crochet Together session focused on making simple, handmade bookmarks. Patrons of all skill levels joined in to learn basic crochet techniques, connect with fellow crafters, and enjoy a relaxing creative activity. (Goal 1b, 1c, 2c)

DIY Screen Printing Workshop

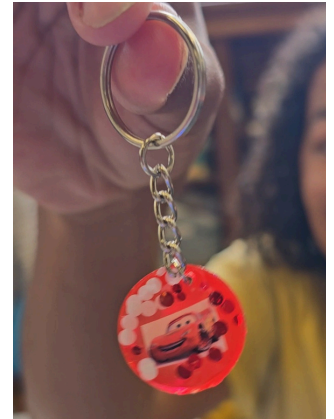
This hands-on workshop introduced patrons to the basics of screen printing. Participants learned how to create and transfer their own designs onto fabric, exploring a fun and creative way to personalize items like tote bags and t-shirts. (Goal 1b, 1c, 2c)



NEW BRITAIN PUBLIC LIBRARY MAKERSPACE

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

& GOAL 2: COMMUNITY



May-ke a Keychain

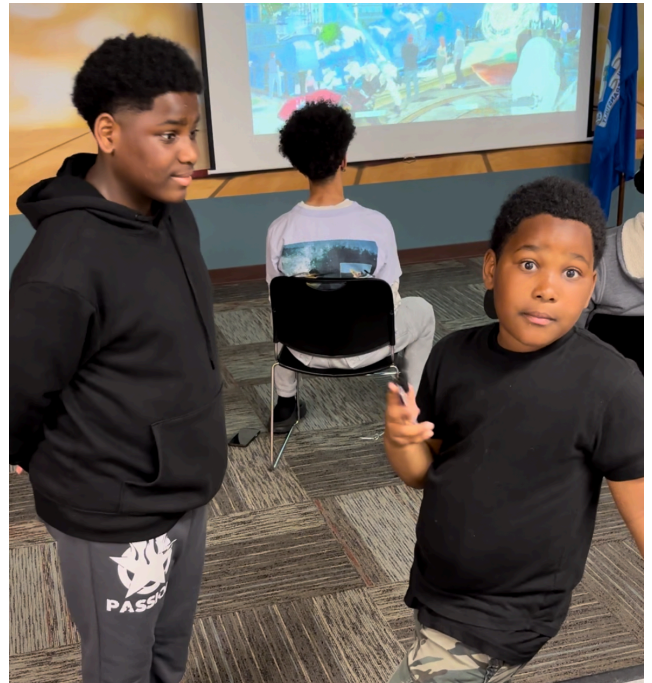
Throughout May, we celebrated “May-ke a Keychain” Month, a themed series of workshops designed to showcase the wide range of tools and techniques available in the Makerspace. Each session focused on a different method of keychain creation, introducing patrons to technologies such as the Cricut for vinyl cutting, the Glowforge for laser engraving, and Tinkercad with our 3D printer for modeling custom designs. We also hosted a fun Anime Character Keychain session that combined digital art and hands-on crafting, attracting fans of all ages. The program successfully increased awareness of our equipment and inspired participants to explore creative possibilities using our tech. (Goal 1b, 1c, 2c)



NEW BRITAIN PUBLIC LIBRARY YOUNG ADULT SERVICES

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

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The YA department had a chance to promote our services at a number of outreach events including New Britain High School's Career Day and Celebrate New Britain. We also visited the different middle schools to promote our summer reading challenge and summer programming initiatives. (Goals 1a, 1c, 2e) The teen department also hosted a number of fun programs including our anime nights and our make your own One Piece bookmarks. (Goals 2b, 2c)



NEW BRITAIN PUBLIC LIBRARY CHILDREN'S SERVICES

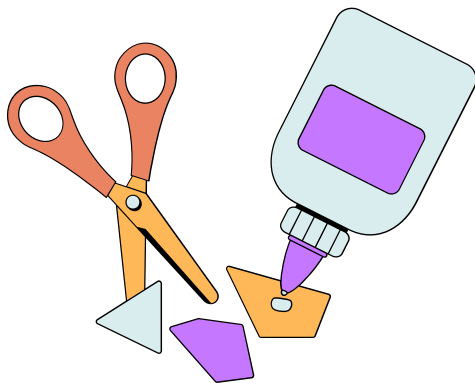
GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

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Summer Reading Challenge: Promotional visits for this year started at several of the elementary schools to provide information and create excitement about this year's program. Goal 1.c

Crafty Creative's Club: We hosted 2 drop in crafting programs making paper lily bouquets and clay animal pets!



YWCA Family Funshine Night: The library was invited to provide storytime at the Y's evening of activities for their families. Goal 1.c



New Britain Early Childhood Summer Palooza: A project of the Parent Café, agencies who serve young children and their families gathered at HRA to distribute information about their services. Library information was distributed, and books were given to each family. Food and activities were also offered. Goal 1.c

NEW BRITAIN PUBLIC LIBRARY

CIRCULATION

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

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Eighty-nine items were delivered to nine patrons in May.
(Goal 1c: Meet the community where they are)



Elizabeth Tucker created a DVD display to commemorate the unofficial yet popular holiday for Star Wars fans:

May the 4th be with You

NEW BRITAIN PUBLIC LIBRARY TECHNICAL SERVICES



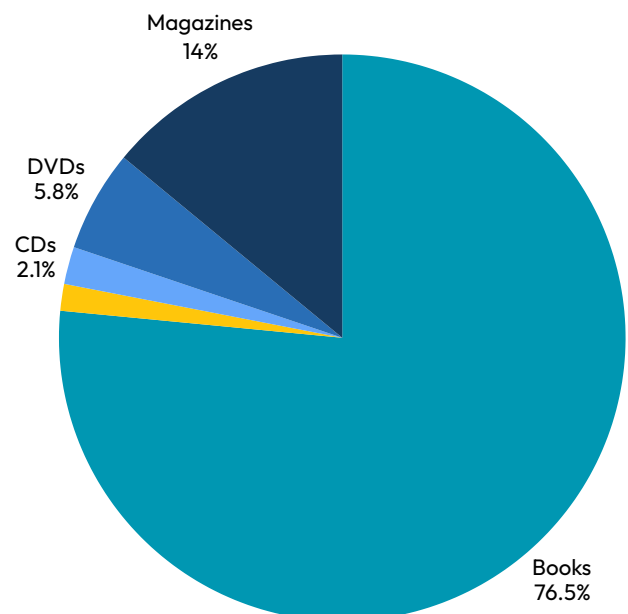
GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

- As the fiscal year began to wrap up, we requested for all material orders to be submitted by the end of May, resulting in more than triple our normal order volume!
- Our primary vendor, Baker & Taylor, has been having ongoing issues with fulfillment, resulting in an unprecedented cancellation of all outstanding backorders
- We had to keep track of hundreds of cancellations, communicate with each selector, and order items from alternate sources, all while being careful to minimize the risk of ending up with duplicate items
- We established a new major vendor, Ingram, to provide selectors with more variety and availability when building their collection areas. We also set up a new feature that Ingram offers, which allows us to see if an item is already in our library catalog, regardless of where it was purchased from
- Additionally, we set up online ordering for large print books, and met with various other vendors throughout May in order to ensure we're getting the best deals and shopping experience possible, while taking full advantage of our membership in the Connecticut Library Consortium



**We are working hard on adding
several fun new collections...
stay tuned!**

BREAKDOWN OF ITEMS ADDED BY TYPE



996 Items Added

1163 Items Withdrawn

53 Items Mended

140 Orders Coordinated

634 Bibliographic Records Managed

NEW BRITAIN PUBLIC LIBRARY BUILDING & MAINTENANCE

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



Security: The library has signed on with a new security company, Arrow Security. The company started at the end of May. While the library has always had security present in the building to provide both patrons and staff with a safe space, Arrow Security provides a fresh perspective utilizing trained guards in the latest health and safety techniques from CPR to de-escalation.

Carpet Cleaning: The library had its spring seasonal carpet cleaning done over the Memorial Day weekend. All four floors of carpeted areas were shampooed and sanitized. These seasonal carpet cleanings eliminate germs, grime, and allergens. Seasonal maintenance also preserves and elongates the life expectancy of the flooring.



NEW BRITAIN PUBLIC LIBRARY BUILDING & MAINTENANCE

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

IN PROGRESS

Study Room Project: The construction of the Study Rooms in the Cooper Building is almost complete. The installer has a few items to address and parts awaiting manufacturing/shipment. HVAC and electrical has passed inspection. Some furniture has arrived, the remaining furniture is estimated to be delivered mid-June. Smartboards have been ordered and will be arriving in late-June / early-July.

The Study Rooms will serve as multi-functional spaces to provide quiet space for studying or meeting one-on-one, or conference spaces for larger groups. Patrons, staff, and local organizations will be able to utilize these rooms free of charge through a reservation system or walk-in upon availability.



ADDITIONAL PROJECTS IN PROGRESS

- Island for the Circulation/Reference Desk
- New Computer Center Service Desk
- Erwin Wing Roof Replacement
- Cooper Wing Partial Roof Replacement
- CCTV Surveillance Upgrades to Building Exterior
- Waterproofing of Hawley Basement