



**NEW BRITAIN
PUBLIC LIBRARY**
ADMINISTRATIVE REPORT
OCTOBER & NOVEMBER 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



Rachel taught an art class and read a story at a Best Buddies meeting held at the Senior Center.
(Goal 1b, 1c, 2b, 2e)

Brett and Rachel attended the New Britain Museum of American Arts LGBTQ+ History and Polish Heritage month celebration in October, providing books and DIY pride flag buttons
(Goal 1c, 2b, 2c, 2e)



NEW BRITAIN PUBLIC LIBRARY

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Rachel, Brett, Cara, and several Friends of the Library members attended the annual Klingberg Trunk or Treat!
(Goal 1c, 2b, 2e)

Rachel and Chloe attended a Job Fair at town hall, showcasing JobNow and other services available with a library card.
(Goal 1a, 1b, 1c, 2b, 2e)



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The library hosted a History of New Britain slideshow, hosted by Jimmy Golon (Goal 1b)



We hosted an all ages Turkey Cupcake Decorating workshop! (Goal 1b, 1c)

November

NEW BRITAIN PUBLIC LIBRARY

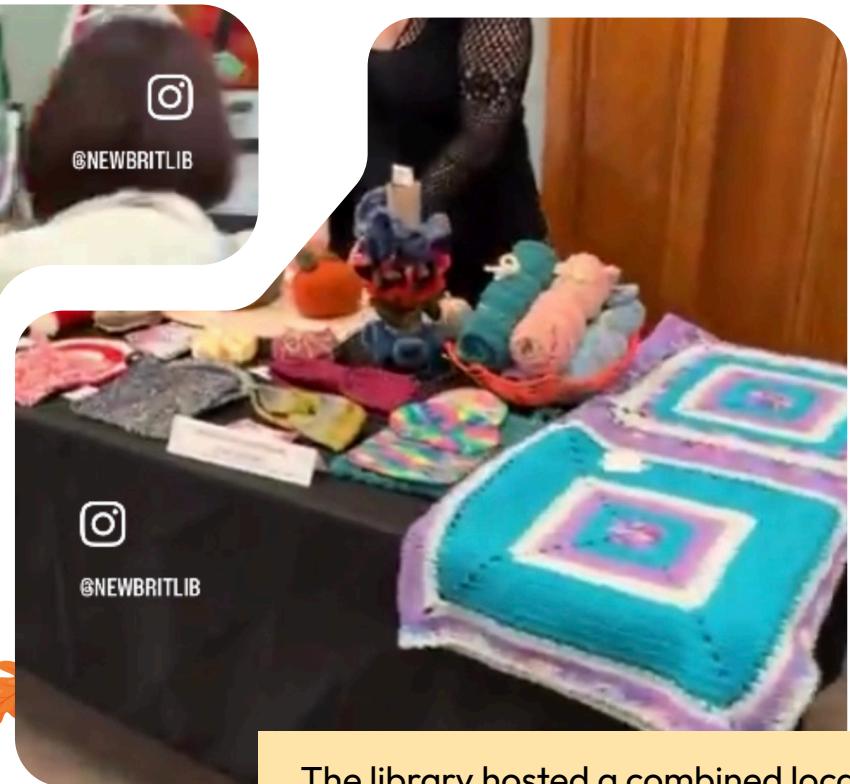
ADULT SERVICES AND COMMUNITY ENGAGEMENT

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The Institute for American Indian Studies came to the library to present about Maple Sugaring in Connecticut. (Goal 1b, 2b)



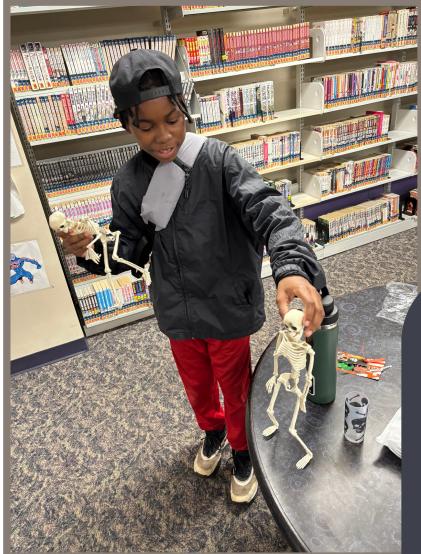
The library hosted a combined local author and artist craft fair! (Goal 1b, 2c)

November

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

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October 2025



The Teen department had a blast helping at various outreach events including the New Britain Museum of American Art and the Klingberg Trunk or Treat (Goal 1c, 2b, 2e)

We also hosted a number of fun holiday programs for the month of October, like a skeleton dress up and fashion show, an insect taxidermy craft, and a program that used library books as domino pieces! (Goals 1a, 1c, 2c, 2e)

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November 2025



We continued to offer a number of teen program offering including Terra Cotta Turkey crafts, using old books to make snowflake ornaments, and friendship bracelets to celebrate the new Taylor swift album. We also continued our lofi study sessions for the teens that need a more quiet environment for their homework or other interests. (Goals 1a, 1c, 2c, 2e)

NEW BRITAIN PUBLIC LIBRARY

CHILDREN'S SERVICES

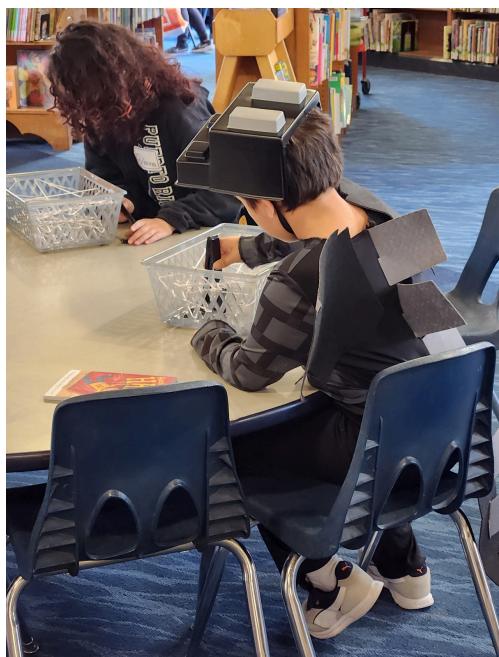
GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

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OCTOBER

October is an exciting month filled with a number of Halloween-themed programs. The biggest was our Trick-or-Treat and Fun! program. This year the BIG Halloween program was held in the department. There were activities set up around the room: crafts, photo booth, tattoos, and a reading station. Each child was given a bag when they entered to collect a treat at each of the stations. They were also able to choose a free book and get a treat at the desk. Goal 1.a



Outreach programs:

- Preschool: Early Learning Program, Gaffney, Roosevelt Early Learning Center, YMCA, YWCA
- Kindergarten: Lincoln, Vance
- Other: Parent Café, Trunk-or-Treat at Klingberg (with the Friends of the Library)

Goal 1.c



NEW BRITAIN PUBLIC LIBRARY

CHILDREN'S SERVICES

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

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In-house programs:

- Infant, Toddler, Preschool: Terrific Tots, Super Kids, Family Story Hour, Time for Tots
- School-age: STEAM (lemon volcanoes, lava lamp jars, LEGO zipline), Homeschool
- program, Crafty Creatives Club (toothpick painting, leaf prints, Junk Journaling, watercolor spiderwebs)
- Field trips: Third Grade Visits, DiLoreto 4 th grades Goal 1.a



NEW BRITAIN PUBLIC LIBRARY

CHILDREN'S SERVICES

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NOVEMBER

Highlights:

- Children's Book Week: The first week of November was Children's Book Week. We were recipients of a prize pack from Scholastic for the occasion. Children who checked out a book received a mini poster of Dog Man and Cat Kid, and were entered into a drawing for one of six Dav Pilkey books. (author/illustrator of Captain Underpants, Dog Man and others) Goal 1.a
- Tellabration: This is an event celebrated every November. The Connecticut Storytelling Center offers programs by professional storytellers at a reduced rate. Anne-Marie Forer told stories and sang songs accompanied by guitar and fiddle. Goal 1.a
- Power of Pawns: A high school student, Nate Lee, contacted us about starting a Connecticut chapter of a non-profit chess organization called Power of Pawns. The program is open to 7-12-year-olds. There is a lesson at the beginning of each session, followed by time to play. Sessions are held every Saturday. Goal 1.a



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CHILDREN'S SERVICES

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In-house programs:

- Infant, Toddler, Preschool: Terrific Tots, Super Kids (including Storytime Zoo featuring an animal from the Hungerford Nature Center), Family Story Hour, Time for Tots
- School-age: STEAM Sessions (Ping-Pong Pick-up Challenge, Tennis Ball Tower, Oil- Spill Clean-up), Homeschool program (Abstract Process Art, Weather), Crafty Creatives Club (Chalk Pastel Gallery Art, Paper Wrinkle Art, Yarn Tree Painting)
- Field trips: Third Grade Visits Goal 1.a

Meetings, etc.

- Community Table: A. Litke
- Program Planning Committee: A. Litke, C. Mackenzie
- Staff Development Day: All staff



Outreach programs:

- Preschool: Early Learning Program, Gaffney, Roosevelt Early Learning Center, YMCA, YWCA
- Kindergarten: Lincoln, Vance Goal 1.c



NEW BRITAIN PUBLIC LIBRARY

JEFFERSON BRANCH

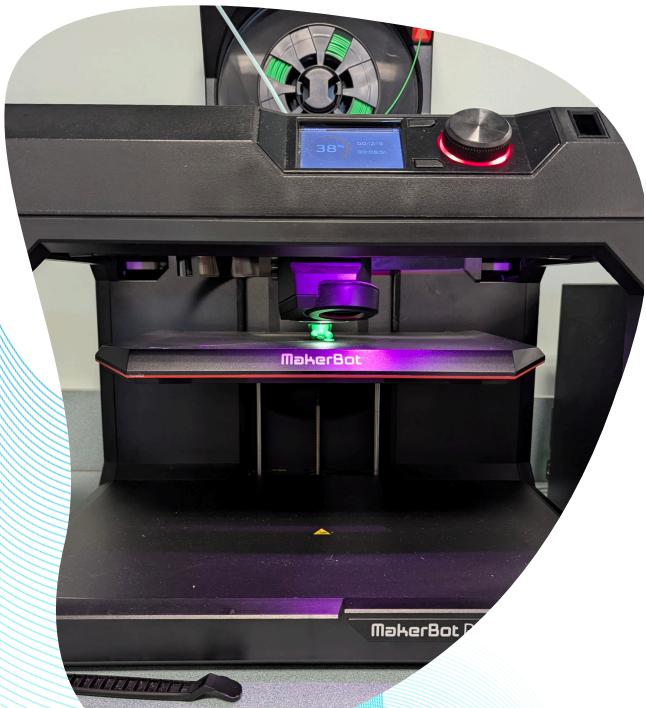
GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

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OCTOBER



Programming: Jefferson held a successful Suspense Stories Book Club where attendees discussed and read a nonfiction book about the 5 women killed by Jack the Ripper. Group members were fascinated by their lives and walked away learning something new about 19th-century London or the women. (Goal 1a)

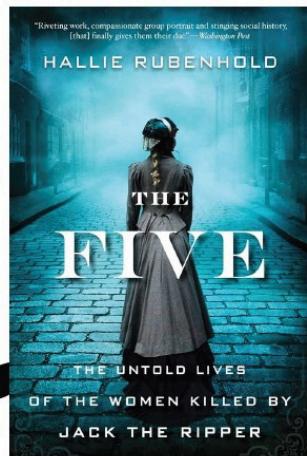


Suspense Stories at Jefferson

OCTOBER Book Club Pick

Meeting October 31st
1-2 pm

Register online or
with a librarian



Library Services: Kids were able to pick and print an object from the 3D printer. They have already begun planning the next item they would like to have printed! Adriana was also able to talk with teachers about the printer and its availability and the possibility of using it for lessons or extracurriculars (Goals 1a, 1c & 2c).

NEW BRITAIN PUBLIC LIBRARY

JEFFERSON BRANCH

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

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November



Programming: November kicked off with 2 new Children's programs! Tiny Tales, an early morning story time for kids 0-4 and Crafty Creatives a program started at the Main Library and brought to Jefferson. (Goal 1a & 2c)



Professional Development: All staff at Jefferson attended the professional development day downtown. It was a great opportunity for our staff to reconnect with the main library and meet staff hired there this past year.



NEW BRITAIN PUBLIC LIBRARY

CIRCULATION

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

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October 2025

Outreach volunteers for this month included **Joey Feliciano, Erica Foltz and Lucy Werkheiser** who all assisted at the Main Street Market.



**PERCENTAGE CHANGE
OCT 2025 VS OCT 2024**

311 New Cards	12%	
119 Cards Renewed	2%	
11939 Total Cardholders	5%	
19929 Items Circulated	4%	
12888 Patron Visits	11%	



Circulation staff truly enjoy creating displays! This month **Elizabeth Tucker** put together two displays: one for Banned Book Week and another highlighting Fall TV shows and movies. **Erica Foltz** added to the holiday fun with a Halloween-themed display pairing scary movies with the books that inspired them.



Fifty-four items were delivered to **ten patrons** in October. We were delighted to resume service for a patron who had temporarily paused it due to health issues. We're grateful to have them back with us! (Goal 1c: Meet the community where they are)



NEW BRITAIN PUBLIC LIBRARY

CIRCULATION

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

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November 2025



Our new bookcases arrived on November 13, giving us the opportunity to tackle some much-needed organization—and we love the result!



In November, **sixty-seven items** were delivered to **ten patrons**—**two** of whom were new to the service.
(Goal 1c: Meet the community where they are)



Staff took part in an Active Shooter Training at our November Staff Development Day on November 18th. They were also able to enjoy some staff interaction time while creating tote bags and playing trivia. The smiles say it all!



PERCENTAGE CHANGE NOV 2025 VS NOV 2024

232	New Cards	35%	▲
105	Cards Renewed	19%	▼
12185	Total Cardholders	8%	▲
20355	Items Circulated	2%	▲
13193	Patron Visits	10%	▲

NEW BRITAIN PUBLIC LIBRARY TECHNICAL SERVICES



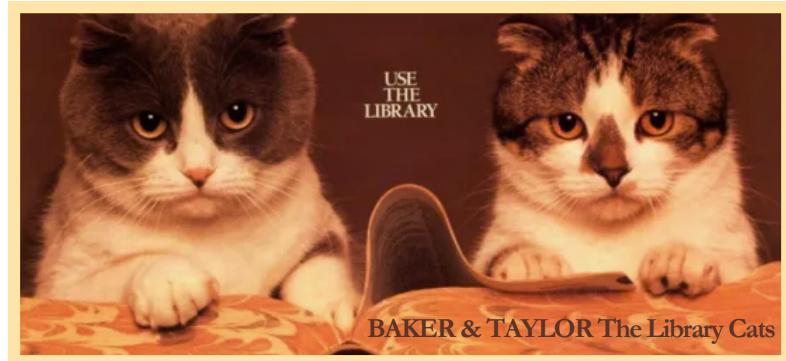
GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS



October



In early October, we received upsetting news: our primary book vendor, Baker & Taylor, was going out of business. Founded in 1828 (in Hartford!), B&T had been the primary supplier for most public libraries in the country for many years, so this was a very big deal.



Luckily we had already established an account with another vendor, so we were in a better position than many. But there were still a lot of loose ends to tie up, including canceling all of our back-ordered items with B&T, re-ordering items elsewhere, and making sure the budgets remained accurate. A special shout-out to our acquisitions LTA, Kiera, for all of her hard work!

We were also able to get set up with a second new vendor right before they implemented strict new customer guidelines. With all of the changes in the book industry, it's better to have options! We now have a solid roster of vendors so that we can continue to offer an amazing collection to our community (**Goal 1a**), although we will always miss B&T and their iconic cat calendars!



1,748 Items Added

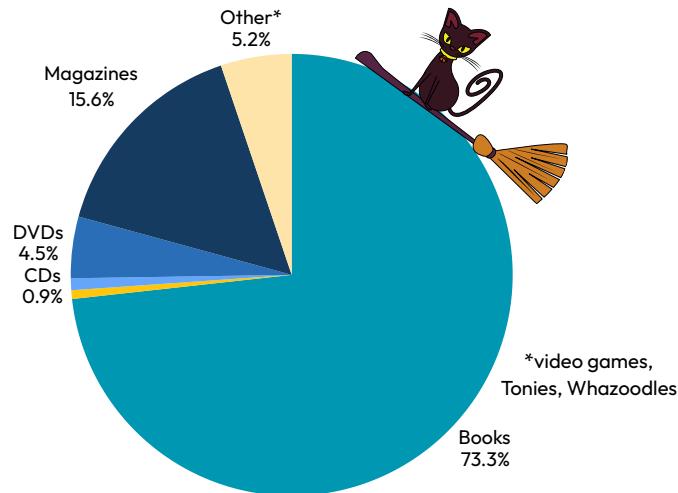
3,503 Items Withdrawn

110 Items Mended

165 Orders Coordinated

781 Bibliographic Records Managed

BREAKDOWN OF ITEMS ADDED BY TYPE



NEW BRITAIN PUBLIC LIBRARY TECHNICAL SERVICES



GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS



November



In November, Crystal helped unveil the Library's first official **Little Free Library**, located at **OIC**! This endeavor aims to meet the community where they are, by providing a curated collection of free books - no strings attached, no judgement, no barriers - just the simple act of sharing books and a love of reading for those in our city and beyond. We can't wait to see this project grow! (**Goal 1c, 2c, 2e**)



Inventory

Five staff members, five months, and over **116,000** items later, Technical Services has completed inventorying the entire adult and young adult collections at the main branch. That's around **23,000** items per person! We also manually fixed about **1,100** issues that we discovered along the way. The organization and cleanup of our catalog and physical items is helping to improve access for all. (**Goal 1a**) Great job, team!

NEW BRITAIN PUBLIC LIBRARY

STAFF ENGAGEMENT



Halloween: Staff dressed up for Halloween on October 30th and 31st and celebrated the holiday with a potluck. The costumes were clever and unique, and brought a vivacious vibe to the library!



Staff Development Day: On November 18th, the library held its Annual Staff Development Day. The day consisted of team building activities, an Active Shooter Training facilitated by the NBPD, a mental health debrief facilitated by CMHA, and a luncheon with members of the Board of Trustees.



NEW BRITAIN PUBLIC LIBRARY

BUILDING & MAINTENANCE

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

COMPLETE



Fall Carpet Cleaning: The library had its seasonal carpet cleaning done over the Columbus 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.



Holiday Decorating: The library was decorated on Black Friday for the holiday season. To engage both the community and staff we held a 'Tree Decorating Competition' amongst the departments/branches. Patrons can stop by and place their vote in the ballot box or 'like' their favorite tree picture on our social media before December 25th.

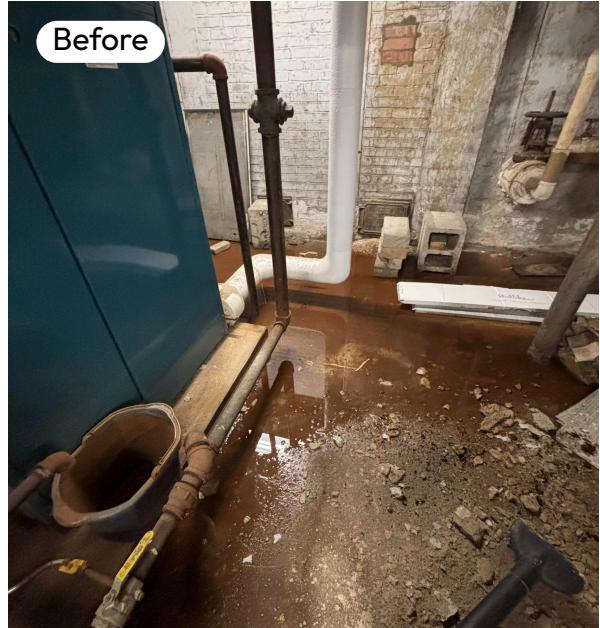
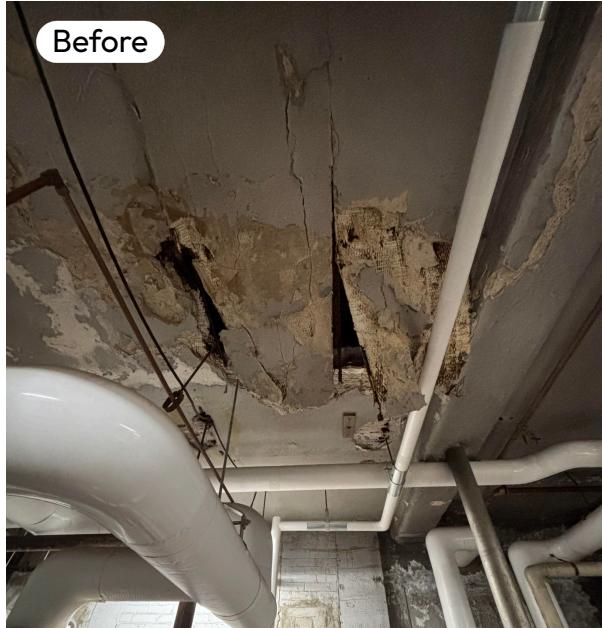


NEW BRITAIN PUBLIC LIBRARY

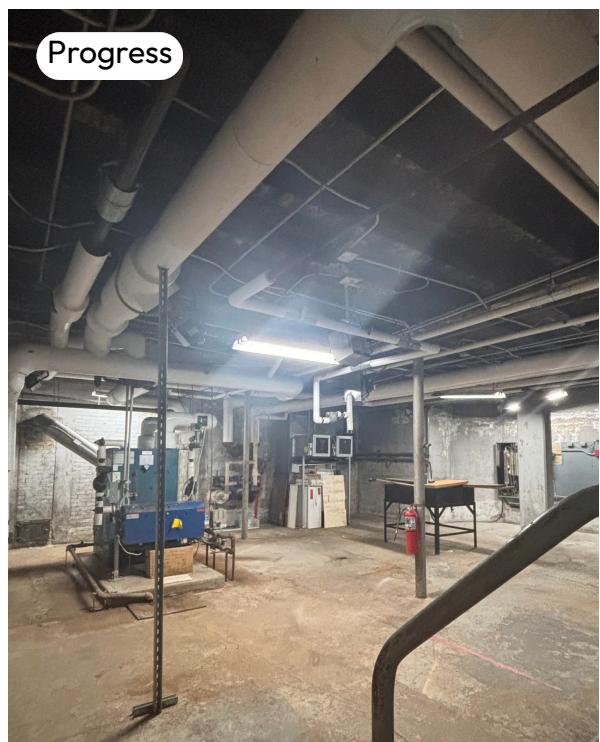
BUILDING & MAINTENANCE

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

IN PROGRESS



Boiler & Boiler Room Repairs: In October the boiler malfunctioned and caused damages to the boiler room and the boiler itself. ServPro is the vendor handling the clean-up, abatement, and repairs to the boiler room . NE Mechanical is the vendor handling the repairs to the boiler. Repairs will take place October through January tentatively.



NEW BRITAIN PUBLIC LIBRARY

BUILDING & MAINTENANCE

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

IN PROGRESS

- HVAC Replacement
- Hawley Wing Roof Rehabilitation

NEW BRITAIN PUBLIC LIBRARY

THE FRIENDS



Main St. Market: The Friends volunteered in helping man the Library's table at the Main St. Market during the months of July-October. Special thank you to them for their support and contributions in providing materials for this outreach event!



Fall Book Sale: The Friends held their Fall Book Sale in October, they had a lot of volunteers, staff, and board members to assist with the operation of the sale, and were able to sell a lot of materials- it was a great success!

