

NEW BRITAIN
PUBLIC LIBRARY



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ADMINISTRATIVE REPORT
SEPTEMBER 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

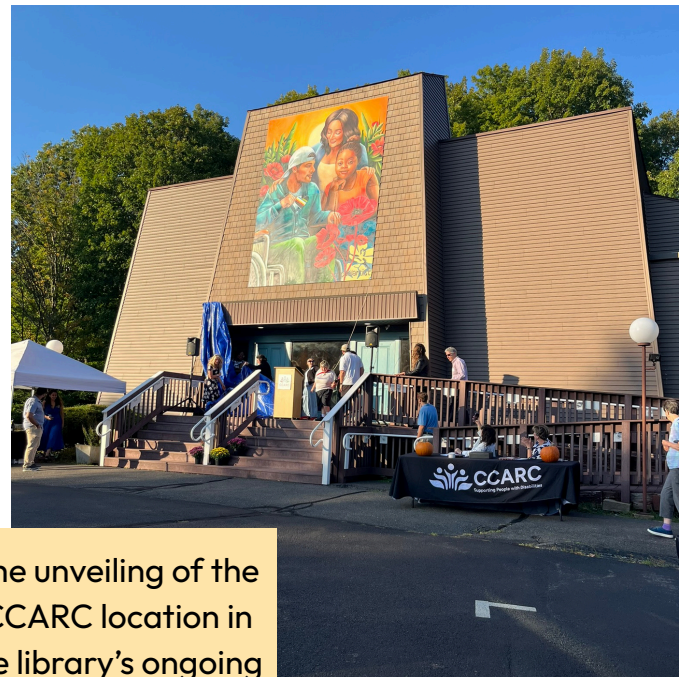
- a. Review personnel policies and procedures.
- b. Conduct a Staff climate survey annually in order to promote a positive, creative and inclusive culture.
- c. Review backup and recovery supports for all technological systems; adjust as needed.
- d. Expand training opportunities for Trustees in the 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

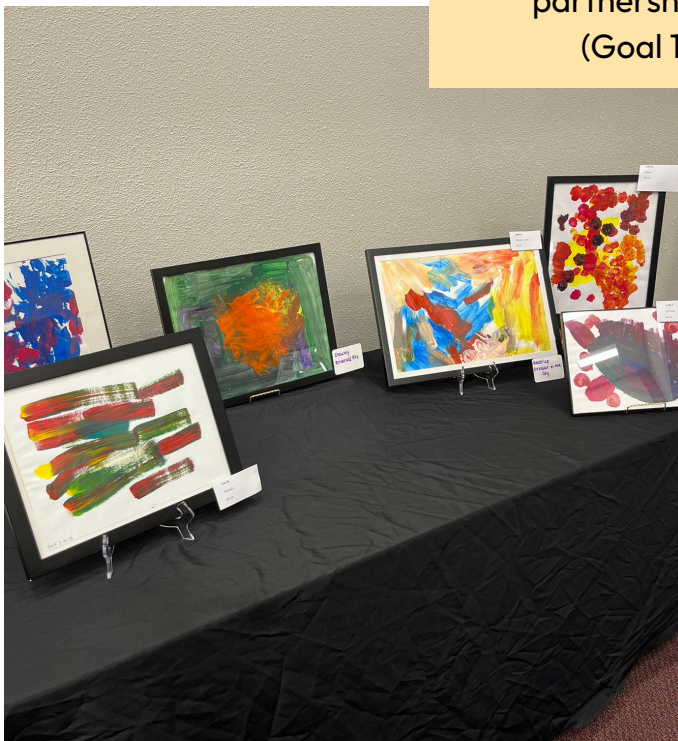
ADULT SERVICES AND COMMUNITY ENGAGEMENT

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

& GOAL 2: COMMUNITY



Rachel attending the unveiling of the mural at the new CCARC location in Berlin as part of the library's ongoing partnership with CCARC (Goal 1b, 1c, 2b, 2e)

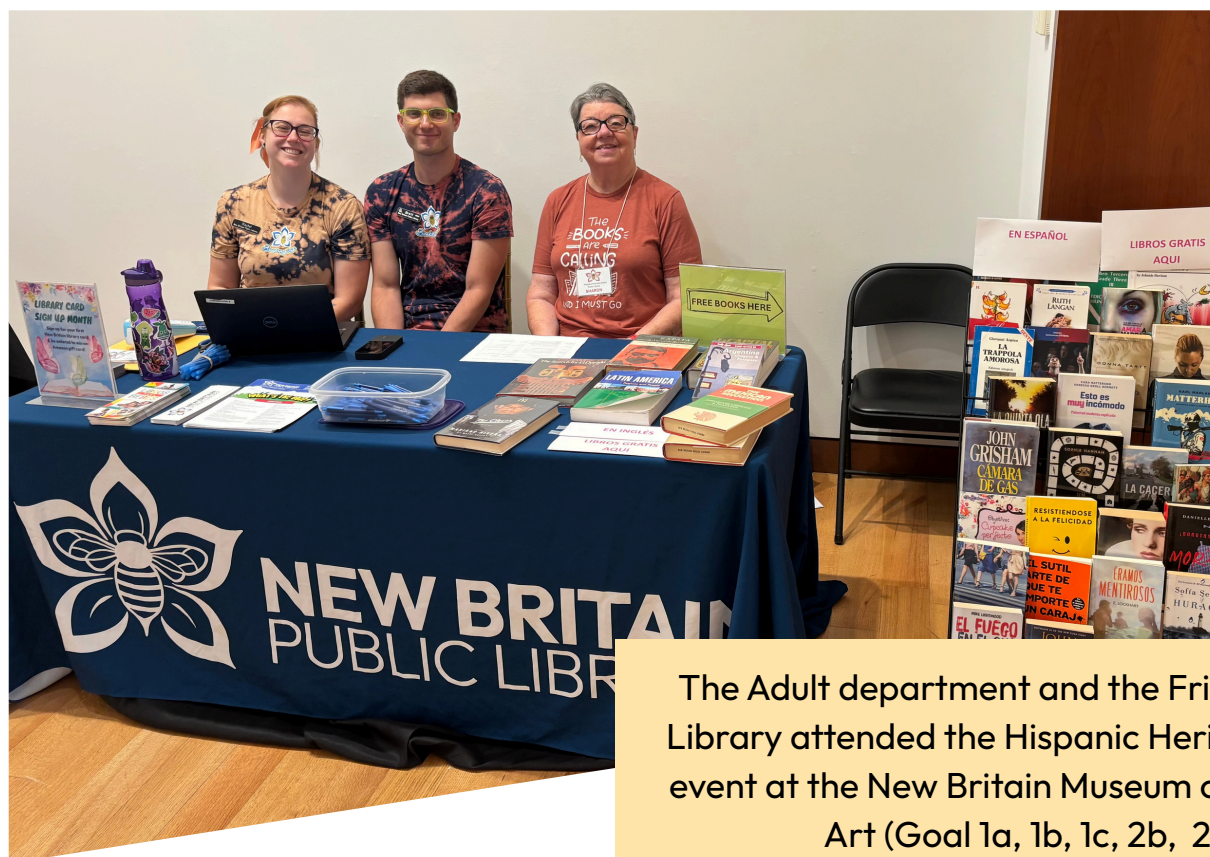


NEW BRITAIN PUBLIC LIBRARY

ADULT SERVICES AND COMMUNITY ENGAGEMENT

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

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The Adult department and the Friends of the Library attended the Hispanic Heritage Month event at the New Britain Museum of American Art (Goal 1a, 1b, 1c, 2b, 2e)



NEW BRITAIN PUBLIC LIBRARY MAKERSPACE

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

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Makerspace staff went to the CLC Makerspace Roundtable meeting hosted at Simsbury Public Library. (Goal 1C)



Amal and Izabella for staff Spirit Week!

The Makerspace Roundtables are always a great way for us to identify ways to improve our layout, organization, materials, and programs! (Goal 1A, 1B, 1C, 2A, 2C)



Photos from Simsbury



Our new Jewelry Making Cart!

NEW BRITAIN PUBLIC LIBRARY MAKERSPACE

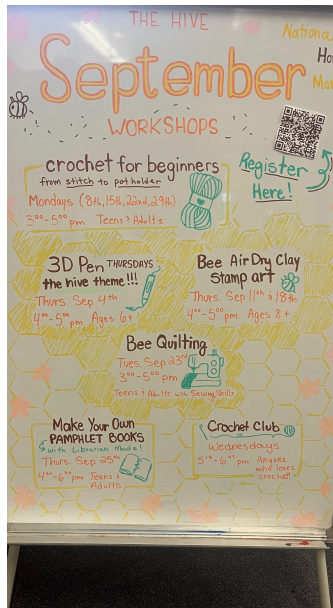
GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

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We embraced the NBPL and Hive bee theme for National Honey Month! (Goal 1A)



Bee Embroidery,
Project of the
Month, made by
Izabella



Monthly
Whiteboard,
drawn by Izabella



Bee Quilting
Workshop

We also continued with our goal of focusing on one Makerspace technique each month with our 4 week Crochet for Beginners workshop. (Goal 1A, 1B)



NEW BRITAIN PUBLIC LIBRARY

YOUNG ADULT SERVICES

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

& GOAL 2: COMMUNITY



The back to school season is back in full swing!
The Teen department attended a number of back to school events including open houses at both Pulaski Middle School and Diloireto Magnet School.
We also hosted a number of fun programs for the month of September, from arts and crafts like squeegee art and DIY bottlecap pin creation, to a cheese and cracker construction challenge.
(Goals 1a, 1c, 2c, 2e)

NEW BRITAIN PUBLIC LIBRARY

CHILDREN'S SERVICES

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

& GOAL 2: COMMUNITY



Highlights:

- Puppeteer **Matthew Leonard of Lionheart Puppet Company** presented The Emperor's New Clothes to an appreciative audience. Goal 1.a
- **School connections:** Library staff was invited to Open Houses at Smalley and Holmes schools. We talked to families about what the library has to offer, including programs and activities for all ages and materials in a number of formats.
- The **Third Grade Visit** schedule was arranged. Goal 1.c
- **Homeschool Day** at the New Britain Museum of American Art. Storytime by Cara MacKenzie supporting the theme of the day, Pop Art. Goal 1.c



In-house programs:

- **Infant, Toddler, Preschool:** Terrific Tots, Super Kids, Family Story Hour, Time for Tots
- STEAM Sessions (Invisible Ink, Build-a-Boat Challenge, Marshmallow Catapult), Homeschool Program, Crafty Creatives Club (Kaleidoscopes, I Spy Jars, Air-Dry Mosaics) Goal 1.a

NEW BRITAIN PUBLIC LIBRARY

CHILDREN'S SERVICES

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Outreach programs:

- **Preschool:** YWCA
- **School age:** Lincoln and Vance Kindergartens
- **Open House:** Holmes, Smalley
- **Homeschool Day** at the New Britain Museum of American Art Goal 1.c

Meetings, etc.:

- Community Table (formerly School Readiness Council): A. Litke
- Trunk or Treat meeting (with Kari and Brett): A. Litke
- Meeting with Farmington High School students (They will be presenting a number of sessions on public speaking, etc. for 4 th -6 th graders.): A. Litke
- Tour Training: A. Litke, N. Melendez-Rios, M. Place

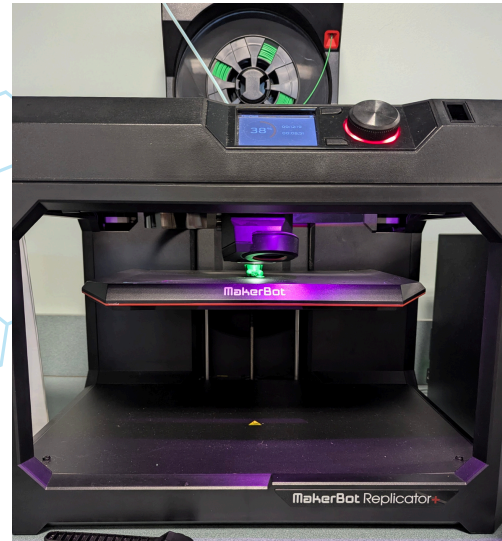


NEW BRITAIN PUBLIC LIBRARY JEFFERSON BRANCH

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

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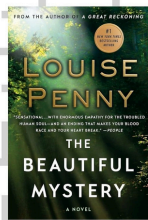
Programming: Staff learned how to use and introduced a 3D printer for the community to use! Children coming in for classes and adults are excited to start creating. Designs are already being dreamed up! (Goal 1a)



Adult

Join the Suspense Stories Book Club

First meeting
September 26 at 1:00pm
Jefferson



Copies are
available at
Circulation!

Programming: The first Suspense Stories Book Club was a success. Participants enjoyed discussing the novel *The Beautiful Mystery* by Louise Penny and picked up the next book for October before they left. (Goal 1a)



Outreach: Adriana attended the Jefferson Elementary School Open House for parent's and families. Adriana set up the library to welcome parents and kids into the space and even was able to chat with parents about what the library can offer them and their children. (Goal 1c & 2c)



NEW BRITAIN PUBLIC LIBRARY CIRCULATION

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

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SEPTEMBER IS LIBRARY CARD SIGN-UP MONTH!!

Erica Folta and **Danielle Berube** created an eye-catching display that grew with each new library card issued. Each patron type was represented by a different color butterfly: green for adults, purple for teens, and orange/pink for children. Each new teen or adult cardholder was entered into a raffle for a \$25 Amazon gift card, with one teen winner and one adult winner selected. Each new child cardholder was entered into a separate raffle for a \$50 LaserMaxx gift card

PERCENTAGE CHANGE SEPT 2025 VS SEPT 2024

311 New Cards	26%	↑
119 Cards Renewed	18%	↓
11939 Total Cardholders	4%	↑
19929 Items Circulated	0.4%	↓
12888 Patron Visits	0.4%	↓



Forty-eight items were delivered to **nine patrons** in September.
(Goal 1c: Meet the community where they are)



NEW BRITAIN PUBLIC LIBRARY TECHNICAL SERVICES

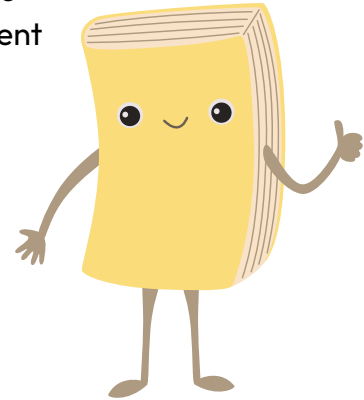
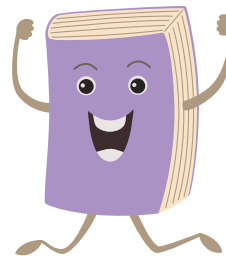


GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

We completed the big list of migration clean-up tasks by the end-of-September deadline. Megan found and **corrected over 38,000 item records** that had an assortment of errors dating back to the last migration in 2014. A big thank you to everyone who helped out, particularly Lucy and the Circulation Department for working on patron data and the team at Jefferson for handling the branch items. We are in great shape so far!



We updated our Library of Things items so that they can circulate outside of the library, which meant a **lot of behind-the-scenes work**: updating catalog records; designing new labels; and creating Sierra locations for each Library of Things area (Adult, Teen, Children's, Jefferson), so that patrons and staff searching in the catalog can more **easily access** whatever they need (Goal 1a).



We were asked to **host and co-present an LCI training** on conducting a collection inventory. Megan helped demo the process, provided tips, and answered questions from our fellow consortium members. We are still working on our inventory project, but getting closer to finishing each day!



659 Items Added

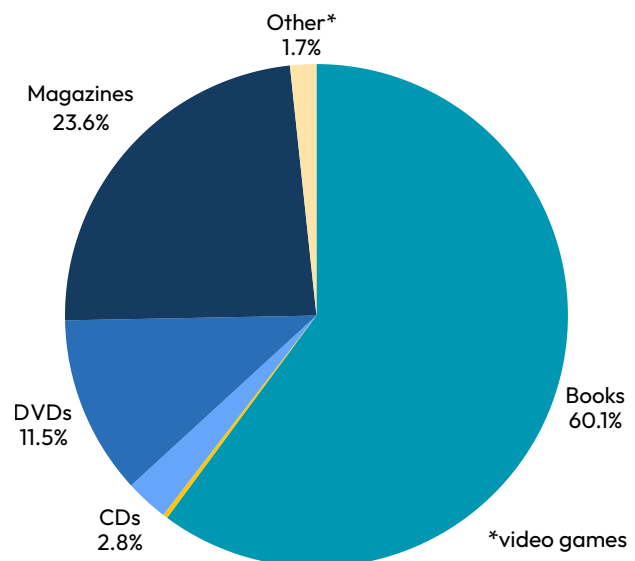
3,617 Items Withdrawn

53 Items Mended

72 Orders Coordinated

307 Bibliographic Records Managed

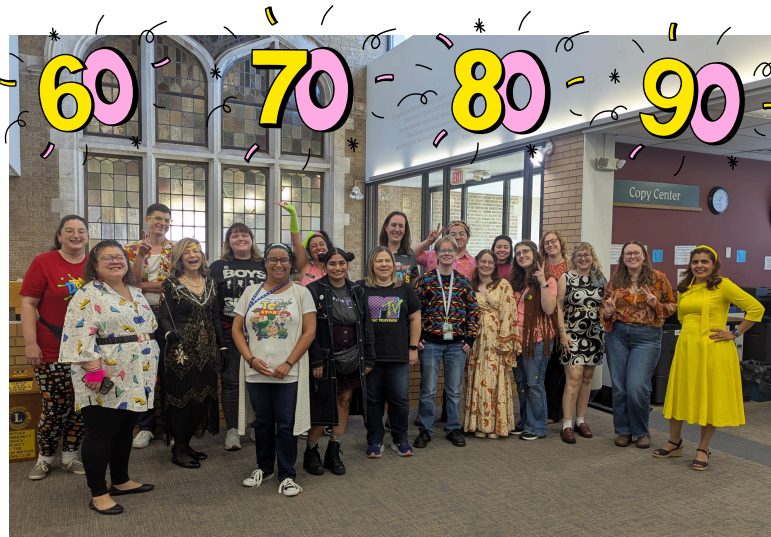
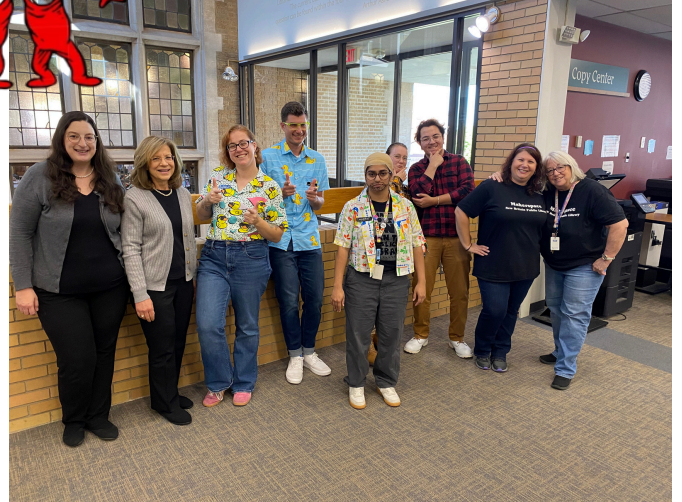
BREAKDOWN OF ITEMS ADDED BY TYPE



NEW BRITAIN PUBLIC LIBRARY STAFF ENGAGEMENT



Staff Spirit Week: September celebrated many Library holidays including Library Card Sign-up Month, International Literacy Day, National Read a Book Day, and many more... So NBPL Staff decided to have a Staff Spirit Week which included six dress-up days Decades Day, Tie Dye Day, Hawaiian Day, Fictional Character Day, Twin Day, and Sports Day.



NEW BRITAIN PUBLIC LIBRARY BUILDING & MAINTENANCE

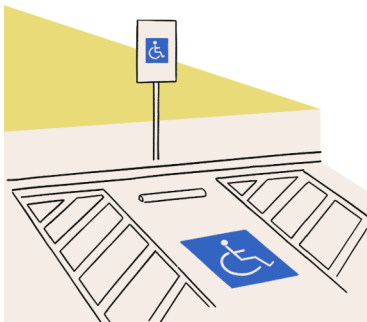
GOAL 3: BUILDING PROVIDE HEALTHY SAFE SPACE AT NEW BRITAIN PUBLIC LIBRARY

COMPLETE



Annual Fire Alarm/Smoke Detector

Inspection: The Library had its annual fire alarm and smoke detector inspection. Of the 170 devices the building has 169 passed inspection, only 1 needs to be replaced. That work has been scheduled. These inspections are important to ensure the system is working properly, fulfills insurance and legal compliance, and promotes overall safety.



Parking Lot Lines Re-Painted: Both the Patron Lot and the Staff Lot had the parking line re-painted. A 'Reserved' parking spot for the new Bookmobile was also added. Refreshing the parking lines promotes safety, accessibility, organization, and adheres to legal compliance.



NEW BRITAIN PUBLIC LIBRARY BUILDING & MAINTENANCE

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

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Erwin Wing Roof Project: The rehabilitation of the Erwin Wing Roof is complete having received a new EPDM membrane roofing system, replacement of missing whirlybirds, and silicone coating application to HVAC unit to protect against environmental exposure. These renovations will ensure structural integrity for another 50+ years. This project was funded by HUD's Community Development Block Grant.



NEW BRITAIN PUBLIC LIBRARY BUILDING & MAINTENANCE

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

COMPLETE



Photos from the opening of The Vance Forum on September 16. The project was funded by The Vance Foundation. It is our goal that these rooms will help bring forth connection, growth, and joy for many years to come. (Goals 3e & 1a.)

NEW BRITAIN PUBLIC LIBRARY

BUILDING & MAINTENANCE

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

IN PROGRESS

- Hawley Wing Roof Rehabilitation