



NEW BRITAIN
PUBLIC LIBRARY

ADMINISTRATIVE REPORT

DECEMBER 2024

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

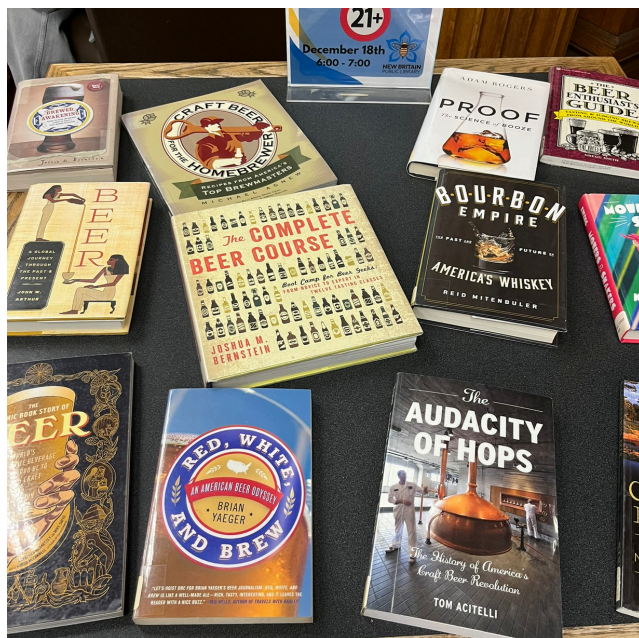
ADULT SERVICES AND COMMUNITY ENGAGEMENT

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

& GOAL 2: COMMUNITY



In December, the library opened up the book display by the circulation desk to students from CCSU's Art History Department. The students and their professor were shown how to find the books and what section books about Art History and Connecticut Art and Artists could be found, then they chose their own books and designed their display. (Goals 1a & 2b)



The library hosted cicerone and New Britain resident Em Sauter, who led audiences through an educational Beer Tasting featuring beers from Fox Farm Brewery in Salem, CT. (Goal 1a)

NEW BRITAIN PUBLIC LIBRARY MAKERSPACE

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

& GOAL 2: COMMUNITY



Project SEARCH of the UCONN Health Center visit:

Eight participants from UConn Hospital's Project Search visited the Makerspace for two hours. They explored all our resources, including the 3D printer, laser cutter, Cricut, crafts, and button maker, experimenting with the full range of our capabilities. (Goals 1b & 2b)



December Community Project:

This month, the Hive Makerspace hosted a community project to knit and crochet scarves for a local homeless shelter. We provided materials and tools, and patrons contributed their time and skills to help those in need stay warm this winter. (Goal 2b)

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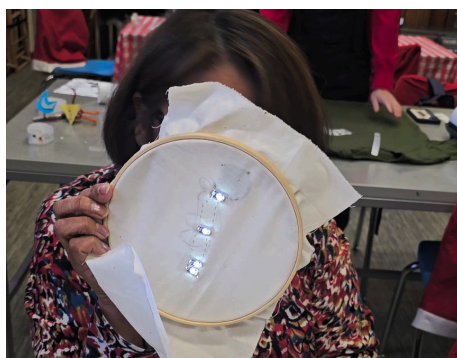
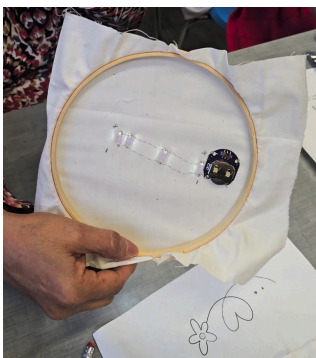
Makerspace Merry Crafts:

Patrons enjoyed an all-day holiday workshop, where they crafted beautiful gifts and decorations for the season. It was a festive celebration of creativity and community. (Goal 1b)



Take-Home Project of the Month Dec:

For December, we made a kit with wooden snowflakes cut using the Glowforge laser cutter. Makers can learn macramé techniques while decorating the snowflakes. (Goal 1a)



Wearable LED embroidery

At the Wearable LED embroidery workshop, participants combined creativity with technology to make stunning embroidered pieces using circuits, LED lights, and conductive threads. (Goal 2b)

NEW BRITAIN PUBLIC LIBRARY

CIRCULATION

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

& GOAL 2: COMMUNITY

The Circulation and Adult Services departments can't wait to be in our new combined area! Both departments temporarily moved to the Information desk on December 12th.



Dec 2024

172 New Cards Issued

85 Cards Renewed

11386 Total New Britain Cardholders

**19719 Items Circulated (includes
Jefferson and e-content)**



Ninety-one books were delivered in December. Among these, we had the opportunity to deliver books for a brand-new book discussion program at Jerome Home, as requested by the Event Coordinator. She was so pleased that we could provide them with multiple copies for this program and hopes the interest in it will grow with the residents. (Goal 1c)

NEW BRITAIN PUBLIC LIBRARY JEFFERSON BRANCH

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

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We continued our outreach efforts at Holmes Elementary School with a visit in December. Use of library resources was promoted while having sing-a-long and story times. Elizabeth, Branch Coordinator, was able to read with kindergarten, first grade, third grade, fourth grade, and fifth grade students. (Goal 2a)

This month staff worked to relabel and organize the “Early Chapter Book” section with the Juvenile Fiction. Working with technical services, records and labeling was updated. (Goal 1a)



NEW BRITAIN PUBLIC LIBRARY

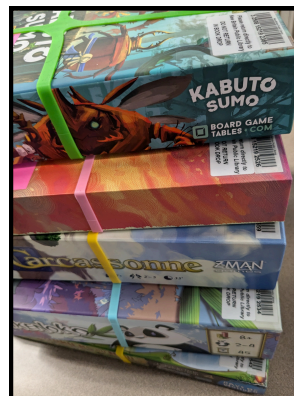
TECHNICAL SERVICES



GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

- * Megan and Janet worked with Kari to devise a new magazine holdings schedule. We are moving to a “one in/one out” policy to help keep the collection fresh throughout the year, as opposed to doing a massive clean-out each December. We will be saving staff time, as well as valuable space in our Periodicals room and Closed Stacks storage (Goal 1a)
- * We continued working on relabeling and weeding adult fiction (Goal 1a)
- * Continued working on adding spine labels to Children’s graphic novels and fiction paperbacks (Goal 1a)
- * We cataloged and processed 12 newly purchased board games. Unlike our other adult games, this will be a circulating collection as we work on growing our Library of Things (Goal 1a)

699 Items Added
3287 Items Withdrawn
71 Items Mended
48 Orders Placed
277 Records Managed



In the course of weeding adult fiction, we found ourselves with a subset of books that were too old to give to the Friends but still in good shape. So we began to set these aside to build a collection of outreach books for staff to use as giveaways...

Fortuitously, shortly after starting this initiative, a local non-profit reached out to us in the hopes of acquiring used books. We were able to donate over 200 gently used adult fiction books to the New Britain Root Center for Advanced Recovery. They plan to make this collection available to the 800 community members they serve on a daily basis (Goal 1c)

NEW BRITAIN PUBLIC LIBRARY BUILDING & MAINTENANCE

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

COMPLETED

RingCentral



Phone System Upgrade: The phone system upgrade to a Voice-Over-IP (VOIP) system with Ring Central is complete at both the main library and Jefferson branch. This upgrade provides technological advantages to promote workforce productivity, efficiency, and bolsters various forms of communication amongst staff and the community.

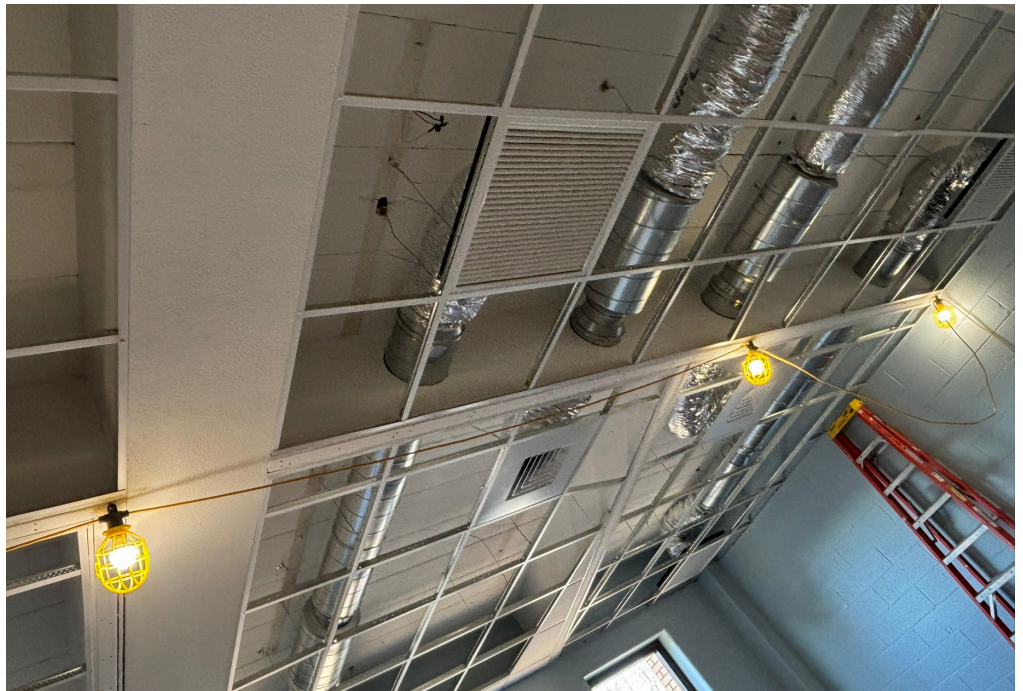
IN PROGRESS



The heaters lining the benches in the Children's department have had pieces of oak installed underneath the grates to create a buffer between the radiator and the copper grate its self. While this strategy has minimized most of the heat, additional measures are being researched including replacement of the grates to a different material, in order to meet safety guidelines.

IN PROGRESS CONTINUED...

Ceiling Grid & HVAC



Study Room Project: The construction of the Study Rooms in the Cooper Building is still underway. Floor leveling, painting, header installation, drop ceiling grid, and HVAC have been installed. Remaining phases include electrical and installation of the study room walls and doors. Furniture and technology will also be acquired for each study room.

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

IN PROGRESS CONTINUED...



Information & Circulation Desk Consolidation: The construction of the Circulation Desk is underway. The desk has been expanded and oak-cased walls are being erected to create a cohesive workspace. Push-swing doors will be installed to accommodate book carts and handicap accessibility. An island will also be installed in the center to support workspace functionality. Once completed the Information Desk will be disassembled. The consolidation will bolster efficiency, cross-departmental support, maximize library spaces, and conveniently serve patrons from one central location.

ADDITIONAL PROJECTS IN PROGRESS

- Erwin Wing Roof Replacement
- Cooper Wing Partial Roof Replacement
- CCTV Surveillance Upgrades to 2nd & 3rd Floor, and Building Exterior
- Waterproofing of Hawley Basement