



NEW BRITAIN
PUBLIC LIBRARY
ADMINISTRATIVE REPORT

JANUARY 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



We brought crafts and stories to the New Britain Senior Center as part of their Best Buddies program, and helped facilitate a community painting workshop with Oak Street Health. (Goal 2b, Goal 1c, Goal 2e) Best Buddies serves individuals with intellectual and developmental disabilities and their families.



NEW BRITAIN PUBLIC LIBRARY

ADULT SERVICES AND COMMUNITY ENGAGEMENT

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Amaly, Izabella, and Rachel - all representing the Makerspace - attended the Manufacturing Meetup: Innovation & Industry at the Connecticut Convention Center. (Goal 1c, Goal 2b)



The Circulation and Adult Services departments moved into our new shared area on January 30th! There are still changes that will be made but we are excited to be in our new and improved space!



NEW BRITAIN PUBLIC LIBRARY YOUNG ADULT SERVICES

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

& GOAL 2: COMMUNITY

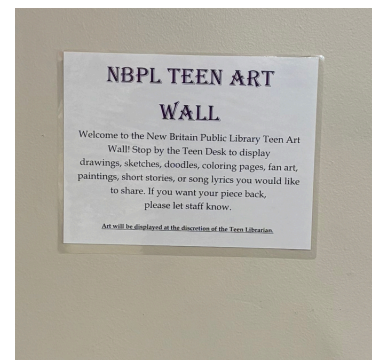


We held all sorts of fun young adult programs for the month of January. Some highlights include our candy sushi event, and Pokemon Card Game night (Goals 1a & 2c).

We also launched a new monthly programming series "STEAM teens" (Goal 1B). The first edition of our STEAM teens night had participants test the density of different liquids to see how weight effects buoyancy.



Before



After

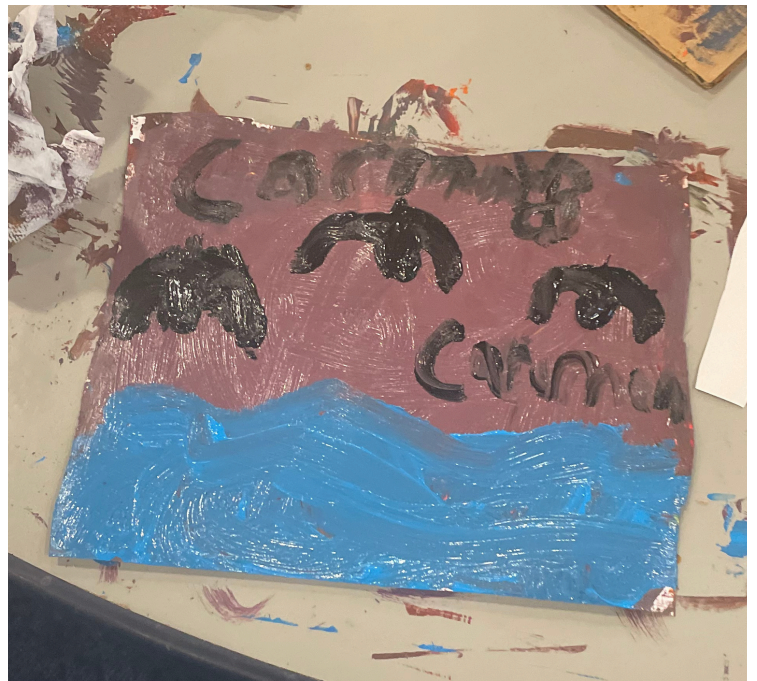
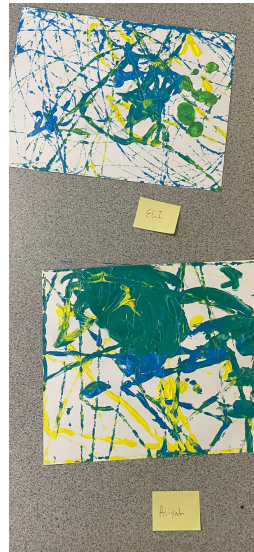
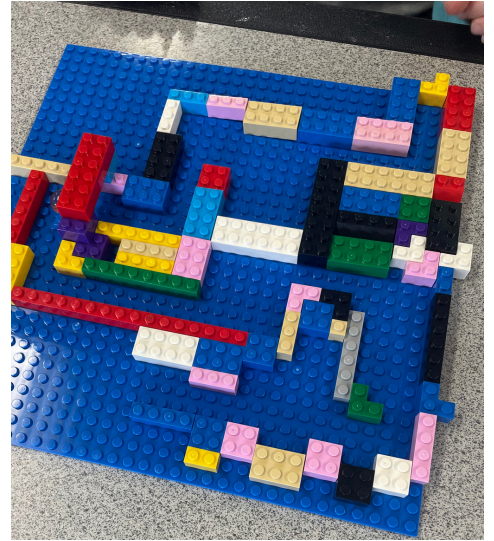
We have begun a refresh and revamp of various sections in the teen room. The YA book recommendation area is currently being updated with a new look and new content to reflect current book trends! We have also removed a lot of the old teen artwork to make room for new art pieces. We hope this encourages new teen artists to submit their pieces!

NEW BRITAIN PUBLIC LIBRARY CHILDREN'S SERVICES

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

& GOAL 2: COMMUNITY

In January, the Children's Department continued with the Homeschooling program, focusing on mazes, building and things that go. We also continued with Wednesday Crafts which has since been renamed as the Crafty Creatives Club. Patrons enjoyed making pet rocks, raised salt paintings, playing the scribble drawing game and rainbow scrape painting. (Goal 1; Goal 2)



NEW BRITAIN PUBLIC LIBRARY CHILDREN'S SERVICES

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

& GOAL 2: COMMUNITY

We hosted a music program called First Steps in Music with Mallory Kokus from the Hartt School. Mallory led patrons 0-5 with an adult through playing instruments, singing, rhymes and dances. (Goal 1, Goal 2)



We collaborated with the Adult department to do an all ages hot cocoa jar DIY program. (Goal 1; Goal 2)



We finished weeding our Nonfiction in preparation for a shelving shift to make more room for graphic novels and an easy reader Nonfiction section (Goal 1a)



We added new toys to our Time for Tots program and general department. Toys include community helper dolls, counting/spelling toys, food toys and others. (Goal 1a)



NEW BRITAIN PUBLIC LIBRARY MAKERSPACE

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

& GOAL 2: COMMUNITY



Intro to Quilting Workshop

This month, Amaly led an Intro to Quilting workshop where participants learned basic quilting techniques. They explored fundamental skills such as fabric selection, cutting, and stitching simple quilt blocks. (Goals 1b & 2b)



Making Beaded Bracelets

In this workshop, participants created their own beaded bracelets while learning basic jewelry making techniques. (Goal 1b, 2b)

Winter Crafting Workshop – Collaboration with the Children's Department

We collaborated with the Children's Department to host a Winter Crafting workshop, where participants made seasonal crafts inspired by winter themes. Families and children engaged in hands-on activities, creating festive decorations and small handmade gifts. The partnership helped bring a fun and creative experience to our community, and the event was well received by attendees. (Goal 1b, 2b)

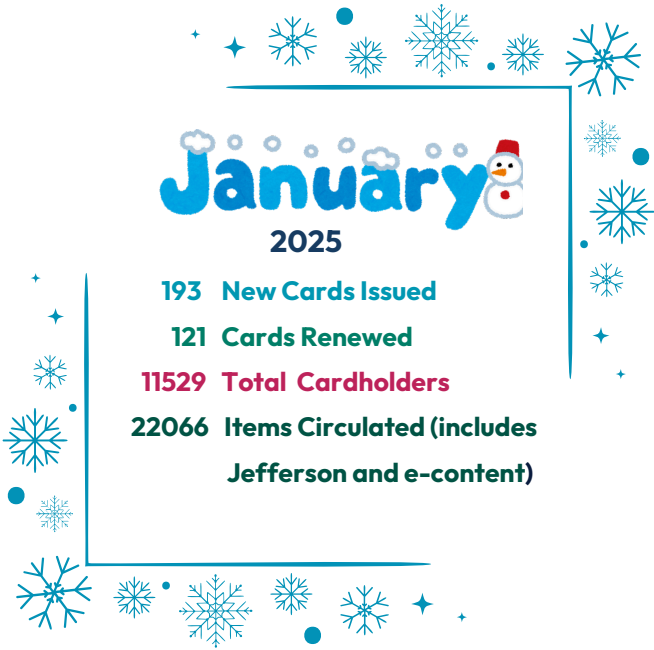


NEW BRITAIN PUBLIC LIBRARY

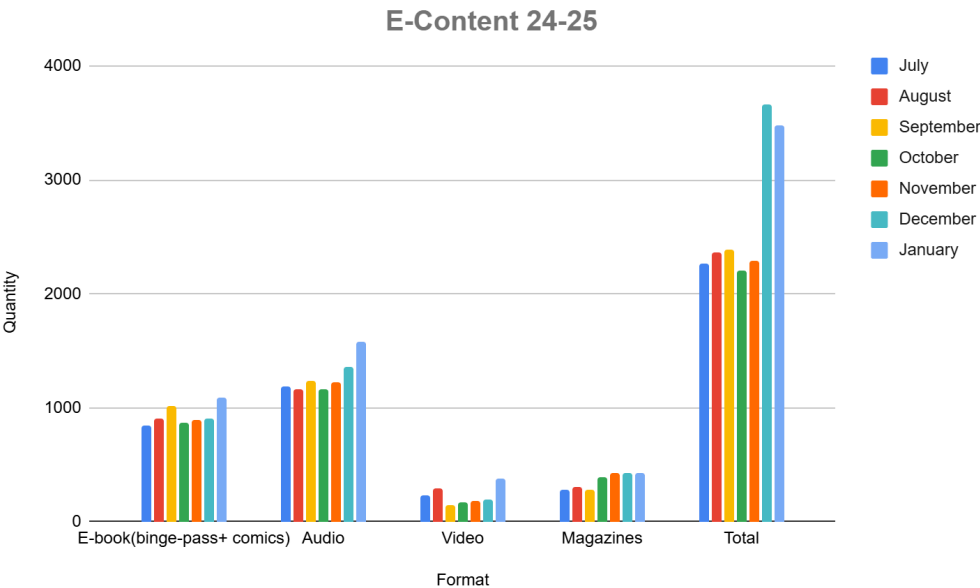
CIRCULATION

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

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Seventy-five books were delivered in January to seven of our homebound patrons. (Goal 1c: Meet the community where they are)



eContent checkouts continue to grow.

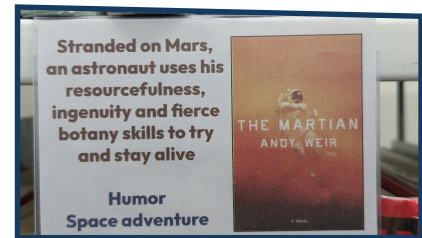
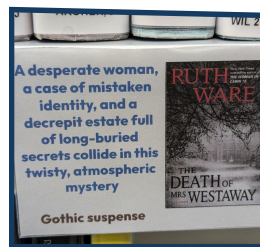
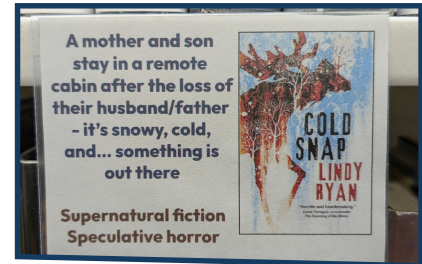
This chart shows checkouts from July 2024 - January 2025.

NEW BRITAIN PUBLIC LIBRARY TECHNICAL SERVICES



GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

We are almost finished weeding the adult fiction collection, and are well into the work of relabeling. To help **promote and increase access** to the collection, we purchased and designed a readers' advisory tool called "**shelf-talkers**" (Goal 1a). These little signs let us provide patrons with book recommendations in a **sustainable**, relaxed, low-pressure way, and also **allow Tech Services staff to tap into their creative side!**

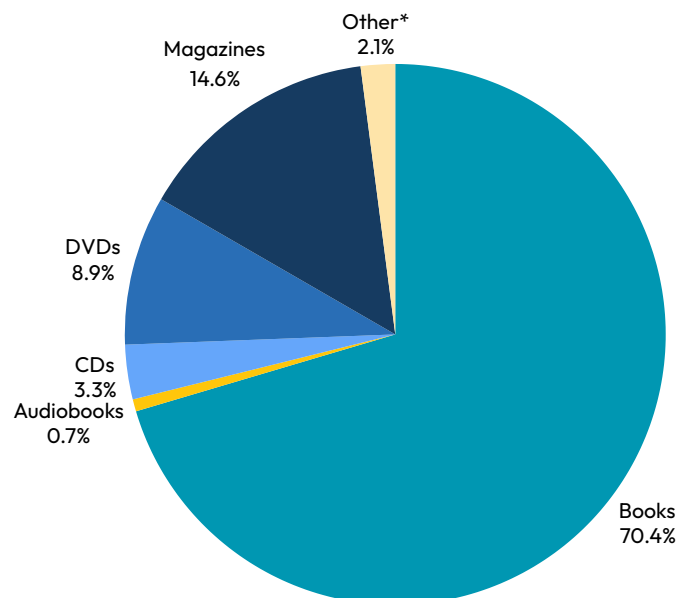


We **completed the clean-out** of the periodicals and reference items that were in closed stacks storage, and can now **better utilize that space** to store discarded fiction books to be used for **outreach**, programming and in our upcoming **Little Free Libraries** (Goal 1a, 1c).

834 Items Added
3199 Items Withdrawn
42 Items Mended
53 Orders Placed
346 Records Updated/
Created

We collaborated with the Children's department and Jefferson branch to help manage their workflows and desk coverage.

BREAKDOWN OF ITEMS ADDED BY TYPE



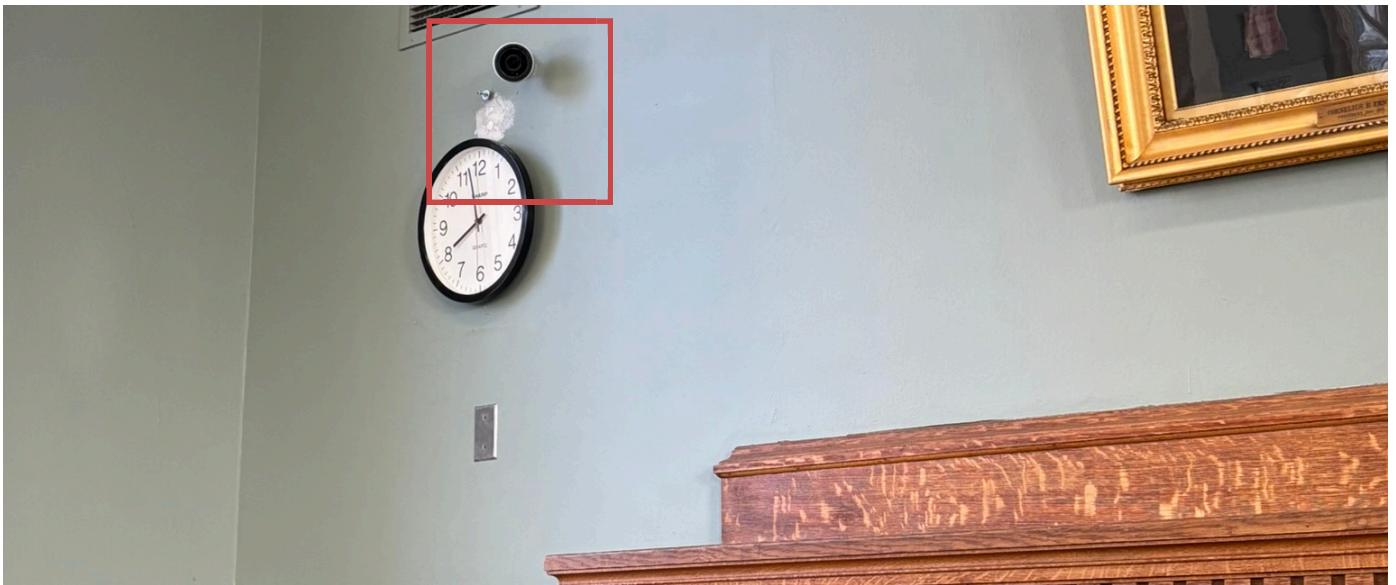
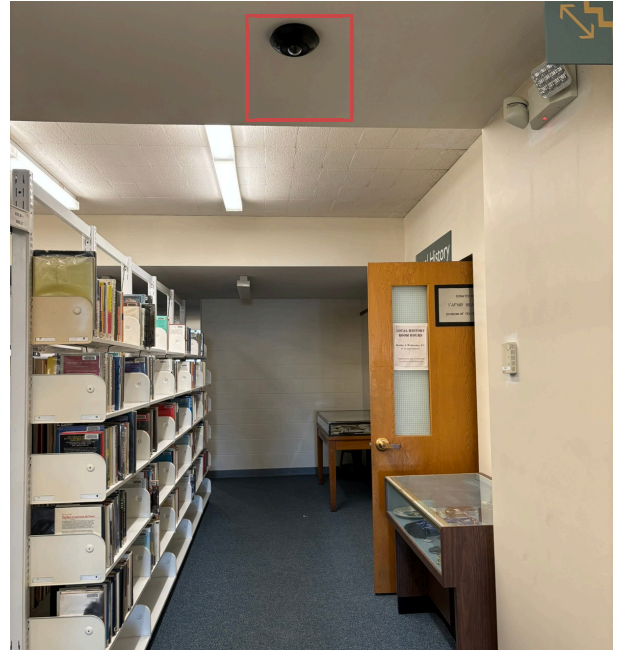
*Board games, video games

NEW BRITAIN PUBLIC LIBRARY

BUILDING & MAINTENANCE

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

COMPLETED



Camera Surveillance Upgrades: Five more surveillance cameras have been installed. Two on the 2nd Floor Stacks, two on the 3rd Floor Stacks, and one in the Periodical Room. Continued upgrades to surveillance equipment promotes safety and security for both library patrons and staff creating a safe community space.

IN PROGRESS

Electrical & Lighting



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. Furniture has been selected. Electrical and lighting installation is currently underway. The remaining phases include the installation of the study room walls and doors which will take place in late March, and selection of technology for each of the study rooms.

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, the oak-cased walls have been erected and stained to match the existing desk to create a cohesive workspace. The push-swing doors are currently being installed to accommodate book carts and wheelchair accessibility. An island will also be installed in the center to support workspace functionality. Once completed, the old Information Desk will be disassembled. 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

- 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