



NEW BRITAIN PUBLIC LIBRARY

ADMINISTRATIVE REPORT

OCTOBER & NOVEMBER 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 & COMMUNITY ENGAGEMENT

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

& GOAL 2: COMMUNITY



In October, we had multiple community events, including a Brew Sippin Event at 5 Churches Brewery and an LGBTQ History month event at the New Britain Museum of American Art. We offered crafts, library card signups, and book checkouts. (Goals 1a, 1c, 2b and 2e)



On October 21st, we collaborated with CCSU's Latin American, Latino, and Caribbean Center to host a Celebrate Latino Arts Day, complete with live music, desserts from Pan del Cielo of New Britain, and a poetry presentation by Mexican American Poet and scholar Deborah Paredez as a part of CCSU's Community Reads program. The project was initiated by Mary Ann Mahoney, history professor at CCSU. Mary Ann reached out to us to stage and plan this visit and presentation in the library in conjunction with Deborah's visit to CCSU. This was a successful event with a small but engaged crowd and a fruitful collaboration that has the potential to lead to other CCSU programming at the library. (Goal 2b)



NEW BRITAIN PUBLIC LIBRARY ADULT SERVICES AND COMMUNITY ENGAGEMENT

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

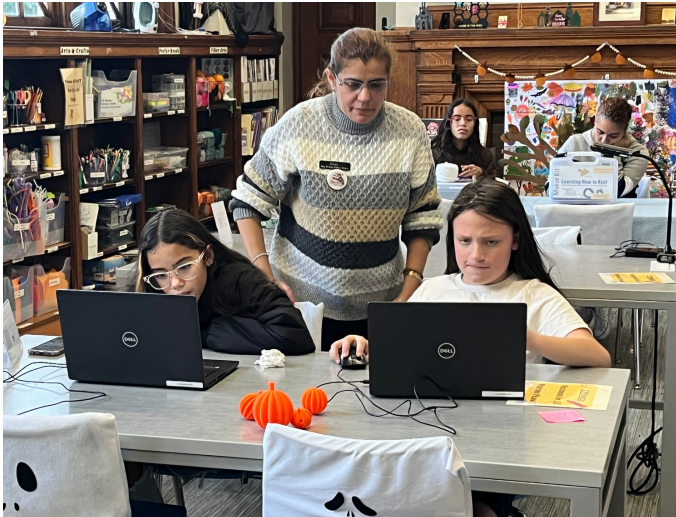


In November, we hosted our first Local Author Con, which had 10 authors in attendance, all of whom are eager to return and participate in future events at the library. Patrons had the opportunity to meet the authors, learn about their books, and purchase a copy if desired. (Goal 1a)

NEW BRITAIN PUBLIC LIBRARY MAKERSPACE

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

& GOAL 2: COMMUNITY



3D Pumpkins Using Tinkercad: A special workshop for kids where participants learned to design their own 3D models. This program introduced young makers to digital design tools in a creative and engaging way. (Goal 1b)



Halloween Terrarium Workshop: This workshop was a tremendous success, with over 25 attendees creating spooky-themed terrariums in a fun and collaborative environment. (Goal 1a)



October Community Project: We introduced community projects in October with a large coloring page. Patrons added their personal touch by coloring sections and signing their names. The completed piece became a vibrant and meaningful display, showcasing the collective creativity of our community. (Goal 2b)



November Community Project: The Fall Community Tree Project featured a large cardboard tree where community members colored and designed fall leaves gathered from outdoors to add to the tree. The result is a stunning collaborative display. (Goal 2b)

NEW BRITAIN PUBLIC LIBRARY MAKERSPACE

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

& GOAL 2: COMMUNITY



November Beaded Earrings Workshop: This hands-on workshop invited patrons to design and create their own unique beaded earrings. It was another wonderful opportunity for the community to come together and explore their artistic side. (Goal 1b)



Take-Home Project of the Month Oct & Nov: We made kits for both October and November for patrons to bring home and create outside of the makerspace, allowing more people access to our services. November's craft was a leaf clay bowl using real leaves, which was a huge success! (Goal 1a)

LOCAL HISTORY

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

Church officials wary of historic designation

By Patrick Thibodeau
HERALD REPORTER

NEW BRITAIN — After an 11-year wait, South Congregational First Baptist Church members learned this month that their church was state recommended for listing on the National Register of Historic Places.

But some South Church officials, to the surprise of state officials, aren't sure they now want that designation.

The recommendation was made June 1 by the State Historic Preservation Board. The board's nomination is being forwarded to the Keeper of the National Register at the National Park Service, U.S. Department of the Interior in Washington, which makes the final decision.

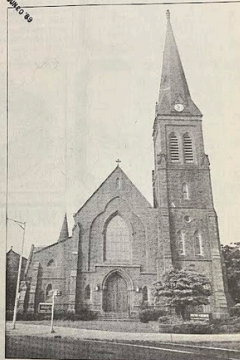
The board cited the church "significant as a substantial and well-preserved example of this revival architecture," its the church and parish use were included in the nomination.

The nomination cites the church's steep gabled roof, arched openings, and metal features, said State Historic Preservation Officer John Shanahan.

It took the state 11 years to "to South Church's application because of the long list of applicants before it and the 10's priority system," it reviews the applications of structures which are threatened by demolition first, Shanahan.

Shanahan said he was surprised by South Church's objection, and said it was a rare occurrence for the board.

The Rev. Hugh B. Penney, who originally asked for consideration in the historic listing in 1979, said they are concerned it could place restrictions on alterations to the property.



HERALD PHOTO — ALAN CHAMBERLAIN
SOUTH CONGREGATIONAL-FIRST BAPTIST

In October and November, we answered 27 local history inquiries. These included requests for birth announcements from the New Britain Herald, obituary searches, genealogy assistance and an individual seeking articles that they had contributed to the Local History Room. (Goal 1a)



Danielle is weeding the Local History Room's collection to create a more organized and accessible space. She is also moving some titles to the circulating collection, increasing access to these items. (Goal 1a)

NEW BRITAIN PUBLIC LIBRARY

CIRCULATION

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

& GOAL 2: COMMUNITY

Oct 2024

228 New Cards Issued

140 Cards Renewed

11502 Total New Britain Cardholders

20948 Items Circulated



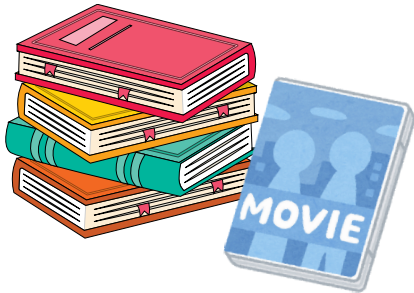
Nov 2024

172 New Cards Issued

130 Cards Renewed

11310 Total New Britain Cardholders

19938 Items Circulated



**HOME
DELIVERY**

In October, a total of **77** items were delivered to our very appreciative patrons. The deliveries were met with excitement and gratitude, making it clear just how much our patrons value this service. (Goal 1c)

We delivered a total of **86** items in November. One patron's daughter expressed her appreciation for the wonderful service we provide to those who are no longer able to visit the library on their own. She called requesting a book about a particular singer and was so excited when we offered to bring CDs for her mother to enjoy, as well. (Goal 1c)



NEW BRITAIN PUBLIC LIBRARY JEFFERSON BRANCH

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

& GOAL 2: COMMUNITY



In October, we started outreach visits with Holmes Elementary School in New Britain. Library Branch Coordinator, Elizabeth, will be visiting the grade levels at the school to encourage reading and library resources. Students are encouraged to sing-a-long and read along with stories. (Goal 2a)



Staff at the Jefferson Branch Library has weeded and reorganized the Early Reader Nonfiction section. We have created a separate area which offers more room for display of items in this section. We have also been working on reorganizing our Juvenile Graphic Novel section here at the branch. Books are now being labeled by author and corresponding series. Staff is also working to update labeling on our DVD section, in coordination with the main library's labels. Overall this is offering consistent labeling for the sections, as well as easier access to find materials on the shelf. This has all occurred with the support of Tech Services. (Goal 1a)

NEW BRITAIN PUBLIC LIBRARY

TECHNICAL SERVICES

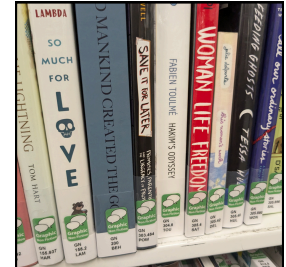


GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

Here are some of the ways we collaborated with other departments in October and November...

ADULT SERVICES

- Organized and cleaned out the non-fiction and reference books in the closed stack storage area
- Strengthened the adult graphic novels by separating out non-fiction and biographies (Goal 1a)
- Updated standing order services and periodical holding schedules
- Continued weeding adult fiction and began relabeling (Goal 1a)



CHILDREN'S SERVICES and JEFFERSON BRANCH

- Set up an item location in the catalog for new children's materials and began adding "new" tape
- Improved the designations of various collection areas to be more clear and inclusive - for example, the paperbacks formerly called "Third Grade Books" will now be known as "Early Chapter Books" (Goal 1a)
- Began adding spine labels to graphic novels and fiction paperbacks, as well as switching to classifying them by author last name instead of title
- Cataloged the Sprout Early Learning backpacks
- Coordinated all of the above updates and more between the main and Jefferson branches, taking into account different space, shelving, and staff needs



FRIENDS OF THE LIBRARY

- Megan met with the Friends President to establish new rules for internal donations and began discussion of different avenues for sending withdrawn books out into the community (Goal 1c)

MAKERSPACE

- Janet ran another successful beading program, and also has one planned for December!



OCT/NOV

1571 Items Added
6000 Items Withdrawn
102 Items Mended
97 Orders Placed
936 Records Managed

STAFF EVENTS & DEVELOPMENT

GOAL 3F: BUILDING- EXPLORE THE POSSIBILITY OF EXPANDING SPACE OR RE-LOCATION OF SPACES

GOAL 4D: EXPAND TRAINING OPPORTUNITIES

STAFF HALLOWEEN COSTUME CONTEST



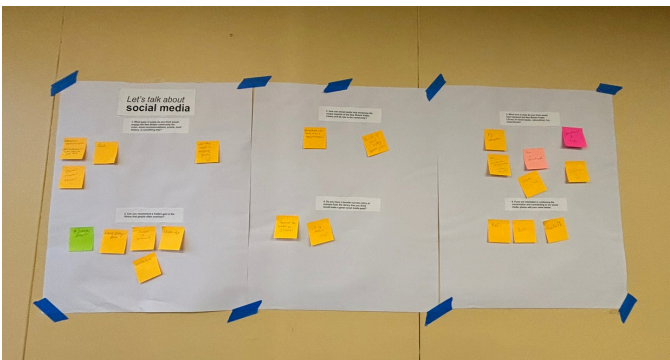
NEW BRITAIN PUBLIC LIBRARY

STAFF EVENTS & DEVELOPMENT

GOAL 3F: BUILDING- EXPLORE THE POSSIBILITY OF EXPANDING SPACE OR RE-LOCATION OF SPACES

GOAL 4D: EXPAND TRAINING OPPORTUNITIES

The Library held a Staff Development Day in November. The day was comprised of organizational announcements and updates, a mental health and movement training facilitated by Balance Massage & Wellness Center, a craft hosted by the Makerspace, games courtesy of our Teen Toy Lending Library, interactive think-tanks to gather ideas surrounding the usage of library spaces and social media, along with a de-escalation training facilitated by the New Britain Police Department.



In the Staff Development Day evaluation survey, staff reported a high level of satisfaction.

93% of respondents reported learning something new

79% reported having used (or planning to use) some of the tips & techniques from the Wellness Activities

59% reported feeling better prepared to handle tense situations as a result of attending the de-escalation training

93% reported enjoyed connecting with colleagues that they do not work with on a regular basis

100% reported having fun

WHAT WAS YOUR FAVORITE PART OF STAFF DEVELOPMENT DAY?



"Getting to play games and talk about the future of the library. So many people are excited for positive changes and helping the library reach its full potential."

"My favorite part of the day was the crafting/game part. I really enjoyed getting creative, having fun with others, and learning something new. It was such a fun and relaxing way to spend time!"



"My favorite part of the day was when I was able to see what big projects are coming up (Third floor, Periodical room, Children's library) and the staff suggestions for what we'd like to see implemented in these spaces."

"I thought the de-escalation training was helpful and presented in a fun, not intimidating way."

"Connecting with colleagues in a more casual way!"



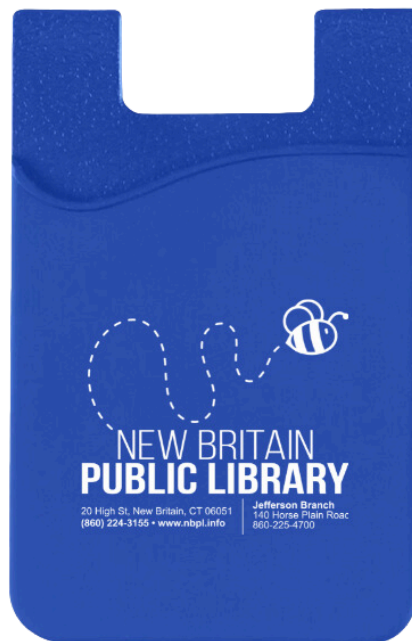
NEW BRITAIN PUBLIC LIBRARY NETWORKING & OUTREACH

GOAL 2B. 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.



Library staff and members of the board sponsored and attended the YWCA's Annual Fundraising Gala in November. It was a magical evening filled with networking, fun, and support of fellow community partners. The Library distributed branded phone wallets along with 'Library Value Cards' in the events sponsored gift bags.

 MY YEAR AT THE NEW BRITAIN PUBLIC LIBRARY	
LIBRARY MATERIALS & SERVICES	VALUE OF YOUR USE
12 Adult Books Borrowed	\$204
32 Childrens Books Borrowed	\$544
12 Audiobooks Borrowed	\$114
2 Magazines Read	\$10
10 Newspapers Read	\$95
18 Movies Borrowed	\$72
3 Meeting Room Use (per hour)	\$75
6 Adult Program Attended	\$90
10 Young Adult Program Attended	\$120
21 Childrens Program Attended	\$147
4 Museum Passes Borrowed	\$80
10 Computer Use (per hour)	\$120
27 Database Searches	\$538.65
TOTAL SAVINGS:	\$2,329.65
LOCATIONS Main Branch 20 High Street Jefferson Branch 140 Horse Plain Road Online nbpl.info	



NEW BRITAIN PUBLIC LIBRARY

NETWORKING & OUTREACH

GOAL 2B. 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.



The Executive Committee attended the Greater New Britain Chamber of Commerce 111th Annual Dinner in November. The evening was spent networking with local businesses and partners, as well as recognizing the positive impact nominated individuals and businesses have made on the community this past year.

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS



The proposal

In light of this, the New Britain Public Library is proposing an innovative movement involving literacy advocates across the city, working together to ensure that books are readily available to children in New Britain. The Library is acquiring a vehicle that will be stocked with books ready to give away at community events or distribute through both existing and newly erected Little Free Libraries throughout the city.

The funding will enable the Library to erect 10 Little Free Libraries² in city parks and lower income neighborhoods so that books can reach children that are geographically disadvantaged in that they

The Library was awarded a \$25,000 grant from the Perra Family Fund, a donor-advised fund administered by the Community Foundation of Greater New Britain. The project proposal, “The Library is a Growing Organism”, will expand the infrastructure for reading in New Britain by funding the installation of ten new Little Free Libraries across New Britain and four Storywalks. A StoryWalk is a movement and literacy boosting project that places an illustrated children’s book, taken apart and displayed page by page, along a walking path. (Goal 1c.)

NEW BRITAIN PUBLIC LIBRARY BUILDING & MAINTENANCE

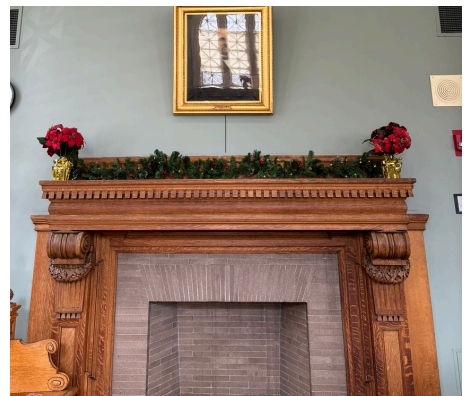
GOAL 3: BUILDING PROVIDE HEALTHY SAFE SPACE AT NEW BRITAIN PUBLIC LIBRARY

COMPLETED



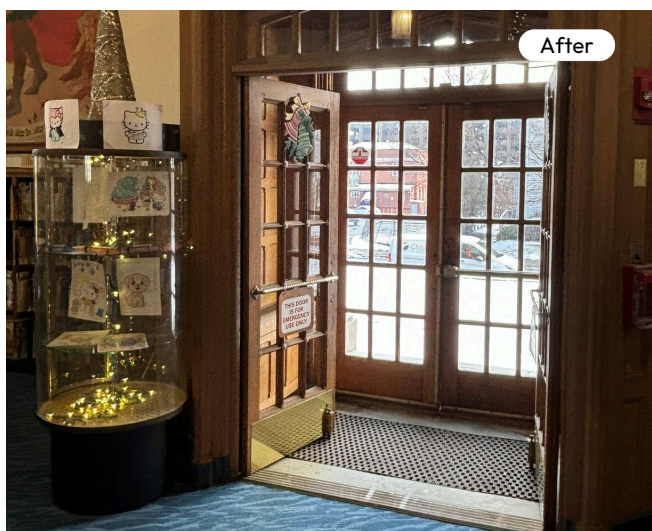
Holiday Decorations:

The Library has been decorated for the holiday season featuring brand new trees in the Children's Department, Circulation Desk, Periodicals Room, Teen Department, and Jefferson Branch which were all collaboratively decorated by Library staff.



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

COMPLETED



Hawley Front Door & Emergency Exit: The left front door to the Children's Department in the Hawley wing has not been operational. Carpenter, Matthew Hillhouse, was able to identify the door's hardware needed replacement after years of decay. The door also serving as an emergency exit is repaired and fully operational.



Jefferson Branch Parking Lot:

The parking sign at the Jefferson Branch was replaced. This new signage allows designated parking for library patrons at the Jefferson School parking lot, creating convenience and accessibility.

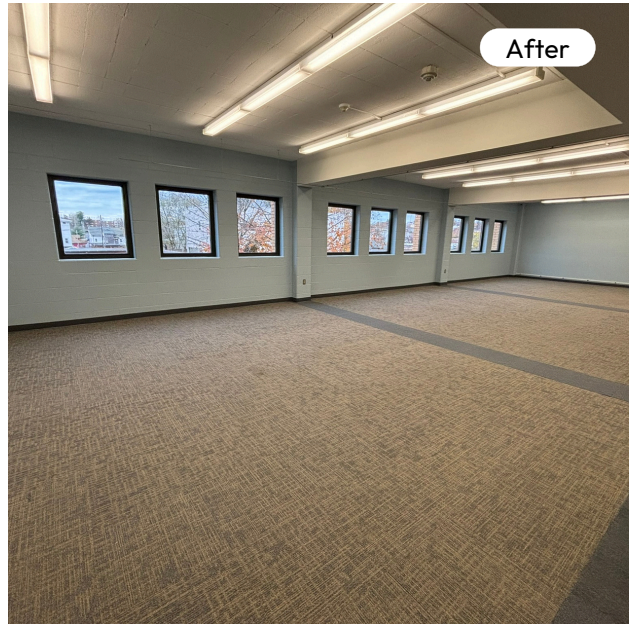
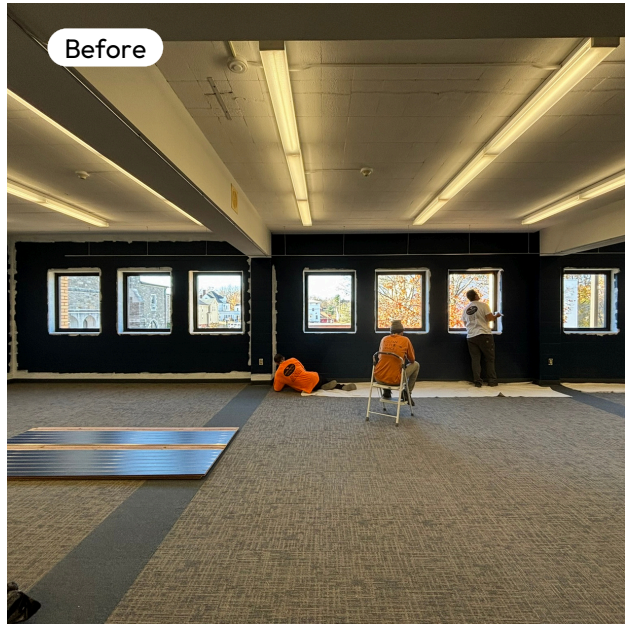


Computer Server Room: The Computer Server Room has had an issue of overheating, especially in the winter season once the heat is running. The servers needed to be preserved in a dry environment of no more than 70 degrees to properly maintain the equipment. The room's exhaust fan has not been operational for some years, Collier Electric was able to repair the fan which will carry out some of the heat, allowing the room to better regulate temperature and provide a safe environment for the server equipment.

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

IN PROGRESS

Paint



Study Room Project: The construction of the Study Rooms in the Cooper Building is still underway, having completed the painting phase in November. The next phase which includes installation of the headers for the walls that are currently being fabricated began in December, followed by the installation of the drop ceiling grid in later December. The next phases include HVAC, electrical, and final installation of the study room walls and doors. We will also acquire the furniture and technology for each study room.



Header Installation

RingCentral



Phone System Upgrade: Upgrading of the phone system continues with Ring Central. Phones at both the main library and branch have been upgraded to a Voice-Over-IP (VOIP) system. The conversion started at the Main Branch completed in October, and is underway at the Jefferson Branch with the hopes of completion by the end of 2024. This upgrade provides technological advantages to promote workforce productivity, efficiency, and bolsters various forms of communication amongst staff and the community.

ADDITIONAL PROJECTS IN PROGRESS

- Information & Circulation Desk Consolidation
- Waterproofing of Hawley Basement
- Erwin Wing Roof Replacement
- Cooper Wing Partial Roof Replacement
- CCTV Surveillance Upgrades to 2nd & 3rd Floor, and Building Exterior
- Heater Grate Cover Replacements for Bench in Children's Department - Hawley Wing