

**NEW BRITAIN PUBLIC LIBRARY**  
**October 23, 2024**  
**MONTHLY BOARD MEETING**  
**Jefferson Library**  
**140 Horse Plain Road, New Britain, CT 06053**  
**5:00 PM**

Any member of the public wishing to speak at the meeting must sign the signup sheet prior to the start of the meeting posted in the Jefferson Branch Library. In the case of a virtual meeting, participants must contact the library administration 24 hours prior to the scheduled start of the meeting.

- I. Call to Order**
- II. Public Participation**
- III. Minutes of Previous Meeting:** September 2024
- IV. Staff Presentation:** Library Databases - Danielle Berube
- V. Action Items:** Review and approval of the new Study Room Use Policy
- VI. Financial Report:** August 2024
- VII. Library Director's Report**
  - A. August & September 2024
  - B. Statistics - enclosed
- VIII. Committee Reports – Committee Assignments**
  - A. Executive Committee/President's Report – Mr. Berrios
  - B. Building Committee – Mr. Bray
  - C. Finance Committee – Mr. Whalen
  - D. Community Relations Committee – Ms. Girolomoni
  - E. Friends of the New Britain Public Library – Ms. Cormier
  - F. Board Development Committee – Ms. Bosse Neumann
- IX. Old Business**
- X. New Business**
- XI. Correspondence**
- XII. Adjournment**

## **NEW BRITAIN PUBLIC LIBRARY STUDY ROOM USE POLICY**

New Britain Public Library provides study rooms for the purpose of collaboration, study and small meetings. Six rooms are available for use in the Main Library. Study Rooms 1, 2, 4 and 5 are available for groups of 1-4 individuals. Study Room 3 is available for up to 10 people, and The Booth is a single-capacity space. Study rooms are available for reservation on a first-come, first-served basis for a maximum of 2 hours per day. You may continue to occupy a room after your reserved time has elapsed if no one else has reserved the room, with the understanding that you must vacate the room if someone else reserves it.

Library-sponsored activities are given priority in scheduling use of the study rooms.

Rooms are reserved via the library's website or via an in-house kiosk. Room reservations will be held for 15 minutes past the start of the time reserved. The rooms must be vacated 15 minutes before the Library closes.

All groups or individuals using the study rooms must abide by the Library's Code of Conduct. Covered beverages are permitted; bringing food into the Library and into the study rooms is prohibited.

The Library is not responsible for equipment, supplies, materials or any other items owned by an individual or group used in the study rooms. The study rooms and furniture must be left clean, and in the same condition as found, with all trash and paper removed.

Use of study rooms by private tutors, coaches, and similar services is allowed, but individuals must not advertise the Library as their place of business, nor may they advertise in such a way as to appear affiliated with or sponsored by the Library.

Failure to comply with this policy may lead to a loss of room reservation privilege.

**NEW BRITAIN PUBLIC LIBRARY  
MINUTES OF BOARD OF TRUSTEES MEETING, September 25, 2024**

**PRESENT:** Juan Berrios, Geoffrey Bray, Kimberly Bosse Neumann, Nicholas D’Agostino, Norman Dorval, Susan Girolomoni, Jerrell Hargraves, Donald Naples, Nate Simpson

**ABSENT:** Sarah Cormier, Mike Humen, Andrew McCarthy, Danny Salerno, Francis Volz, John Whalen

**STAFF:** Viktor Sjöberg, Jazz Coakley, Adam Howes

**GUESTS:**

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- I. **CALL TO ORDER:** at 5:06 p.m. by Juan Berrios.
- II. **PUBLIC PARTICIPATION:** None.
- III. **MINUTES:** Norman Dorval moved to accept the minutes of the August 28, 2024 meeting of the Board of Trustees as amended. Seconded by Geoffrey Bray. Motion passed.
- IV. **ACTION ITEMS:**
  - A. **Election of Trustees** – Geoffrey Bray moved to elect John Whalen as Vice President of the New Britain Public Library Board of Trustees. Seconded by Susan Girolomoni. Motion passed.
  - B. **Approval of Revised Meeting Room Use Policy** – Kim Bosse Neumann moved to approve the revised meeting room use policy. Seconded by Geoffrey Bray. Motion passed.
  - C. **Approval of Staff Development Day on November 19th** – Susan Girolomoni moved to approve closing the library on Tuesday, November 19<sup>th</sup> for Staff Development Day. Seconded by Kim Bosse Neumann. Motion passed.
- V. **FINANCIAL REPORT:** July 2024 report, as submitted by Jazz Coakley. Jazz also reported a maintenance reserves line has been added to the financial report; electronic resources and internet services have been separated. Several line items are no longer being divided out equally over 12 months for a more accurate accounting of quarterly, annual, and one-time expenses.

- VI. A. LIBRARY DIRECTOR'S REPORT:** Annual 2023-2024 report, as submitted by Viktor Sjöberg. Norman Dorval moved to approve submitting the annual report to New Britain Institute. Seconded by Don Naples. Motion passed.

The State Library approved the \$250K reimbursement for the exterior renovation project; the funds have not arrived yet. The weekly Homeschooling Program will take place on Tuesdays beginning October 8<sup>th</sup>. Viktor shared the newly designed library cards with the group; patrons are welcomed to trade-in their old card in exchange for a new one. The library has applied for a Digital Equity Grant in collaboration with Capital Workforce Partners and local libraries including Hartford, East Hartford, and Manchester, to strengthen and develop digital literacy. The full value of the grant is \$10M, the New Britain Public Library's portion is \$500K. If approved as proposed, the digital equity program would be a four-year program.

**B. Statistics** – as submitted.

**VII. COMMITTEE REPORTS:**

- A. **Executive Committee/President's Report** – Juan Berrios expressed gratitude after a successful first year as President of the Board.
- B. **Building Committee** – Geoffrey Bray reported the committee has reviewed five shop drawings for the study room project. Collier Electrical Corporation has submitted a proposal; a quote for the HVAC system from New England Mechanical has not been received yet. The library is awaiting a contract from the city for the community development block grant money. Flooding in the basement is in the midst of being resolved; the library is looking to secure a contractor for the job. RingCentral and Pilothouse Communications installed a new phone system.
- C. **Finance Committee** – As submitted by John Whalen.
- D. **Community Relations Committee** – Susan Girolomoni reported 660 letters were folded and stuffed for the 2024-2025 Annual Giving Campaign; Sharon Burr, Ashwinee Sadanand, Ann Anderson, Teresa Dziedzic, Sarah Cormier, and Rachel Szostek were thanked for all their hard work. A social gathering event will be held at Five Churches on Sunday, October 6<sup>th</sup> from 12:00 pm – 4:00 pm.
- E. **Friends of the New Britain Public Library** – As submitted by Sarah Cormier. The Fall Book Sale is October 17<sup>th</sup> - 19<sup>th</sup>; a sign-up sheet for volunteers was passed out to the group.
- F. **Board Development Committee** – As submitted by Sarah Cormier. Kim Bosse Neumann has been named Chair of the Board Development Committee.

**VIII. OLD BUSINESS: None.**

**IX. NEW BUSINESS: None.**

X. **CORRESPONDENCE: None.**

XI. **ADJOURNMENT:** The meeting adjourned at 6:14 p.m.

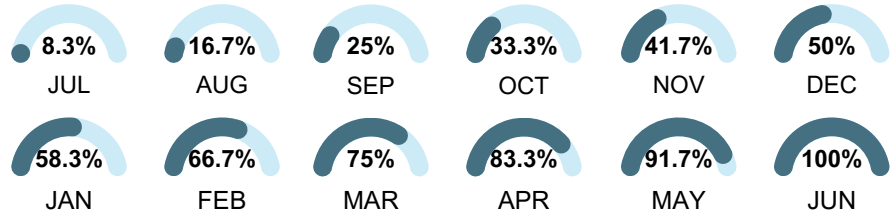
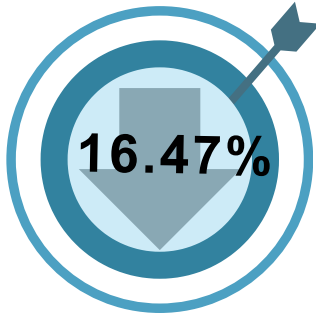
**The next meeting will be on Wednesday, October 23, 2024, at 5:00 p.m. in the Jefferson Library.**

# NEW BRITAIN PUBLIC LIBRARY



## MONTHLY FINANCIAL REPORT

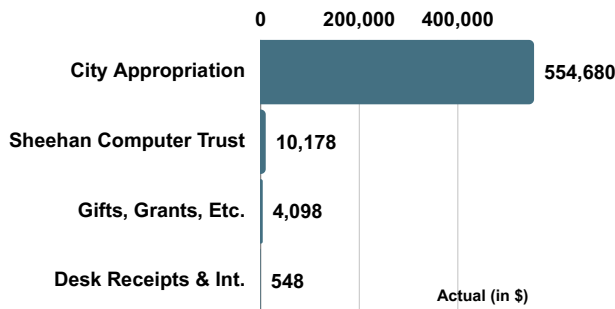
AUGUST 2024



Monthly target expenditure percentages over 12 month fiscal period

### REVENUE BREAKDOWN

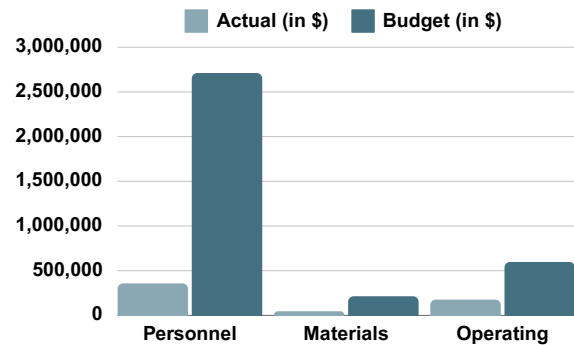
Year-to-date total revenues: \$569,504



\* Revenue applied to special project classes instead of operational budget

### EXPENSE BREAKDOWN

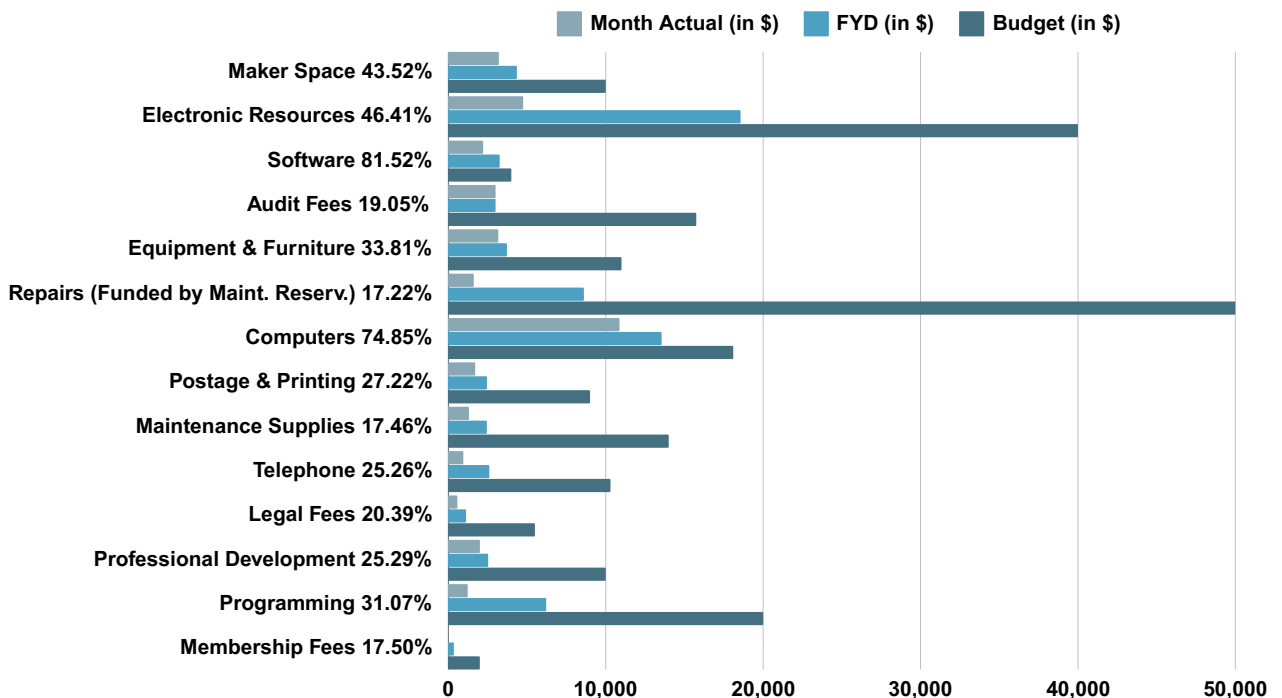
Year-to-date total expenses: \$580,361



### PROJECTS & EQUIPMENT FUNDED BY GIFTS & GRANTS:

1. CCTV Surveillance Equipment to promote safety & security: \$1,347.00
2. Portable PA System to support outreach and programming: \$629.99

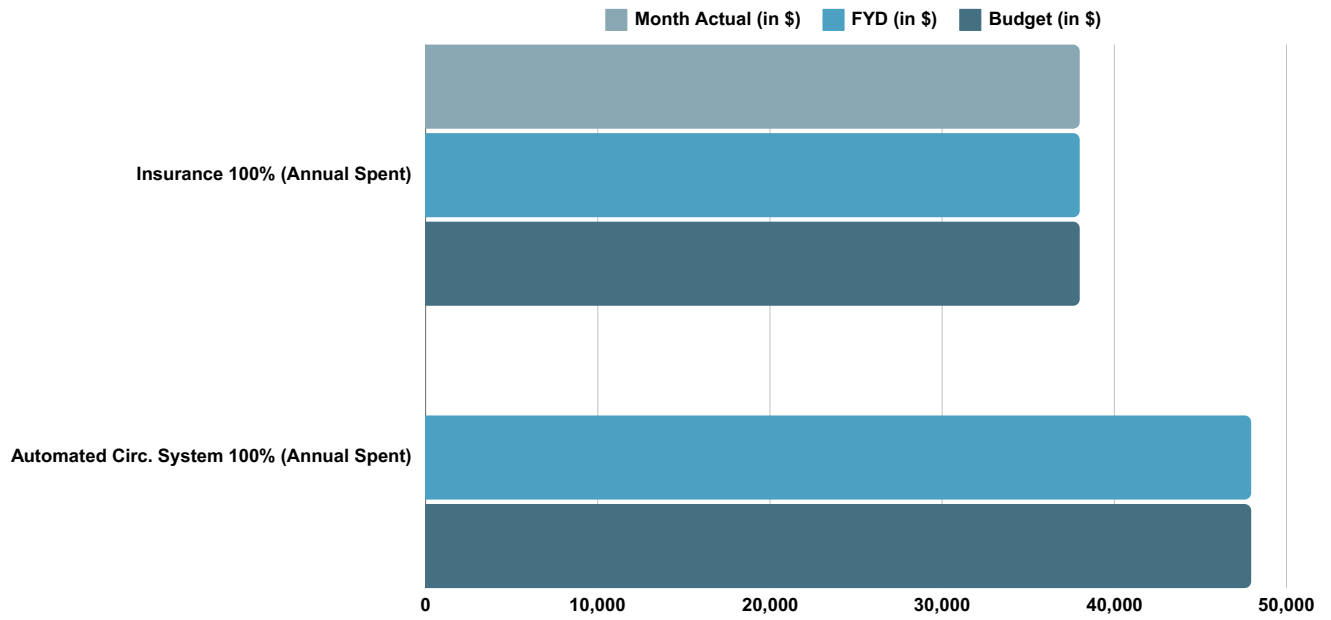
### EXPENSE BUDGETS EXCEEDING MONTHLY TARGET



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## EXPENSE BUDGETS MET ANNUAL TARGET

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**Fiscal Year 2024-2025**

<b>YTD + Remaining Budget</b>	<b>Budget FY 24-25</b>	<b>AUGUST Actual</b>	<b>AUGUST F-Y-D</b>	<b>Received/ Spent</b>	<b>Remaining Budget</b>
<b>REVENUES</b>					
City Appropriation	3,328,079	277,340	554,680	16.67%	(2,773,399)
State Grant	3,000	0	0	0.00%	(3,000)
Desk Receipts	3,000	245	548	18.27%	(2,452)
Endowments	40,000	0	0	0.00%	(40,000)
Gifts, Grants, Fundraising	71,000	269	4,098	5.77%	(66,902)
Sheehan Interest-Computers	18,100	10,178	10,178	56.23%	(7,922)
BorrowIT CT	5,000	0	0	0.00%	(5,000)
NEH Grant Fund Income	5,100	0	0	0.00%	(5,100)
Maintenance Reserves	50,000	0	0	0.00%	(50,000)
	3,523,279	288,032	569,504	16.16%	(2,903,775)
<b>EXPENSES</b>					
Full-Time Salaries	1,569,235	107,749	220,865	14.07%	1,348,370
Part-Time Salaries	392,309	26,953	53,516	13.64%	338,793
Social Security Taxes	121,616	8,103	16,500	13.57%	105,116
Medicare Taxes	28,442	1,895	3,859	13.57%	24,583
Employee Insurance	479,297	25,664	54,105	11.29%	425,192
Pension	110,841	4,434	9,013	8.13%	101,828
Unemployment Compensation	10,000	0	0	0.00%	10,000
<b>TOTAL PERSONNEL</b>	2,711,740	174,798	357,858	13.20%	2,353,882
Audio Visual	35,000	2,391	3,847	10.99%	31,153
Books	110,000	14,772	18,024	16.39%	91,976
Microfilm	1,000	0	0	0.00%	1,000
Periodicals	18,000	(1,458)	1,045	5.81%	16,955
Makerspace	10,000	3,205	4,352	43.52%	5,648
Electronic Resources	40,000	4,752	18,563	46.41%	21,437
<b>TOTAL MATERIALS</b>	214,000	23,661	45,831	21.42%	168,169
Internet Services	14,000	184	534	3.82%	13,466
Software	4,000	2,211	3,261	81.52%	739
Professional Services	20,000	776	1,592	7.96%	18,408
Audit Fees	15,750	3,000	3,000	19.05%	12,750
Parking	3,600	300	600	16.67%	3,000
Fuel & Utilities	125,521	10,120	20,640	16.44%	104,881
Equipment & Furniture	11,000	3,172	3,720	33.81%	7,281
Maintenance Contracts	65,000	1,167	4,793	7.37%	60,207
Repairs (Funded by Maintenance Reserves)	50,000	1,612	8,611	17.22%	41,389
Computers	18,100	10,874	13,548	74.85%	4,552
Insurance	37,991	37,991	37,991	100.00%	0
Office Supplies	27,000	2,148	3,470	12.85%	23,530
Postage & Printing	9,000	1,705	2,450	27.22%	6,551
Marketing	10,000	474	1,026	10.26%	8,975
Outreach	5,000	31	39	0.77%	4,961
Building Maintenance Supplies	14,000	1,308	2,444	17.46%	11,556
Security Fees	53,827	5,148	8,018	14.90%	45,809
Telephone	10,300	951	2,602	25.26%	7,698
Automated Circulation System	47,950	0	47,950	100.00%	0
Legal Fees	5,500	572	1,122	20.39%	4,379
Travel Reimbursement	2,500	83	168	6.71%	2,332
Professional Development	10,000	2,004	2,529	25.29%	7,471
Staff Events	2,000	0	0	0.00%	2,000
Programming	20,000	1,230	6,215	31.07%	13,785
Membership Fees	2,000	0	350	17.50%	1,650
Institutional Dues	3,500	0	0	0.00%	3,500
Educational Reimbursement	10,000	0	0	0.00%	0.00%
<b>TOTAL OPERATING</b>	597,539	87,062	176,672	29.57%	420,867
<b>TOTAL EXPENSES</b>	3,523,279	285,521	580,361	16.47%	2,942,918



# NEW BRITAIN **PUBLIC LIBRARY** ADMINISTRATIVE REPORT



**AUGUST & SEPTEMBER  
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 CHILDRENS SERVICES DEPT.

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

& GOAL 2: COMMUNITY



**Padawan Training:** Dressed as Star Wars characters, members of the Saber Guild, who are Jedi Masters, worked with a group of younglings to learn about the ways of the Force and how to wield a lightsaber. At the conclusion of the program, the younglings were given the rank of "Padawan". (Goal 1a)



**School Connections:** Library staff was invited to Open Houses at Smalley and DiLoreto schools. There we talked to families about what the library has to offer, and that we have programs and activities for all ages and materials in a number of formats. (Goal 1c)



**Summer Reading Challenge:** This year, 269 children ages 3-11 years, registered for the program, and 49 completed. Once again, we used the Read & Bead format along with additional challenges for them to complete to receive special beads, additional brag tags, and a prize. This is a slight increase in both registration and completion rates from 2023. (Goal 1a)



**Magician Matt Matthews** closed our special programs for the summer. His act was very entertaining and included plenty of audience participation. (Goal 1a)

# NEW BRITAIN PUBLIC LIBRARY YOUNG ADULT SERVICES DEPT.

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

& GOAL 2: COMMUNITY



We officially launched our Teen Toy Library. This new library of things is available to our teen patrons and includes toys and games for use in the teen room and to check out including a PlayStation 5 and Nintendo Switch, board games like ticket to ride, and a variety of different Lego sets. (Goals 1a & 2c)



Our craft programs were also well received, with the Pringles ring challenge in particular turning out to be a lot of fun. Many of the teens had failed first attempts, but everyone was excited to keep trying until they were able to form a fully stable ring of Pringles! (Goal 2c)

# NEW BRITAIN PUBLIC LIBRARY ADULT SERVICES & COMMUNITY ENGAGEMENT

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

& GOAL 2: COMMUNITY



In September, the library was invited to an Open House at Pulaski/Diloretto and a Homeschool day at the New Britain Museum of American Art. We were able to hand out calendars and flyers for upcoming events, including the homeschool days at the library. (Goals 1a, 1c, 2b and 2e)



We started offering programming in the Periodical Room, including our monthly board game nights and educational presentations with the Audubon Society and a regenerative landscape designer (Goal 1b)

# NEW BRITAIN PUBLIC LIBRARY

## ADULT SERVICES & COMMUNITY ENGAGEMENT

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

& GOAL 2: COMMUNITY



In August, we brought our Summer Enrichment games and toys to Stanley Quarter Park and Walnut Hill Park. (Goals 1c and 2e)



The library participated in four Main Street Market Events in 2024. At these events, we gave away free books, signed New Britain residents up for library cards, and handed out information about upcoming events at the library. (Goals 1a, 1c, 2b and 2e)

# NEW BRITAIN PUBLIC LIBRARY MAKERSPACE

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

& GOAL 2: COMMUNITY



In September, library staff was invited to a workshop to create their own personalized tote bag in the Makerspace.



Last month, the Makerspace had a giant coloring sheet where visitors could color in a section and add their names. It's now complete, and we've proudly hung it up in the Makerspace. (Goal 1b)



Our beginner crochet workshop was a series of four weekly workshops held every Monday. The participants started from the basics and successfully made beautiful crochet bags by the end of the series. It was a great success, as everyone learned the entire process from start to finish and created something they were proud of. (Goal 1b)

# NEW BRITAIN PUBLIC LIBRARY CIRCULATION

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

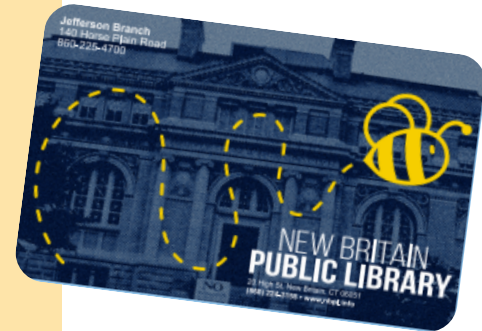
& GOAL 2: COMMUNITY



## September is Library Card Sign Up Month!

We created a display titled *Library Cards are the Key to Many Treasures*. For each new library card issued, a gem was placed on the display. 246 new library cards were created this month! At the end of the month we also raffled off a \$25 gift card to Stop and Shop and a \$25 gift card to Fun City Trampoline Park to two lucky winners.

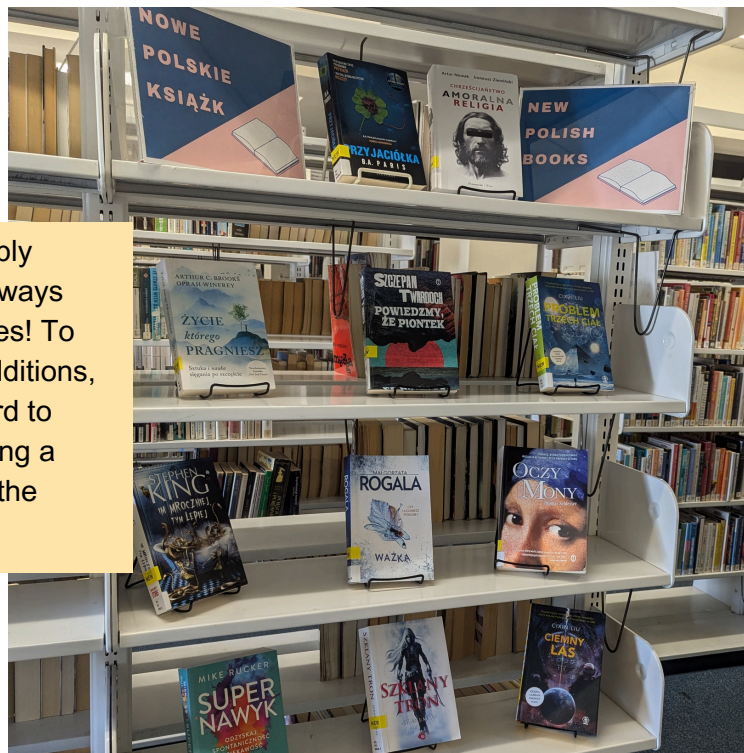
(Goal 1a)



**Home-bound deliveries** continue to be a popular service. In the months of August and September, a total of 180 titles were delivered to eight of our patrons. This service continues to bring joy and excitement directly to their doorsteps.

(Goal 1c)

Our Polish collection is incredibly popular and our patrons are always eager to discover the latest titles! To highlight these exciting new additions, our circulation staff worked hard to rearrange the collection, creating a dedicated space to showcase the newest Polish materials.





# NEW BRITAIN PUBLIC LIBRARY JEFFERSON BRANCH

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

& GOAL 2: COMMUNITY



On August 1st, the Jefferson Branch hosted the Pumpernickel Puppets for a puppet show! Patrons enjoyed *The Three Billy Goats Gruff* & *The Lion and the Mouse* at the Jefferson Branch. After the performance, patrons were able to interact with the puppets and the puppeteer. They learned about how to make their own puppets and how to create their own puppet show. (Goals 1a, 1b, and 1c)

Before



After



We also worked on reorganization at the Jefferson Branch in the Juvenile Fiction section. Materials were moved up from the bottom shelf and extra shelving was added. This allowed for better display and better access to books. Juvenile Graphic Novels are now organized by author or series, depending on the call in the electronic record. Juvenile Fiction was given more shelving, new labels, and was reorganized. (Goal 1a)

# NEW BRITAIN PUBLIC LIBRARY JEFFERSON BRANCH

**GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS**

**& GOAL 2: COMMUNITY**

On August 22nd, Jefferson Branch Coordinator Elizabeth, attended the Welcome Back Picnic and Kindergarten Orientation at the Jefferson Elementary School. Elizabeth encouraged library programs/services and Kindergarten card sign-ups at both events. The Friends of the Library donated books as giveaways for these events. In total, 54 books were given away to children in the community! (*Goal 1c*)

We have been hosting lots of classes at the Jefferson Branch Library for story time and library time. Classes from the Jefferson Elementary School have enjoyed stories with Mrs. Elizabeth. In total, we have had 498 story time attendees for the month of September. (*Goals 1b and 1c*)

The Jefferson Branch Library started to lend out books to the Family Resource Center at the Jefferson Elementary School this past month. In coordination with the center, Elizabeth started a monthly exchange of books to help support the center and their families. (*Goals 1c and 2e*)

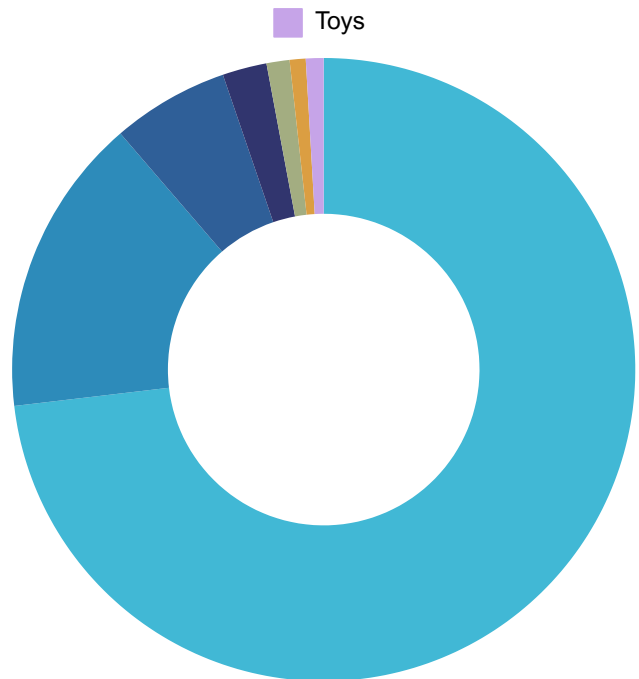


# NEW BRITAIN PUBLIC LIBRARY TECHNICAL SERVICES



This month, we added 1,090 items in 4 different languages: **795 books**, **169 magazines**, **66 DVDs & Blu-rays**, **25 CDs**, **13 audiobooks**, **10 toys**, and **9 video games**.

An opportunity arose for the Technical Services staff to take over weeding the adult fiction collection. This interdepartmental collaboration has proved optimal, with TS staff getting to add to their skill-sets and become more familiar with the collections, while working through the monumental, yet necessary, work of weeding the **27,000+** adult fiction books. The end result will be cleaner, more accessible shelves with plenty of space for displays, signage, passive readers' advisory tools, and - of course - new books!



The shelves before....



The shelves after....



# NEW BRITAIN PUBLIC LIBRARY TECHNICAL SERVICES



**1,095** New items added to the collection

**2,402** Outdated/damaged/low circulating items removed

**560** Bibliographic records created/enhanced/exported

**69** Items repaired and returned to circulation

**58** Orders placed and managed

Megan worked with staff from the Jefferson branch and the Children's Department to coordinate improvements to the children's collection that will soon be implemented in both locations. A lot of exciting new changes are being planned, with the end goal of improving organization and access for the always popular children's items. *(Goal 1a)*

We completed cataloging and processing the items for the Teen Toy Library, along with some outdoor games for Adult Services. It was a pleasure to attend the launch and see the finished products! *(Goals 1a & 2c)*



# NEW BRITAIN PUBLIC LIBRARY BUILDING & MAINTENANCE

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

## COMPLETED

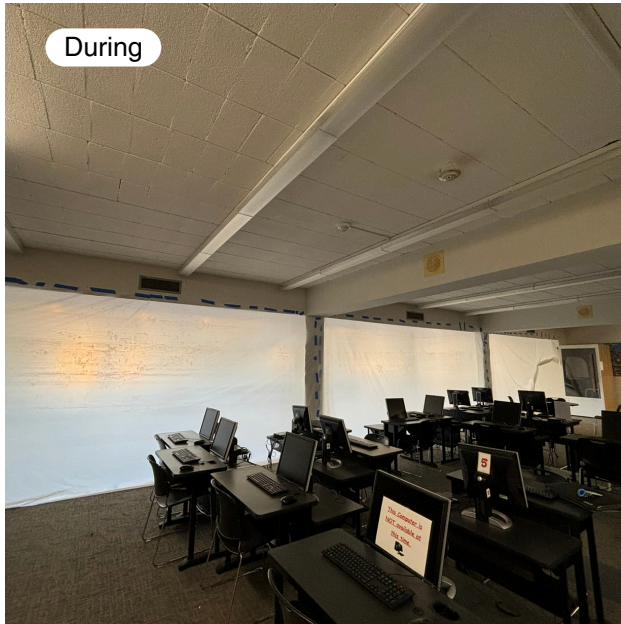


**Curb Repairs:** The curbs in the Staff Parking lot were repaired for both aesthetic and safety purposes, in preventing the landscaping rocks from washing into the lot when it rains preventing the possibility for injury.

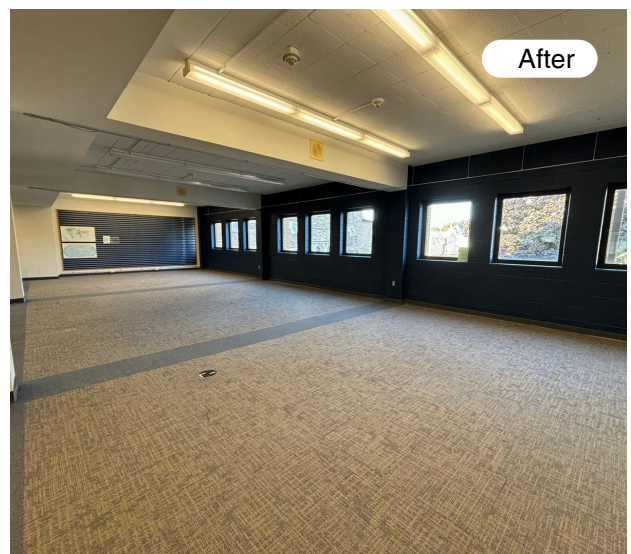


**Carpet Cleaning:** All carpeted areas of the library were professionally shampooed and sanitized to promote health and safety initiatives by eliminating germs and allergens, as well as bolster the aesthetics of the library. These cleanings will continue seasonally twice a year.

## IN PROGRESS



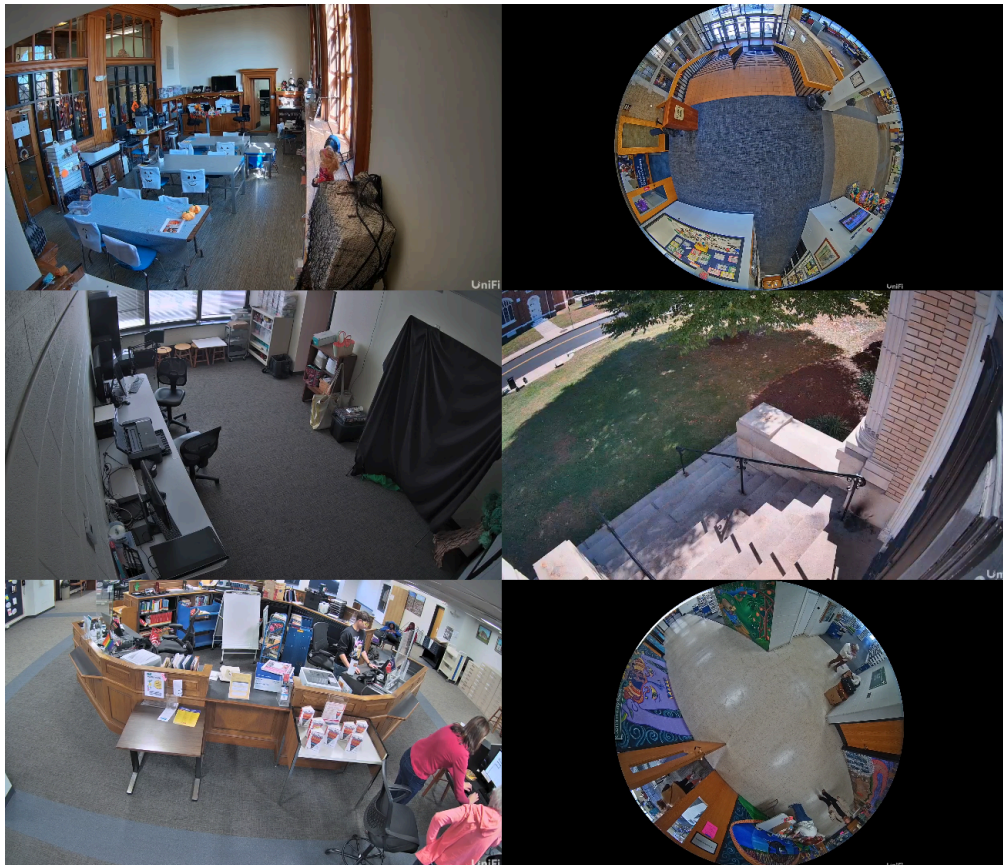
**Study Room Project:** The construction of the Study Rooms in the Cooper Building is under way with the beginning phase of the leveling of the floors near the Computer Center. The next phases include HVAC, electrical, paint, drop ceiling installation, and installation of the study room walls and doors. We will also acquire the furniture and technology for each study room.



# IN PROGRESS CONTINUED...



**CCTV Surveillance Upgrades:** We have begun the surveillance upgrade by installing five interior cameras at the front/back entrances, Information/Circulation desk area, Makerspace, AV Room, Ground Floor, and an exterior camera has been installed at the front entrance of the Erwin building. These upgrades support safety and security inside and outside the library for both patrons and staff in providing a communal safe space.



B

## RingCentral



**Phone System Upgrade:** Upgrading of the phone system has commenced with Ring Central. Phones at both the main library and branch will be upgraded to a Voice-Over-IP (VOIP) system. The conversion started at the main branch in August and will go live in October. Jefferson Branch will convert shortly after. 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

- Reference & Circulation Desk Consolidation
- Waterproofing of Hawley Basement
- Erwin Wing Roof Replacement
- Cooper Wing Partial Roof Replacement













# New Britain Public Library Monthly Statistics



September 2024

		September 2024	September 2023		
	Total Library Days Open Main	24	24		
	Total Library Days Open Jefferson	20	20		
	Total Visitors On-Site Main	12947	11801		
	Total Visitors On-Site Jefferson	1560	1230		
<b>Library Services</b>			<b>September 2024</b>	<b>September 2023</b>	
<b>Main Branch</b>			<b>Jefferson Branch</b>		
	Circulation of Library Materials	14998	17162	2362	1319
	eAudiobook/eBook/eMagazine Downloads	2242	1577		
	Audio/Video Streaming	147	60		
Circulation Total		17387	18799		
	Library Cards Issued	329	311	63	31
	Reference Questions	1098	1402	207	80
<b>Technology</b>					
	Library Website Sessions	5378	4300		
	In-House Computer Use	1879	1687		
	WiFi Usage	253	Unavailable		
<b>Outreach &amp; Programming</b>					
	Number of Programs Presented <i>(on-site, off-site, includes virtual)</i>	72	44		
	Program Attendance	1185	708		
<b>Facility Usage</b>					
	Number of Community Room Reservations	18	14		
	Community Room Attendance	415	252		

## **New Britain Public Library Finance Committee Meeting Minutes**

October 18, 2024

Attendees: Jazz Coakley, John Whalen, MaryAnne Kolitsidas, Viktor Sjöberg,  
and Juan Berrios.

Viktor announced implementation of a new donor link (<https://donorbox.org/nbpl>) that was mentioned in the annual appeal letter and is now active on our web site. This function allows the use of a credit card for donations.

The IRS audit is in a holding pattern as we are waiting for them to schedule their on-site audit. Several inquiries on scheduling have gone unanswered.

Jazz reported she expects to receive a draft report from our annual audit later today. Once distributed and reviewed by the Finance Committee we will schedule a meeting with the audit team to review the report.

The state provided the reimbursement check to us this week for the exterior renovations in the amount of \$250,000.

The July 2024 financial report was reviewed. We remain below budget through August. Jazz and Andrea are working to bring the monthly reporting up to date, so we'll be reviewing the previous month's activity. There have been coordinating and reconciling issues with the Institute that are being addressed. Jazz has added project class reports detailing the status of various open and active projects. These will be available with the monthly reports until the project is closed.

We have received the endowment funds, but Sheehan fund disbursement has not yet been completed. MaryAnne will discuss this with Andrew.

John D. Whalen, Treasurer

## **Friends of the New Britain Library**

September 2024

The recent book sale had unofficial earnings of \$2800 and 3 new members joined the Friends. Thanks to Don, Susan and Dale for your help.

The Holiday Fair will be held on December 7th from 10:00-3:00 in the Periodical Room with focus on gifts and holiday themed books. Donations gladly accepted! Punch and cookies will be served.

Books and DVDs were donated to Prudence Crandall Center. DVDs will be donated to Klingberg Family Centers. Books and gift items will be donated to the Senior Center for their Holiday Fair with the proceeds going to the Senior Center.

The Friends are hoping to have a broader scope than just book sales. They are in the planning stages to host at least two speaker events in the January to April timeframe; one an oral history event and the other a formal tea featuring a speaker on the health benefits of drinking tea.

Cleaning and organizing the basement storage space is an ongoing project.

The next meeting will be held on November 19th.