

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

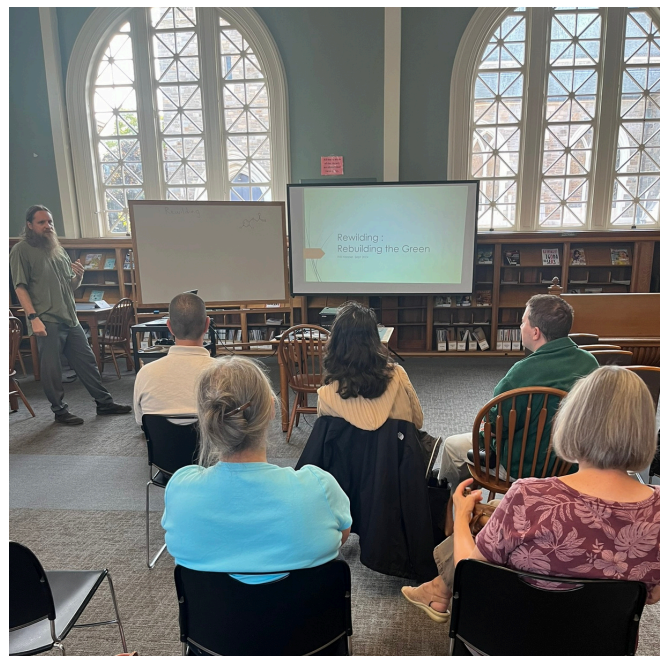
ADULT SERVICES & COMMUNITY ENGAGEMENT

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

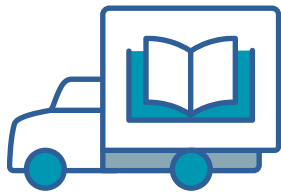
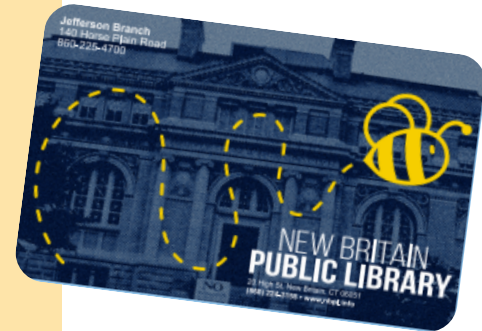
& GOAL 2: COMMUNITY



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.

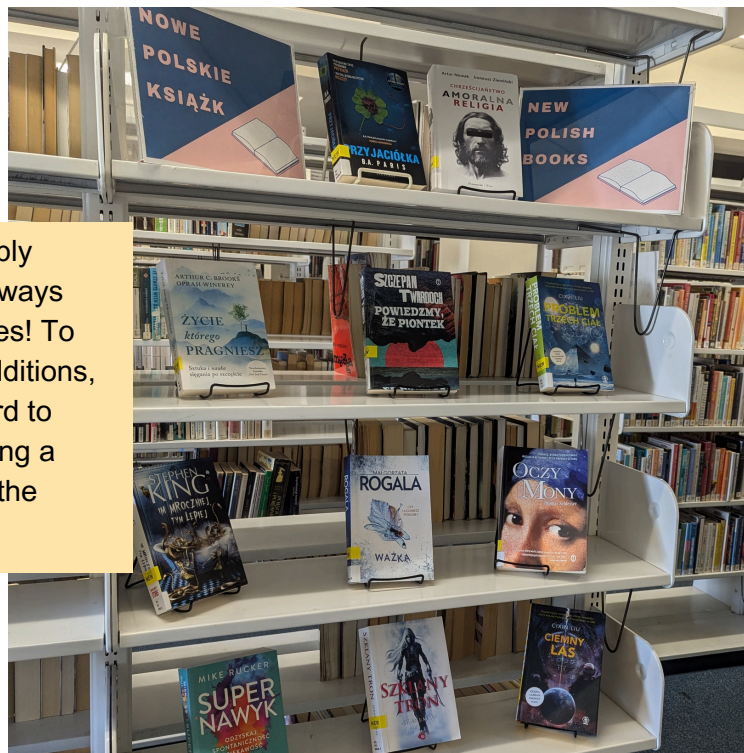
(Goal 1a)



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)*

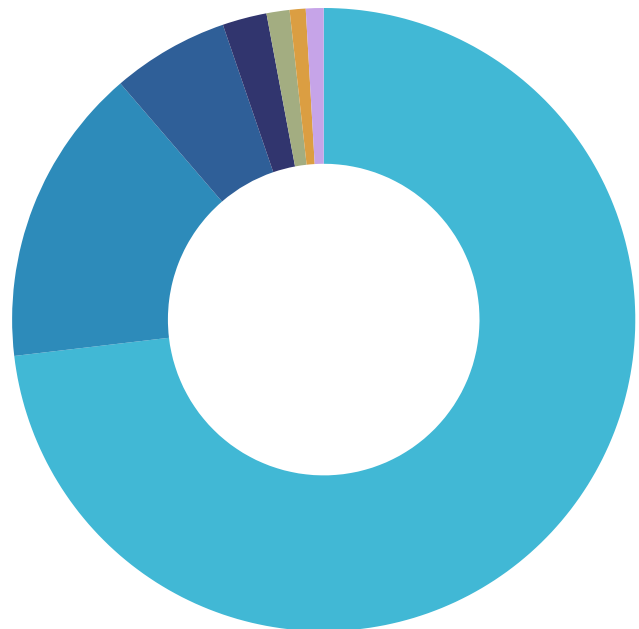


NEW BRITAIN PUBLIC LIBRARY TECHNICAL SERVICES

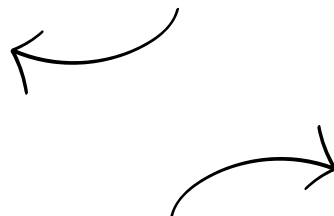


This month, we added 1,090 items in 4 different languages: **795 books**, **169 magazines**, **66 DVDs & Blu-rays**, **25 CDs**, **13 audiobooks**, **10 toys**, and **9 video games**.

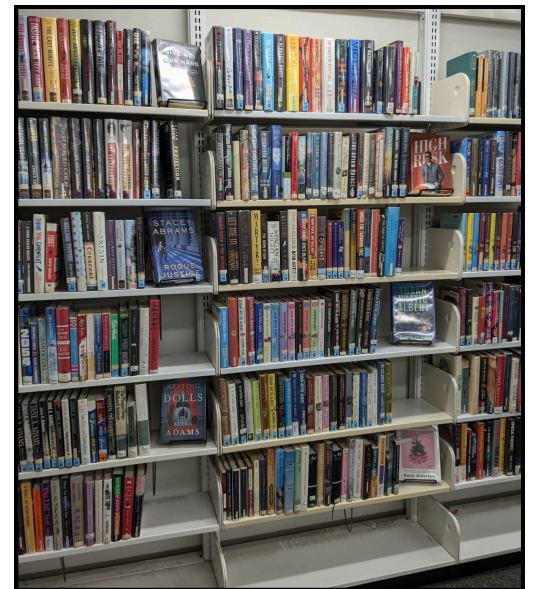
An opportunity arose for the Technical Services staff to take over weeding the adult fiction collection. This interdepartmental collaboration has proved optimal, with TS staff getting to add to their skill-sets and become more familiar with the collections, while working through the monumental, yet necessary, 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

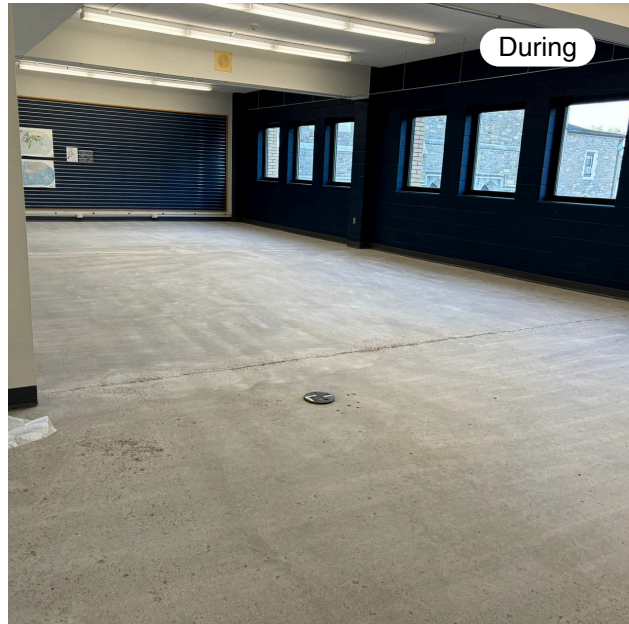
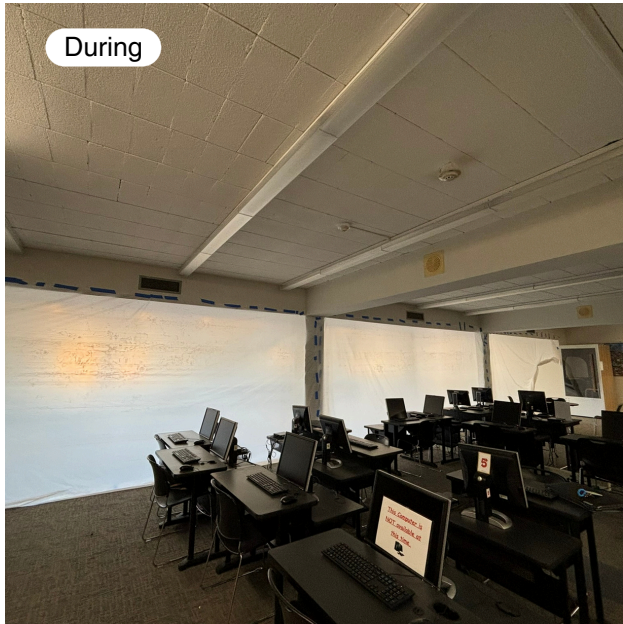


Curb Repairs: The curbs in the Staff Parking lot were repaired for both aesthetic and safety purposes, in preventing the landscaping rocks from washing into the lot when it rains preventing the possibility for injury.

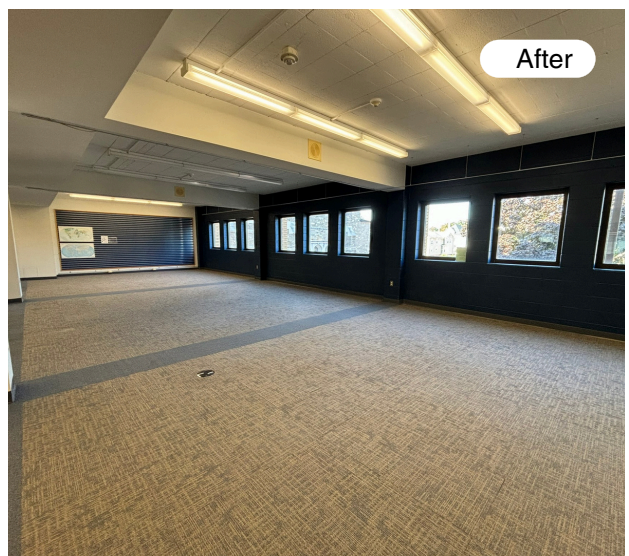


Carpet Cleaning: All carpeted areas of the library were professionally shampooed and sanitized to promote health and safety initiatives by eliminating germs and allergens, as well as bolster the aesthetics of the library. These cleanings will continue seasonally twice a year.

IN PROGRESS



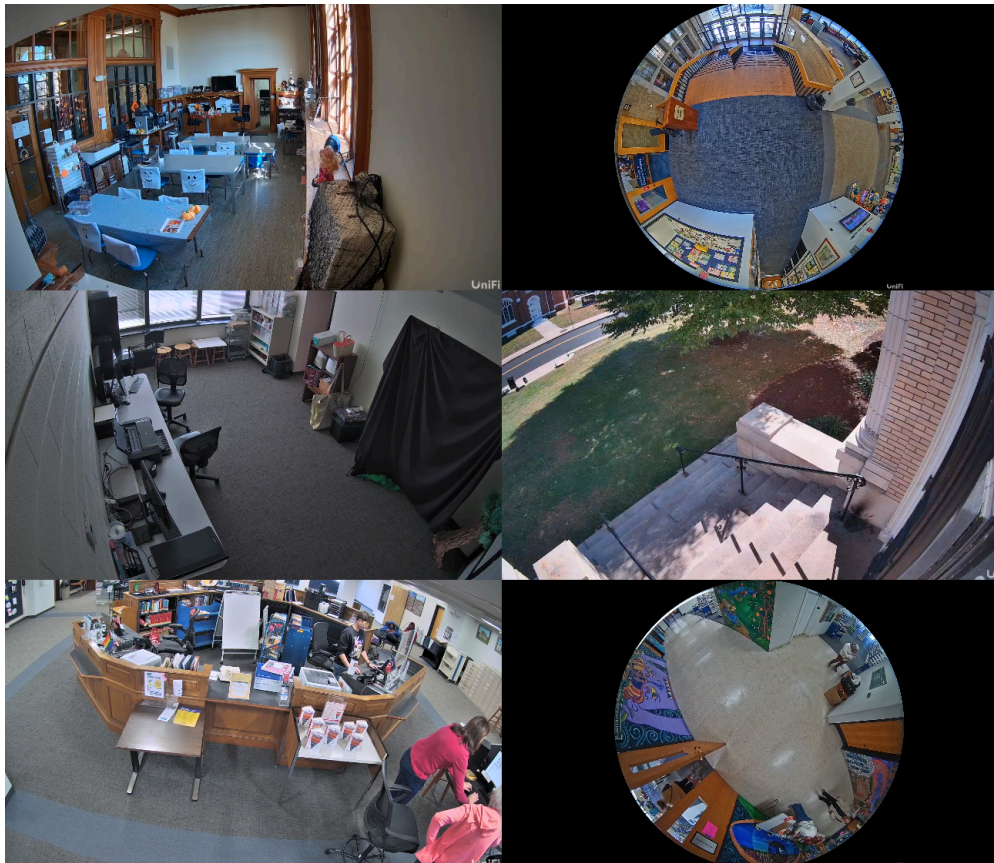
Study Room Project: The construction of the Study Rooms in the Cooper Building is under way with the beginning phase of the leveling of the floors near the Computer Center. The next phases include HVAC, electrical, paint, drop ceiling installation, and installation of the study room walls and doors.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