

# NEW BRITAIN PUBLIC LIBRARY ADMINISTRATIVE REPORT



JUNE & JULY  
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

## STRATEGIC PLAN PROGRESS UPDATE

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

& GOAL 2: COMMUNITY



The Polish Festival was our biggest outreach event in June. Many staff and board members were present for the Library's first Polish Festival appearance. The Polish book giveaways, generously donated by the Friends of the Library, were especially popular with attendees of all ages. (Goals 1c, 2b & 2c).

Rachel Szostek and Brett Garabedian also provided outreach at the Connecticut Homeschool Conference (goals 1c, 2b & 2c). We were able to form a connection with current and prospective homeschool families and promote New Britain Public Library summer offerings. This event was also a way for us to learn more about the aspirations of homeschooling families, data that will inform our upcoming programming geared specifically towards homeschoolers. This new program will start in October. (Goals 1b, 1c & 2a.)

Jefferson Branch Coordinator, Elizabeth, attended the end of the school year picnic at Jefferson Elementary School to promote summer reading and library services. Students and their families received promotional materials for summer reading and library programs. Elizabeth also met with classes and read with students in Jefferson Elementary School before school ended for the summer. (Goal 1c)



Our Summer Bash is the official start of summer programming each year. Activities took place throughout the library and the Children's Department was very busy the entire time (10:00-3:00).

Activities for children included: mammals from the Hungerford Nature Center, dry ice experiments presented by Talewise, animals from Reptile Nook, crafts with Jumpstart, building with Duplo blocks, dress-up clothes, tattoos, hula hoops, planting cat grass.

While it is difficult to get an accurate count of the number of people who attended, we do know that 111 children planted seeds. (Goal 1a)

# NEW BRITAIN PUBLIC LIBRARY

## STRATEGIC PLAN PROGRESS UPDATE

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

& GOAL 2: COMMUNITY



We have launched a new program, Storytime Zoo, offered in collaboration with the New Britain Youth Museum. The program begins at the Youth Museum with a presentation about one or more animals from the Hungerford Nature Center. The attendees then go to the library for a storytime which in some way connects to the animals the children have just learned about. This program will be held twice per month going forward with the hope of attracting more users to both locations and lay the groundwork for an expanded partnership between two branches of the New Britain Institute. *(Goals 1a & 2b.)*

The photograph on the left is of an early summer performance by Chinese acrobat, Li Liu, who is a favorite performer with our families. *(Goal 1a.)*

Head of Children's Services and Library Director Viktor Sjöberg have been meeting with staff from the Consolidated School District of New Britain (CSDNB) to ensure that we bring back the 3rd grade student visits to the Main Library. This effort has been successful, and we are scheduled to reinstate the visits starting in October. This will have great impact in that it will provide these students with a direct path to getting library cards and an opportunity to explore the world of reading on their own terms. We are dedicated to supporting CSDNB in their work to improve reading levels of New Britain students, and this is an important step in the right direction. *(Goals 1a & 2b.)*

The number of outreach events we attend each month have been steadily increasing, including library staff attending local events to celebrate Pride and Juneteenth, where we gave out themed buttons. *(Goals 1c, 2b.)*

We are also making monthly visits to the New Britain Farmers Market, and we want to acknowledge the wonderful support that we have received from a number of Library Board members. Your willingness to help set up and staff our booths at these community speak to your commitment to our library, and we very much appreciate it. *(Goals 1c, 2e.)*



## NEW BRITAIN PUBLIC LIBRARY

# STRATEGIC PLAN PROGRESS UPDATE

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

#### & GOAL 2: COMMUNITY

Our Summer Enrichment program officially kicked off in July. Staff visited Osgood Park with a slew of fun toys like Bocce, Pickleball, and Ring Toss. We also had fun activities for younger kids like sidewalk chalk and a bubble machine. We are using the park outreach events to soft launch a Library of Things as well as get out into the community and meet the people of New Britain where they are. We also had staff available on site to register new patrons with library cards. (*Goals 1c, 2b & 2c.*)



We continued our efforts to get out into the community and promote library services for teens. Jarvis Tate, Library Assistant I and Danielle Berube, Assistant Head of Adult Services, attended New Britain High School's Academies Career Fair. This contributed to meeting *goals 1c, 2b & a 2c*. We were able to provide the teens a chance to check out a selection of the career books we have available.

We also continued to provide service to the teens who frequent the Pathways/Senderos afterschool program. With this month's visits, we were able to introduce the teens to STEAM concepts, with the use of littleBits. They had a blast snapping together different components and learning about electronics. (*Goals 1c, 2b & 2c.*)



### GOAL 4: OPERATIONS AND FUNDRAISING

The Library's Policy Review Team finalized updates to the Unattended Children Policy and the Meeting Room Use Policy, which will be presented for approval by the Library Board at the August meeting. (*Goal 4a.*)

Library Administration, Board President and Treasurer met with the New Britain Institute to work out the details regarding the large donation that was made to the Library, intended to use for a library vehicle.

We signed a contract with RingCentral for a new voice-over-IP system, to replace the current phone system. (*Goal 4c.*)



# TECHNICAL SERVICES DEPT.

## JUNE 2024

This month, we added 693 items:  
441 books, 137 magazines, 89  
DVDs & Blu-rays, 17 CDs, 8  
audiobooks, and 1 video game.

71 of these items were in  
languages other than English.

## JULY 2024

This month, we added 1,052 items: 771  
books, 145 magazines, 49 DVDs & Blu-  
rays, 57 CDs, 18 audiobooks, and 12  
outdoor games.

90 of these items were in languages  
other than English (Polish/Spanish/  
Arabic), to better reflect the vibrant  
diversity of our community (Goal 2A).



We finished relabeling the DVDs  
and Blu-rays, as well as adding  
spine labels to young adult fiction.

The new YA labels will include  
series numbering, to improve ease  
of access for both patrons and staff  
(Goal 1A). We are finishing up the  
large print relabeling and working  
out the details of our next project!

We surveyed and coordinated with  
Adult Services to overhaul our  
professional journal collection, including  
updating the retention schedules,  
storage areas, and the way the journals  
are shared across departments.

\* We are working  
with selectors to  
help with weeding  
by pulling carts,  
updating the status  
of items in Sierra,  
and any other ways  
in which we can  
offer support.

\* To help contribute to the upcoming website  
redesign, we evaluated the current website,  
with each member of the department focusing  
on a particular section. Megan then compiled  
and presented the findings to Viktor.



# TECHNICAL SERVICES DEPT.



Just as we recently dove into adding spine labels to YA fiction, we are now going to be adding them to juvenile fiction in order to improve access (Goal 1A). Previously, these books were marked with a simple “j”, but they will now have a complete spine label with author and series information. Megan worked with Children’s Manager Amy and Branch Coordinator Elizabeth to devise a cohesive plan that accommodates both locations.



We cataloged and processed 12 outdoor recreational items purchased by Adult Services, ranging from binoculars to a pickleball set, so that they can be available to take out into local parks and other community spaces (Goal 1C).

## JULY 2024

**1,052**

New items added to the collection

**1,321**

Outdated/damaged/low circulating items removed

**672**

Bibliographic records created/enhanced/exported

**55**

Items repaired and returned to circulation

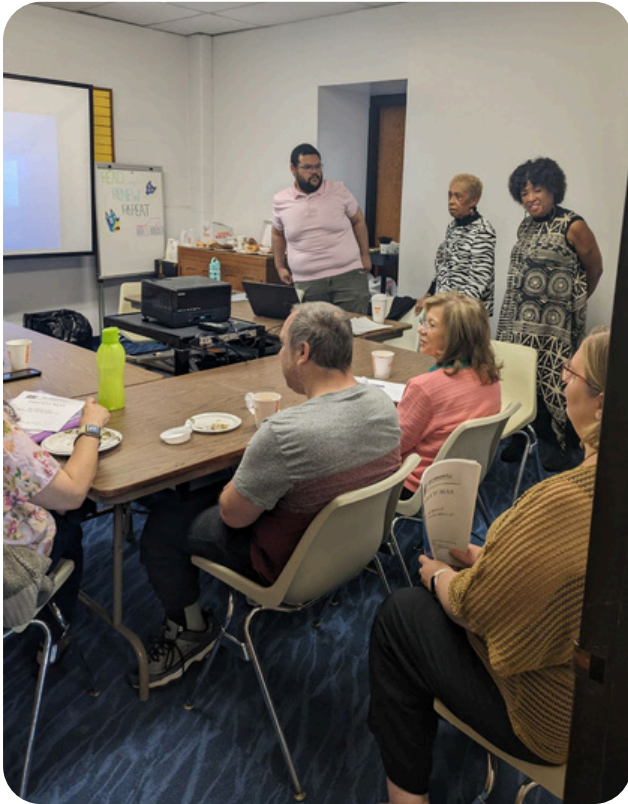
**62**

Orders placed and managed

# NEW BRITAIN PUBLIC LIBRARY

## DIVERSITY, EQUITY & INCLUSION COMMITTEE UPDATES

GOAL 2A: COMMUNITY- DEVELOP & IMPLEMENT DEI INITIATIVES FOR THE PARTICULAR NEEDS OF OUR STAFF, BOARD OF TRUSTEES, & NEW BRITAIN POPULATION



As part of New Britain Public Library's ongoing commitment to fostering a diverse, equitable, and inclusive workplace, the Library formed its first staff-led Diversity, Equity, and Inclusion (DEI) Committee as of June 2024.

The DEI Committee will play an essential role in the following goals:

- *Development and implementation of DEI policies and initiatives within our organization.*
- *Planning DEI educational training opportunities facilitated by both external facilitators and internal members.*
- *Serving as a resource for staff members to share ideas and/or concerns related to DEI.*

While this work is beginning at an internal level, this committee will help aid in upholding the New Britain Public Library's values as they relate to diversity, equity, and inclusion; inevitably radiating our mission and positivity into the community.

The DEI Committee held its first staff training on the topic of Implicit Biases & Cultural Humility, facilitated by Michele Stewart-Copes and Marie M. Spivey of SEET Consultants LLC.

**Implicit Bias & Cultural Humility Training**

Facilitated by: SEET Consultants LLC

Two training dates being offered:

Thursday, August 22nd 10:00-11:30am  
3rd Floor Conference Room  
Light refreshments will be served

Thursday, August 29th 1:30-3:00pm  
Community Room  
Light refreshments will be served

HOST BY:  
**NEW BRITAIN PUBLIC LIBRARY**  
DEI COMMITTEE

Please RSVP your attendance through the Google Calendar Invite by 8/16



# HEALTH & SAFETY UPDATES

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



A smokers pole has been installed to deter smoking from library property, particularly its main entrances, as well as encourage proper discarding of cigarette butts and minimize litter.



Additional trash receptacles have been placed in the front and rear of the building in an effort to minimize the abundance of litter on the grounds.

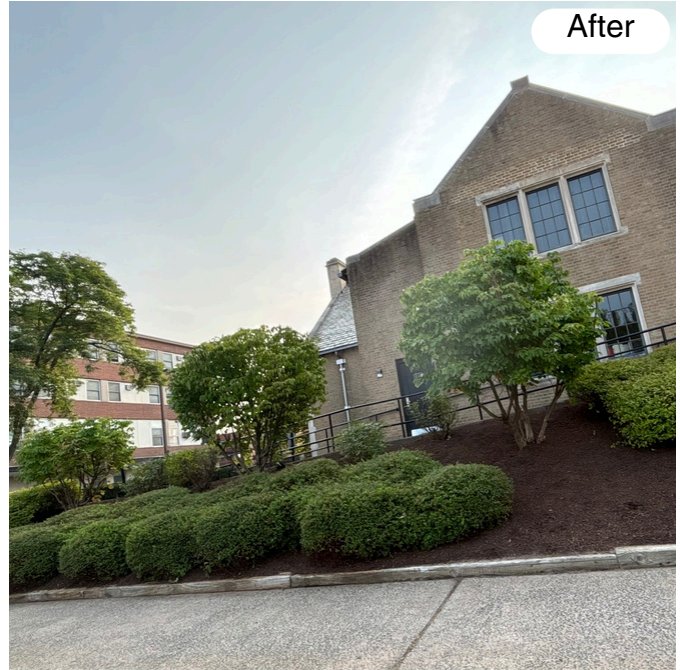


A pet waste station has been installed to encourage proper disposal of pet waste.

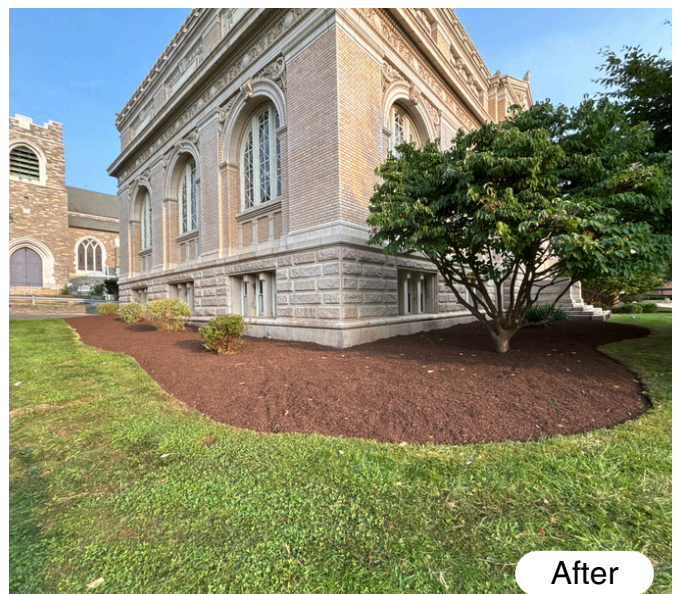
# BUILDING & MAINTENANCE DEPT.

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

## COMPLETED



Landscaping Rehabilitation post Exterior Renovation Phase 1. The pruning and weeding of the grounds has bolstered the building's aesthetics, as well as promoted health and safety measures in minimizing outdoor areas where encampments can be built, where food, clothing, and substances can be stored, or illegal activities can take place. This new open landscape has reduced invasive species, and allows the opportunity for future partnerships with local gardeners, agriculturalists, etc.



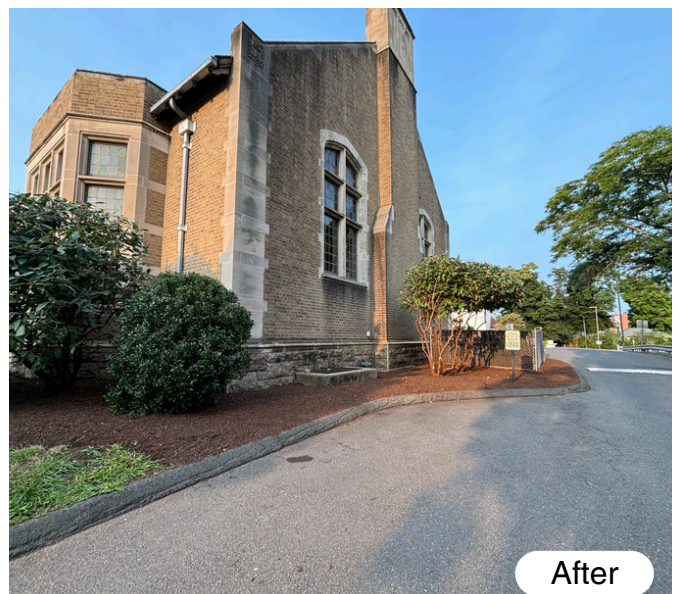
# BUILDING & MAINTENANCE DEPT.

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

## COMPLETED



Landscaping Rehabilitation post Exterior Renovation Phase 1. The pruning and weeding of the grounds has bolstered the building's aesthetics, as well as promoted health and safety measures in minimizing outdoor areas where encampments can be built, where food, clothing, and substances can be stored, or illegal activities can take place. This new open landscape has reduced invasive species, and allows the opportunity for future partnerships with local gardeners, agriculturalists, etc.



## COMPLETED



## IN PROGRESS

- Study Rooms in the Cooper Wing
- Phone System Upgrade
- Staff Parking Lot Curb Repairs
- Seasonal Carpet Cleaning
- Waterproofing of Hawley Basement
- Erwin Wing Roof Replacement
- Cooper Wing Partial Roof Replacement