



TOWN OF LEDYARD CONNECTICUT

Library Commission

~ AGENDA ~

Bill Library
718 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Gales Ferry Library
18 Hurlbutt Road
Gales Ferry, Connecticut 06335

Chair
John Bolduc

Special Meeting

Monday, February 9, 2026

7:00 PM

Bill Library

I. CALL TO ORDER

II. ROLL CALL

III. RESIDENTS & PROPERTY OWNERS COMMENTS

IV. MEMBER COMMENTS

V. REPORTS

1. Treasurer's Report
2. Director's Report

Attachments: [Director Report 02.2026](#)
[01.2026 LPL Monthly Stats Report](#)
[3-Year Stats](#)

3. Investment Working Group
4. Friends of Ledyard Library

VI. APPROVAL OF MINUTES

1. MOTION to approve the Library Commission Special Meeting minutes January 12, 2026.

VII. ADJOURNMENT

DISCLAIMER: Although we try to be timely and accurate these are not official records of the Town.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 26-0198

Agenda Date: 2/9/2026

Agenda #: 1.

REPORT

Staff/Committee Report:
Treasurer's Report



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 26-0199

Agenda Date: 2/9/2026

Agenda #: 2.

REPORT

Staff/Committee Report:
Director's Report

Director's Report to the Library Commission

Discussing January 2026 | Presented February 2026

Budget:

- The proposed budget for FY27 was presented to the Mayor on January 28th. Our Budget Work Session with Town Council will be Thursday, March 13 at 3 PM. My due date is March 20, which could impact this presentation. I am working with Erica to ensure that she has a full understanding of our budget proposal, should I be unable to attend.

Director Onboarding:

- I have met with half the staff for individual meetings discussing their regular responsibilities, professional goals, and my current and long-term plans (below).
 - Current plans: my focus is stability and consistency. I want to make sure I lay the groundwork for a smooth maternity leave, while also addressing inconsistencies in some of our practices.
 - Long-term: After I return from maternity leave, I want to address larger projects and goals. This would include any ideas the staff have, as well as developing the process for a new strategic plan.
- Leadership meetings continue on a bi-weekly basis, covering topics ranging from policies to budget planning.

Library News:

- The monthly statistic report has been adapted to include e-lending services. There was no way to keep it to one page, so there have been some formatting changes.
- Deliveries are back in full force! Erica has been doing a great job catching up and getting items on the shelves in a timely manner. At one point, she had 10 boxes of books surrounding her desk! Staff is taking note of this pattern for next year so we can adjust our ordering practices for the holiday slow down.
- As I am getting to know our services and practices, I have found some areas that need to be addressed or formalized. This includes our circulation/loan rules, animals in the building, volunteering, and photo permissions. I am working with HR and Parks & Rec to see what the Town expectations are for these practices, as well as digging into past records from the Library to confirm current practices. I will be presenting all new/updated policies to the Commission as they are developed.
- We are in the process of developing a Marketing Team that will ensure consistency across all marketing efforts. This team will be comprised of smaller groups that focus on specific marketing platforms. Our first focus is social media. Raven, Lyndsey, and I have developed a new planning tool that we are implementing in February. Our goals are more consist posting, varying topics for each post, and increased engagement by our followers. We encourage all of our Commission members to follow us if you are on social media and let us know what you think of the upcoming changes.

- Both weeding projects are still underway. We have a tentative timeline to finish them by the end of the fiscal year.
- It is hard to think about gardening after we got 15 inches of snow, but plans for this season's Seed Library are underway! To coordinate such a complex service, we have formed a small team that will be driving force of it: Matt will be our Seed Coordinator, Lyndsey our Volunteer Coordinator, and Laura our Mentor, as well as Marketing Coordinator. Each is tackling their respective roles as we work toward a spring debut.
- From the Children's Department: Registration for the "Whale, Would You Look At That?!" program will be opening on February 17. This is a special program that we are able to provide for the community through the Janet Barnett Grant. A life size inflatable whale named Delilah is coming from Plymouth Mass and families will be able to go inside the whale to learn all about whales. Mystic Seaport will also be coming that day to offer special whale learning activities and information. In addition, we're giving out bags with crafts and activities, there will be a whale listening station, and we're raffling off a 43 in stuffed whale big plush pillow. We're hoping for a full house and lots of fun! The program is on Saturday, March 21 and people who want to register must call either library to be put on the list.
- Our staff are actively involved in regional and state library professional development. Matt has begin co-chairing a Genealogy Roundtable for the Connecticut Library Consortium, allowing him to connect and collaborate with other libraries and organizations. Lyndsey had her proposal accepted to the Connecticut Library Association's Annual Conference. She will be presenting in April about our "Dying to Talk About This" program.

Building News:

- Shawn from Public Works and his team have been very good to us! Bill's heat is fixed and stable, just in time for Children Department at Gales Ferry to falter. Shawn and his crew are checking in to maintain that unit as well. Fortunately, the heat at Gales Ferry is struggling but still supplying some hot air. There is very little risk of pipes freezing. Shawn is hopeful for an easy and quick fix.

Town News:

- As a reminder, FOIA Training is being offered by the Town for staff, commission members, and volunteers on Tuesday, February 10, at 3:30 PM and 6 PM in the Council Chambers. The Freedom of Information Act (FOIA) Training/Presentation will be provided by the Director of Education & Communications, Russell Blair, from the State of Connecticut Freedom of Information Commission. I will be attending on behalf of the Library and encourage any Commission members who are interested to attend as well.

Jessica Franco, Library Director
jfranco@ledyardlibrary.org

General Services	B	GF	LPL	Last Month	Change	FY25	Change	
People Count	2012		1371	3383	3082	10%	3603	-6%
Directional Questions	122		74	196	175	12%	154	27%
Reference Questions	99		66	165	187	-12%	162	2%
Privacy Booth Use	6		0	6	8	-25%	0	0%
Curbside Pickup	0		0	0	0		0	0%
Library Card Registrations	N/A		N/A	52	32	63%		#DIV/0!
Meeting Room Use	7		3	10	17	-41%	18	-44%
Meeting Room Attendance	45		60	105	361	-71%	195	-46%
Website (pending)								
Wireless Use	1081		549	1630	1727	-6%	1683	-3%
Computer Use	110		157	267	270	-1%	265	1%
Homebound Participants	0		0	0	1	0%		n/a
Homebound Deliveries	0		0	0	1	0%		n/a
Seed Library (Packets Distributed)	0		0	0	0	0%	0	0%
Adult Volunteers	0		0	0	0	0%		0%
Adult Volunteer Hours	0		0	0	0	0%		0%
Youth Volunteers	2		0	2	4	-50%		#DIV/0!
Youth Volunteer Hours					0	#DIV/0!		#DIV/0!

Online Resources	LPL	Last Month	Change	FY25	Change
hoopla (Checkouts)	432	71	508%	715	-40%
hoopla (Viewing Users)	95	108	-12%	289	-67%
Libby (Checkouts)	2126	1868	14%	2076	2%
Libby (Active Users)	445	425	5%	396	12%
Palace Project (Checkouts)	28	41	-32%	17	65%
Palace Project (Patron Signups)	3	2	50%	7	-57%
Ancestry (Unique Sessions)	30	136	-78%	128	-77%
EBSCO (Pending)					
Job Now (Unique Visits)	0	1	-100%	0	0%
Workforce Solutions (Page Visits)	0	0	0%	0	0%
Shoutbomb (Total Texts for the Month)	210	242	-13%	184	14%
Transparent Language (Unique Users)	15	5	200%	15	n/a
Transparent Language (Total Sessions)	56	21	167%	53	6%

Marketing	LPL	Last Month	Change	FY25	Change
Constant Contact Open Rate	53%	51%	4%	54%	-2%
Constant Contact Subscribers	1983	1973	1%	1688	17%
Facebook Followers	2388	2379	0%	n/a	n/a
Facebook Content Interactions	494	777	-36%	440	12%
Facebook Views	32601	35556	-8%	33121	-2%
Instagram Followers	1988	1974	1%	n/a	n/a
Instagram Content Interactions	86	85	1%	142	-39%
Instagram Views	2197	2482	-11%	1965	12%
YouTube Subscribers	13	13	0%	13	0%
YouTube Views	0	1	0%	0	0%

Circulation	B	GF	LPL	Last Month	Change	FY25	Change
A. Fiction	524	335	859	825	4%	853	1%
A. Non-Fiction	223	138	361	327	10%	422	-14%
A. Graphic Novel	5	3	8	17	-53%	4	100%
A. Magazines	50	10	60	57	5%	75	-20%
A. Audio	8	11	19	25	-24%	28	-32%
A. Music	2	3	5	17	-71%	35	-86%
A. DVD	238	102	340	256	33%	284	20%
A. Other	56	41	97	103	-6%	84	15%
Adult Total	1106	643	1749	1627	7%	1785	-2%
YA Fiction	51	31	82	118	-31%	87	-6%
YA Non-Fiction	5	4	9	10	-10%	11	-18%
YA Graphic Novel	16	22	38	22	73%	53	-28%
YA Other	5	1	6	7	-14%	11	-45%
YA Total	77	58	135	157	-14%	162	-17%
J Fiction	654	551	1205	1294	-7%	1375	-12%
J Non-Fiction	146	99	245	181	35%	304	-19%
J Picture Book	402	364	766	532	44%	809	-5%
J Graphic Novel	177	130	307	265	16%	354	-13%
J DVD	71	71	142	111	28%	123	15%
J Audio	0	6	6	8	-25%	8	-25%
J Other	107	97	204	161	27%	200	2%
Juvenile Total	1557	1318	2875	2552	13%	3173	-9%
Total Circulation	2740	2019	4759	4336	10%	5120	-7%

JANUARY STATS - Draft

Programming	LPL	Last Month	Change	FY25	Change
<i>Adult</i>					
In-Person Onsite Programs	12	9	33%	5	140%
In-Person Onsite Attendance	79	63	25%	22	259%
In-Person Offsite Programs	1	1	0%	1	0%
In-Person Offsite Attendance	8	5	60%	7	14%
Virtual Programs	0	0	0%	0	0%
Virtual Attendance	0	0	0%	0	0%
Self-Directed Activities	0	0	0%	0	0%
Self-Directed Activities Participation	0	0	0%	0	0%
<i>Teen</i>					
In-Person Onsite Programs	2	1	100%	3	-33%
In-Person Onsite Attendance	40	0	0%	21	90%
In-Person Offsite Programs	0	0	0%	0	0%
In-Person Offsite Attendance	0	0	0%	0	0%
Virtual Programs	0	0	0%	0	0%
Virtual Attendance	0	0	0%	0	0%
Self-Directed Activities	0	0	0%	0	0%
Self-Directed Activities Participation	0	0	0%	0	0%
<i>Children</i>					
In-Person Onsite Programs	19	14	36%	18	6%
In-Person Onsite Attendance	400	279	43%	385	4%
In-Person Offsite Programs	1	5	-80%	2	-50%
In-Person Offsite Attendance	18	48	-63%	28	-36%
Virtual Programs	0	0	0%	0	0%
Virtual Attendance	0	0	0%	0	0%
Self-Directed Activities	4	4	0%	4	0%
Self-Directed Activities Participation	283	297	-5%	324	-13%

General Services	FY2024	FY2025	% Change	FY2026 (6 months)	Notes
People Count	41676	42302	1%	23069	
Reference Questions	3023	1983	-52%	1410	
Library Card Holders	4012	3911	-3%		
Privacy Booth Use	51	61	16%	34	
Meeting Room Bookings	154	140	-10%	70	
Wireless Use	24326	20849	-17%	10620	
Computer Use	3649	3597	-1%	1710	
Museum Passes	101	142	29%	75	
Curbside Pickup	11	0 N/A		31	

Online Resources	FY2024	FY2025	% Change	FY2026 (6 months)	Notes
hoopla Circ	6501	6604*	2%	928*	Canceled in April FY25, Friends Sept FY26
hoopla Users	2719	2743	1%	1324*	Canceled in April FY25, Friends Sept FY26
Libby Circ	21156	23721	11%	12243	Consistent increase
Libby Users	3779	4547	17%	2512	Consistent increase
Palace Project Circ	116	409	72%	639	Significant growth and demand
Ancestry (Unique Sessions)	1639	1751	6%	629	
Job Now (Unique Visits)	89	41	-117%	71	
Workforce Solutions (Page Visits)	2	1	-100%	1	
Shoutbomb (Total Texts for the Year)	2924	2338	-25%	1529	Included with LION
Transparent Language (Unique Users)	N/A	58	N/A	53	
Transparent Language (Total Sessions)	564*	364*	-55%	435	First two stats are under Mango Languages

Marketing	FY2024	FY2025	% Change	FY2026 (6 months)	Notes
Constant Contact Open Rate Percent	43	52	17%	51	Outpace industry average by 20-30%
Constant Contact Subscribers	1530	1820	16%	1994	Significant growth and primary marketing
Facebook Followers	1820	2066	12%	2385	
Facebook Content Interactions	10250	8634	-19%	4113	Needs improvement and plan in place
Facebook Views	12893	12924	0%	6114	
Instagram Followers	762	830	8%	912	
Instagram Content Interactions	3068	2291	-34%	785	Needs improvement and plan in place
Instagram Views	623	573	-9%	221	
YouTube Subscribers	10	11	9%	13	

Programming	FY2024	FY2025	% Change	FY2026 (6 months)	Notes
<i>Adult</i>					
In-Person Onsite Programs	98	96	-2%	83	Showing significant growth for this year
In-Person Onsite Attendance	516	475	-9%	391	
In-Person Offsite Programs	12	8	-50%	7	
In-Person Offsite Attendance	86	47	-83%	39	
Virtual Programs	5	0	N/A	0	Plan for regional partnerships
Virtual Attendance	66	0	N/A	0	
Self-Directed Activities	7	1	-600%	90	
Self-Directed Activities Participation	589	69	-754%	430	
<i>Teen</i>					
In-Person Onsite Programs	25	28	11%	12	
In-Person Onsite Attendance	220	152	-45%	157	
In-Person Offsite Programs	1	2	50%	1	
In-Person Offsite Attendance	9	188	95%	0	
Self-Directed Activities	25	3	-733%	13	
Self-Directed Activities Participation	1003	495	-103%	157	
<i>Children</i>					
In-Person Onsite Programs	193	213	9%	123	
In-Person Onsite Attendance	3621	5249	31%	2943	
In-Person Offsite Programs	28	26	-8%	18	
In-Person Offsite Attendance	653	1126	42%	511	
Self-Directed Activities	64	57	-12%	141	
Self-Directed Activities Participation	10330	8206	-26%	3454	

Circulation	FY2024	FY2025	% Change	FY2026 (6 months)	Notes
TOTAL ADULT	25260	22819	-11%	10821	
A. Fiction	11035	10544	-5%	5273	
A. Non-Fiction	4988	5016	1%	2221	
A. Graphic Novel	96	118	19%	58	
A. Magazines	1093	930	-18%	443	
A. Audio	637	494	-29%	200	
A. Music	405	417	3%	151	
A. DVD	5648	4133	-37%	1733	
A. Other	1358	1167	-16%	742	
TOTAL YA	2206	2211	0%	1204	
YA Fiction	1617	1519	-6%	823	
YA Non-Fiction	15	96	84%	65	
YA Graphic Novel	553	480	-15%	250	
YA Audio	2	0	0%	0	
YA Other	19	116	84%	66	
TOTAL JUVENILE	34244	39479	13%	19177	
J Fiction	13472	16895	20%	8253	
J Non-Fiction	4137	3876	-7%	1783	
J Picture Book	9340	10057	7%	5079	
J Graphic Novel	4134	4566	9%	2143	
J DVD	1789	1739	-3%	747	
J Audio	75	72	-4%	28	
J Other	1297	2274	43%	1144	
TOTAL CIRC	61710	64509	4%	31202	



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 26-0200

Agenda Date: 2/9/2026

Agenda #: 3.

REPORT

Staff/Committee Report:
Investment Working Group



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 26-0201

Agenda Date: 2/9/2026

Agenda #: 4.

REPORT

Staff/Committee Report:
Friends of Ledyard Library



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 26-0202

Agenda Date: 2/9/2026

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

MOTION to approve the Library Commission Special Meeting minutes January 12, 2026.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)