



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

Regular Meeting

Monday, September 15, 2025

7:00 PM

Gales Ferry Library

I. CALL TO ORDER

II. ROLL CALL

III. RESIDENTS & PROPERTY OWNERS COMMENTS

IV. PRESENTATIONS / INFORMATIONAL ITEMS

V. MEMBER COMMENTS

VI. REPORTS

1. Treasurer's Report

Treasurer's Report

2. Director's Report

Director's Report

Attachments: [Aug 2025 DRComm](#)
[July 2025 DRComm](#)

3. Policies for Proofread

Attachments: [Collection Development Policy9.4.25](#)
[Display Policy8.29.25](#)
[Ledyard Library Reconsideration policy 9.4.25](#)

4. Ledyard Library FY'25 Annual Report

Attachments: [Annual Report](#)

5. Investment Working Group

Investment Working Group

6. Friends of the Ledyard Library

Friends of the Ledyard Library

7. Report from the Library Director's Assessment Committee.

Report from the Library Director's Assessment Committee.

VII. APPROVAL OF MINUTES

1. Motion to approve the Library Commission Regular Meeting Minutes August 18, 2025.
Motion to approve the Library Commission Regular Meeting Minutes August 18, 2025.

Attachments: [18 august 2025 LIB COMMISSION MTG Revised \(3\)](#)

VIII. OLD BUSINESS

1. Any old business proper to come before the Commission.
Any old business proper to come before the Commission.

IX. NEW BUSINESS

1. Any new business proper to come before the Commission.
Any new business proper to come before the Commission.

X. 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 #: 25-2331

Agenda Date: 9/15/2025

Agenda #: 1.

REPORT

Staff/Committee Report:
Treasurer's Report



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2332

Agenda Date: 9/15/2025

Agenda #: 2.

REPORT

Staff/Committee Report:
Director's Report

Director's Report –Ledyard Library Commission meeting

Date: July 10, 2025

Library news:

1. Staffing Updates

- Stephanie Akers has resigned from her position as Library Associate due to health reasons.
- Amanda Marcelynas, a Ledyard community member and library patron, will begin training as a new Library Associate on August 13.
- Sarah Desormier will return to the Ledyard Library as a substitute-only staff member.

2. Legislative Compliance – Bill No. 1271

- Requires updates to the Collection Development & Maintenance Policy, Library Display & Program Policy, and Materials Review & Reconsideration Policy by Oct 1, 2025.
- Drafts are underway, with updates to the Collection Development and Materials Review policies already completed.

3. Programming and Events

- Summer Reading had 330 registrations and 2,300+ adventures logged.
- Fall programs planned include:
 - Bookbinding workshop
 - Victorian tea event
 - “Dying to meet you” Funeral home presentation

4. Collection Development & Weeding

- Transitioning primary book ordering to Ingram to address B&T vendor delays; staff feedback mostly positive, final assessment pending.
- Nonfiction weeding underway at both branches

5. Social Media

- Drue has significantly improved social media presence, contributing to increased program attendance.
- Assistant librarians note patrons have mentioned they learned about recent events via Drue's cross-posting on community pages.

6. Annual Report

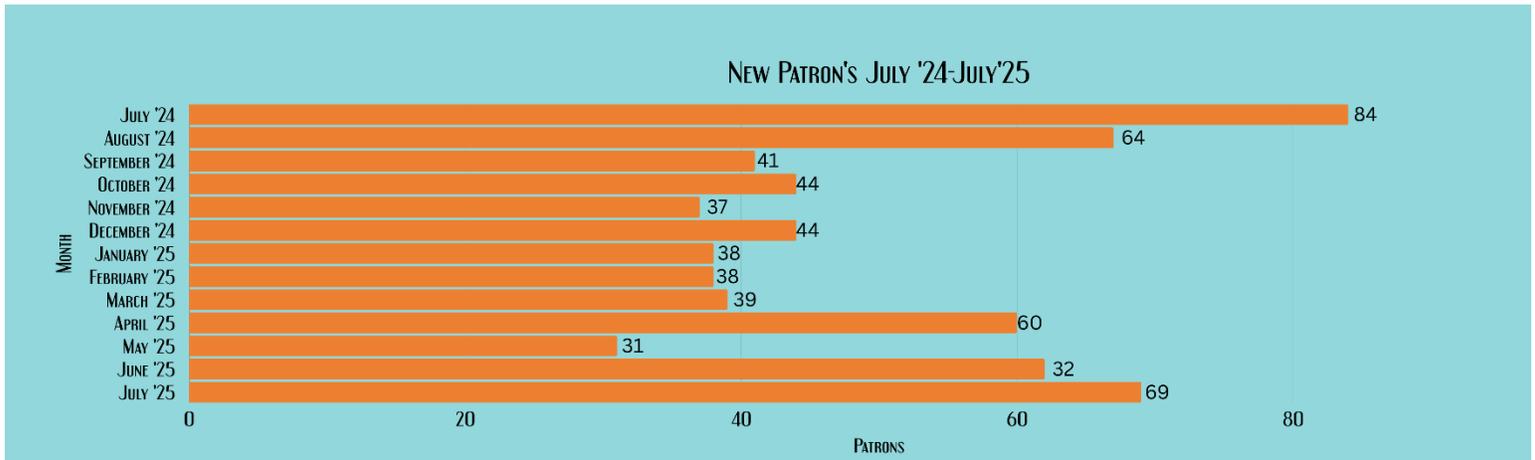
- Preparation progressing steadily.

Ebook stats (last two months)

	June '25 Stats	July '25 Stats
Libby	2157	2254
Palace	23	283
Hoopla	0	0

Checkouts (includes renewals and items Checked out from ILL)

	June 25	July 25
Bill Checkouts	3386	4113
GFCheckouts	2865	3346



Building:

- Public works ripped out the weeds from the side of Bill, and planted Wild Flower seeds.

Respectfully submitted, Ambrosia Lavallee



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2508

Agenda Date: 9/10/2025

Agenda #: 3.

POLICY-PROCEDURE

Motion/Request:

(type text here)

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

(type text here)

Body:

(type text here)

Ledyard Public Library Collection Development and Maintenance Policy

Purpose and Scope

Ledyard Public Library is committed to providing a robust, dynamic, and inclusive collection of materials that serve the interest, information, and enlightenment of all residents. Our goal is to ensure equitable access to a wide range of perspectives, ideas, and educational resources for people of all ages, abilities, and backgrounds.

This policy aligns with the principles outlined in the Freedom to Read Bill (CT Senate Bill 1271, June 4, 2025) and recognizes the public library as a vital place for voluntary inquiry, dissemination of information and ideas, and the promotion of free expression and free access to ideas by residents.

All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the General Statutes.

Intellectual Freedom and Censorship

Ledyard Public Library affirms the American Library Association's Library Bill of Rights, Freedom to Read, and Freedom to View statements. Materials are selected and maintained without restriction based on political, religious, or ideological viewpoint. Inclusion of any item does not imply endorsement of its content.

The Library respects intellectual freedom and limits reconsideration requests regarding materials, displays, or programs to individual residents of Ledyard.

Responsibility for Selection

The Library Director holds ultimate responsibility for the selection of library materials, operating under policies established by the Library Commission. Selection responsibilities may be delegated to qualified staff members with appropriate professional training. Librarians are professionally trained to curate and develop a collection that provides access to the widest array of library and educational materials.

Collection Philosophy

Library materials are selected to support a diverse range of informational, educational, cultural, and recreational needs, reflecting the mission, vision, and strategic plan of the Library. The collection encompasses print, multimedia, and digital resources, recognizing varied learning styles and preferences.

Materials are not excluded solely based on subject matter, viewpoint, or controversy. Electronic and digital resources are evaluated using the same professional standards as print materials, whether accessed in-library or remotely.

Objectives

The objectives of the Ledyard Public Library collection are to:

- Provide resources that meet the interests, information needs, and educational enrichment of all residents.
- Offer materials that address both current topics and topics of enduring value.
- Support digital, informational, and cultural literacy.
- Supplement local resources through electronic access and interlibrary loan services.
- Increase social awareness and promote active community involvement.
- Advance equity, diversity, and inclusion through thoughtful material selection.
- Represent a wide range of varied and diverging viewpoints in the collection as a whole.

- Preserve and promote free expression and voluntary inquiry for all community members.

Selection Criteria

Materials are evaluated using professionally accepted standards, considering all or some of the following:

- Accuracy, timeliness, accessibility, durability, and ease of use
- Cultural significance and critical acclaim
- Contemporary or historical significance of author or subject
- Diversity of viewpoints and experiences
- Literary, artistic, or informational merit
- Price, format, and availability
- Public demand, appeal, and local interest
- Relevance to current and potential community needs

Suggestions from patrons are welcome and evaluated using the same criteria.

Gifts and Donations

Gifts of physical materials, including those from local authors, must meet the same selection criteria as purchased materials. Monetary gifts intended for the collection are addressed in the Library's Gifts and Donations Policy. The Library reserves the right to determine the use, placement, and disposal of all donated materials.

Material Review Procedure

To ensure the collection remains current, relevant, and in good condition, library materials undergo a continuous professional review process based on the following:

1. **Material Relevance:** Meets current and potential community interests, educational needs, and informational requirements.
2. **Physical Condition:** Assess wear, damage, or obsolescence; determine repair or replacement needs.
3. **Availability of Duplicates:** Evaluate if multiple copies exist; replace worn or outdated copies as needed.
4. **Age-Appropriate / Grade-Level Suitability:** Ensure materials for children, teens, or educational purposes are suitable; update outdated or incomplete resources.
5. **Continued Demand:** Review circulation records, interlibrary loan requests, and patron inquiries to determine relevance; low-use items may be withdrawn if removal does not compromise collection balance or diversity.

Review Frequency: Conducted on an ongoing basis, with staff periodically evaluating sections or formats to maintain a balanced, up-to-date collection.

Outcome of Review:

- Materials not meeting criteria may be withdrawn, replaced, or updated.
- Withdrawn items may be donated, recycled, or disposed of according to Library procedures.
- Individual items removed from the collection are not held for specific patrons.
- This process ensures the collection remains aligned with professional standards, supports intellectual freedom, and meets evolving community needs.

Controversial Materials

The Library acknowledges that some materials may be controversial or represent diverse viewpoints. Decisions to include such materials are guided by professional standards, the Library's mission, and intellectual freedom principles.

Residents wishing to request a reconsideration of materials must first review the Ledyard Public Library's Material Review and Reconsideration Policy (available on the Library's website and upon request, in person) before submitting a reconsideration form.

Digital Collections and Databases

Digital materials and licensed databases are selected to expand access to information. They are evaluated using the same criteria as print materials and are accessible both in-library and remotely, within the limits of licensing agreements.

Ledyard Public Library Display and Program Policy

Ledyard Public Library affirms its role as a community resource dedicated to intellectual freedom, equitable access, and lifelong learning. Through curated displays and thoughtfully developed programs, the Library provides opportunities for residents to explore diverse perspectives, pursue personal interests, and engage in cultural and educational experiences.

All displays and programs are guided by professional standards of librarianship, the principles of free expression, and the protections against discrimination established under section 46a-64 of the Connecticut General Statutes. This policy outlines the purpose, principles, and responsibilities that govern both displays and programs, ensuring that they remain consistent with the Library's mission and values.

Section I: Displays

Purpose

Ledyard Public Library provides displays as an extension of its mission to offer free and open access to a diversity of ideas, resources, and experiences; to enhance the quality of life in the community; and to encourage lifelong learning. Displays are important resources for voluntary inquiry, the dissemination of information and ideas, and the promotion of free expression and free access to ideas by residents.

Principles and Criteria

- Displays are provided for the interest, information, and enlightenment of all residents.
- Displays represent a wide range of varied and diverging viewpoints.
- Displays provide access to content that is relevant to the research, independent interests, and educational needs of residents.
- Exhibits may include cultural, educational, or artistic materials and will be accepted as space allows.
- The display case at Bill Library is available to Ledyard residents, organizations, or businesses for non-commercial, cultural, and educational displays.
- Bulletin boards are used to post community information, announcements for non-profit events, and cultural activities. Library information receives priority.
- Items on display or posted do not imply endorsement by the Library or the Town.
- Library-curated displays are distinct from those submitted by community members or organizations. Staff-created displays are developed in alignment with library collection and service priorities, while community displays are accepted as space and policy allow.

Intellectual Freedom and Censorship

All displays are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the Connecticut General Statutes. Librarians are professionally trained to curate and develop displays in alignment with the Library's philosophy of free and open access to information.

The Library maintains a material review and reconsideration policy. Requests to reconsider displays are limited to individual residents of the Town of Ledyard.

Library Bill of Rights, Freedom to Read, and Freedom to View

This policy aligns with the American Library Association's Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement, affirming the Library's commitment to intellectual freedom and the broadest access to information for all.

Section II: Programs

Purpose

Library programs extend the mission of the Ledyard Public Library by providing opportunities for discovery, learning, cultural enrichment, and community engagement. Programs foster intellectual freedom, support educational and recreational interests, and enhance quality of life.

Definition of a Program

A library program is a planned presentation, workshop, performance, discussion, or event developed or coordinated by library staff, sometimes in partnership with community organizations. Programs may occur in-person, offsite, or virtually.

Roles and Responsibilities

- Librarians are professionally trained to curate, develop, and present programs that reflect a diversity of ideas and interests.
- The ultimate responsibility for the selection and approval of library programs rests with the Library Director.
- Library staff may collaborate with outside presenters, organizations, or performers when appropriate.
- Library-curated programs are distinct from those offered by outside groups or presenters. Staff-led programs are guided by library priorities and professional standards, while outside contributions are considered in partnership with staff oversight.

Program Selection

- Programs support the educational, informational, cultural, and recreational interests of the community.
- Programs represent the wide range of ideas and views found within the Library's collections and broader society.
- Programs will not serve as platforms for generating income for sponsoring groups or individuals, except when funds directly support the Library.
- Sales of products or services during programs are prohibited, with the following exceptions:
 - Authors selling books they have written.
 - Performers offering recordings for sale.
 - Artists selling their artwork.
 - Local artisanal products that are directly related to programming or events.

Program Development, Coordination, and Supervision

- Programs are developed with attention to quality, balance, and the interests of diverse audiences.
- Promotion of programs may include names or affiliations of presenters or organizations; this does not constitute endorsement, only acknowledgment.
- Staff coordinate logistics, promotion, and supervision to ensure accessibility and professionalism.

Program Access

- All library-sponsored programs are free and open to the public.
- Access is consistent with protections against discrimination outlined in section 46a-64 of the Connecticut General Statutes.
- Programs are designed to provide equitable opportunities for residents of all ages and backgrounds.

Virtual Programs

- The Library may offer virtual programs to expand accessibility and reach.
- The same standards of quality, intellectual freedom, and inclusivity apply to virtual programs as to in-person ones.

Program Materials

- Supplementary materials (handouts, recordings, or digital resources) may be provided in conjunction with programs.
- Materials reflect the same standards as the Library's collection and are intended for educational and informational purposes.

Program Evaluation

- Programs are regularly evaluated for quality, relevance, and community impact.
- Feedback from participants is considered in planning future programs.
- Requests to reconsider programs are governed by the Library's material review and reconsideration policy and are limited to individual residents of the Town of Ledyard.

Library Bill of Rights, Freedom to Read, and Freedom to View

This policy aligns with the American Library Association's Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement, affirming the Library's commitment to intellectual freedom and free expression.

Ledyard Public Library Material Review and Reconsideration Policy

I. Purpose

The Ledyard Public Library affirms every individual's right to access ideas and information representing a wide range of viewpoints. The Library subscribes to the American Library Association's Library Bill of Rights and the Freedom to Read Statement (attached at the end of this policy). In accordance with Connecticut General Statutes §46a-64, the Library ensures equitable access to materials without discrimination.

In accordance with Public Act 25-168, Sec. 322–323, the Library abides by all statutory requirements governing the review and reconsideration of library and educational materials, displays, and programs.

The Library's collections, displays, and programs are curated by trained professionals to reflect the diverse interests, informational needs, and values of the Ledyard community. A strong collection represents multiple perspectives, even when some of the material may be considered controversial.

II. Guiding Principles

The selection of library materials, displays, and programs is carried out according to professional standards and guided by the Library's Collection Development and Maintenance Policy and Display and Program Policy. Materials are not chosen or excluded on the basis of anticipated approval or disapproval by individuals or groups. The Library recognizes that while certain materials may be objectionable to some, others may find them valuable. Patrons are free to make their own choices regarding what they use, but no individual may impose restrictions on others.

Responsibility for children's and adolescents' use of library materials rests entirely with parents or legal guardians. The Library will not limit its selection or accessibility of materials due to the possibility that minors may encounter them.

III. Reconsideration Requests

In accordance with Public Act 25-168, Sec. 322–323, any resident of the Town of Ledyard with a vested interest may formally request the reconsideration of library materials, displays, or programs. To do so, the individual must speak with the Library Director and request a Request for Reconsideration Form. This form provides a structured way for patrons to express their concerns, ensuring that the Library can review them systematically and respectfully.

Only Ledyard residents may submit such requests. A completed form must identify the specific material, display, or program in question, indicate the portion or portions considered objectionable, and provide a clear explanation of the objection. The requester must also include their full legal name, address, and telephone number. Forms that are incomplete or missing any of this required information will not be accepted. Additionally, it should be noted that these forms are public records and are not considered confidential patron records under Connecticut General Statutes §11-25.

IV. Standards for Removal or Exclusion

The Library will not remove or cancel any material, display, or program solely because of the origin, background, or viewpoints expressed, or the origin, background, or viewpoints of the creator. Items

may only be excluded on the basis of legitimate, professionally accepted standards of collection maintenance as outlined in the Library's policies. Furthermore, the reconsideration process shall never favor nor disfavor any group based on protected characteristics.

When a request for reconsideration is submitted, the challenged item will remain available in the Library's collection or accessible for checkout, reserve, or use according to its catalog record until a final decision is made.

The review process will proceed as follows:

Library Director Review;

1. The Library Director will review the completed form.
2. The Director will read, view, or attend the material, display, or program in its entirety.
3. The Director will evaluate the request against the Library's established policies.
4. A written decision will be issued within sixty (60) days of receiving the request.
5. The written decision will be provided to the requester.

Appeal to the Library Commission;

1. If the requester is not satisfied with the Director's decision, they may appeal in writing to the Library Commission, the Library's governing body.
2. The Commission will evaluate the item using Library policies.
3. The Commission shall consult with the Library Director and external entities, including:
 - a.) The State Librarian or designee,
 - b.) A representative of the cooperating library service unit as defined in §11-9e of the General Statutes:
 - The President of the Connecticut Library Association or designee,
 - The President of the Association of Connecticut Library Boards or designee.
4. The Commission shall deliberate on the request, provide a written statement of the reasons for reconsideration or refusal to reconsider, and provide any final decision that is contrary to the decision of the Library Director.

VI. Limitations

Once a final decision has been made by either the Library Director or the Library Commission, no new requests for reconsideration of the same material, display, or program will be accepted for three (3) years. If multiple reconsideration requests for the same item are submitted within the same timeframe, the Library Director has the authority to consolidate them into a single review. Under no circumstances will library materials, displays, or programs be removed, excluded, or censored solely because an individual finds them offensive.

VII. Staff Protection

Any librarian or library staff member who, in good faith, implements the policies outlined in this document shall be immune from liability, whether civil or criminal, that might otherwise arise. This immunity extends to any judicial proceeding resulting from the implementation of these policies. These provisions ensure that library personnel can carry out their duties without fear of legal

repercussions, thereby fostering an environment in which intellectual freedom and the free exchange of ideas are protected.

Ledyard Public Library
Request for Reconsideration of Library Materials, Displays, or Programs Form

The Ledyard Public Library provides access to a wide range of ideas and information. If you are a resident of Ledyard and have concerns about specific materials, displays, or programs, please complete this form in full. Incomplete forms cannot be accepted.

*Note: Requests for Reconsideration are public records and are not confidential under Connecticut General Statutes §11-25.

Your Information (required)

- Full Legal Name: _____
- Address: _____
- Town/State/Zip: _____
- Phone Number: _____
- Email (optional): _____

Material, Display, or Program in Question

- Title/Description: _____
- Author/Creator (if applicable): _____
- Type (check one):
 - Book / eBook
 - Audiobook
 - DVD / Media
 - Magazine / Newspaper
 - Program / Event
 - Display / Exhibit
 - Other: _____

Your Concerns:

1. Specific portion(s) you find objectionable:

(Please cite pages, sections, scenes, or elements where possible.)

2. Explanation of your objection:

(Please describe in detail why you object to this material, display, or program.)

Acknowledgment;

By signing this form, I confirm that:

- I am a resident of the Town of Ledyard.
- I have completed this form in full.
- I understand that the challenged material, display, or program will remain available during the review process.

Signature: _____ Date: _____

For Library Use Only

- Date received: _____
- Staff initials: _____



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2510

Agenda Date: 9/10/2025

Agenda #: 4.

REPORT

Staff/Committee Report:
(type text here)

2025 - Ledyard, Town of, Ledyard - Ledyard Public Libraries

Library Survey

Survey	2025 Connecticut Public Library Survey
Survey Submission Status	Submitted
Date Submitted	08/22/2025 1:27 PM <small>2 weeks and 5 days ago</small>
Year	2025
Municipality	Ledyard, Town of
Population	15459
AENGLC Ranking	140
Library	Ledyard - Ledyard Public Libraries

1. General Information

TOWN

Town

Ledyard

LIBRARY

Library

Ledyard Public Library

STREET ADDRESS

Street Address

718 Colonel Ledyard Highway

MAIL ADDRESS

Mail Address

718 Colonel Ledyard Highway

TOWN

Town

Ledyard

ZIP CODE

Zip Code

06339

Telephone number

Telephone number

(860) 464-9912

Director's First Name

Director's First Name

Ambrosia

Director's Last Name

Director's Last Name

Lavallee

Director's E-MAIL for communicating with the Connecticut State Library staff

Director's E-MAIL for communicating with the Connecticut State Library staff

alavallee@ledyardlibrary.org

For non-principal PL - service population

FOR NON-PRINCIPAL PUBLIC LIBRARIES ONLY, if you have an identifiable population in your town which you serve (rather than serving the entire town or city) please provide the population number here. This might be a population number determined by a census district, a voting district, a village district, a taxing district, or a more unofficial estimate that you just go by generally. If you don't wish to provide a number, leave blank.

Square feet of main library

Square feet of main library

6150

Branch Libraries

Number of branch libraries (do not count kiosks - see definition)

1

Date of Latest Major Construction (Main Library)

Year completed of latest major construction

1982

Construction grant

Do you think your library might apply for construction grants for physical expansion, significant construction, or remodeling project in the next 4 years?

Maybe

Is Building Wheelchair Accessible?

Is your building wheelchair accessible?

Partly

Accessible rest room

Does your library have at least one wheelchair accessible rest room?

No

Public Meeting Room?

Does the library have one or more public MEETING ROOMS?

Yes

Meeting Room's Legal Seating Capacity

If YES, what is the legal seating capacity of largest meeting room?

55

Library Municipal or Association?

Is the library Municipal, Association, or Other?

Municipal

Library Board?

Does the library operate with a Library Board?

Yes

Elected (Municipal or Assoc), Appointed, Both, Neither

Are Board members elected or appointed?

Appointed

Advisory or Governing Board?

Is this Library Board a governing or an advisory board?

Advisory

Friends of the Library

Does the library have a Friends of the Library group?

Yes

Total Book Mobiles

Number of bookmobiles (must have an organized collection, scheduled stops, and paid staff to be considered a bookmobile)

0

Does the library meet the Federal Definition of a Public Library?

Does the library meet the Federal Definition of a Public Library?

Yes

Is the library a member of Connecticut Library Consortium?

Is the library a member of Connecticut Library Consortium?

Yes

Integrated Library System

If you are using an Integrated Library System (an automated system for catalog, circulation, etc.), what is its name? Network/consortium libraries should use the network/consortium name (e.g. Bibliomation, Library Connection, LION, S.E. CT Libraries).

LION

Provide the name of your current Library Board Chair(s).

Provide the name of your current Library Board Chair(s).

John Bolduc

of Non-Library Meetings Held in Library

How many meetings NOT sponsored or co-sponsored by the library took place in your meeting room(s)? Answer with 0 if this information is not available, or not applicable.

125

Library website

Library website (include https://)

<https://www.ledyardlibrary.org>

What you are proud of this fiscal year

Tell us something your library did in FY 2025 that you're proud of. You can also send longer explanations and photos to Barbara Ghilardi be shared in CSL's reports and online.

New director here. Our children's department introduced a new "toy library" collection for check out

2.1. Services

Annual Public Service Hours

Total Annual Service Hours
(Main Library Only)

Annual Public Service Hours for the Main Library Only

2556

Weeks Open

Total Number of Weeks the Main Library was open (count all weeks the library was open for half or more of its scheduled service hours)

52

Open Sunday?

Was the main library OPEN ON SUNDAYS most of the year?

Yes

Hours Open in a Typical
Week (Main Library)

Hours Open (main) in a typical (non-summer) week during FY 2025

53

Total Library Visits

Total Annual Library Visits to June 30, 2025

42302

Count Using People
Counter?

Is the answer in 2.5 based on a tally from a people-counter?

No

Actual Count or Estimate
Based on Sample?

Regarding the number of library visits you entered in 2.5, is this an annual count or an estimate based on a typical week?

Annual Count

Total Registered Resident
Borrowers

Total registered resident library users (i.e. library card-holders that are town residents) as of June 30, 2025 or thereabouts. Make sure your count does not include any cards that expired earlier than July 1, 2024.

3911

Library Card Expire Date

When do your resident library cards expire?

4 Years

Internet Computers for
the Public

How many internet accessible computers did the library have for general public use? Report the number of the library's Internet computers (personal computers, laptops, and tablets), whether purchased, leased, or donated, used by the general public in the library. Do not include computers that connect to the Internet for a dedicated purpose (e.g. to access an OPAC or specific database, or to train the public).

12

digital content accessible

Does your library make its digital content, such as your website, marketing materials, newsletters, social media posts, and other documents, available in formats that are accessible (screen reader and keyboard navigation compatible)?

No

CIPA Compliant

Is your library compliant with the Children's Internet Protection Act (CIPA)? In order to be CIPA compliant, libraries must have: 1. An Internet safety policy 2. A technology protection measure, such as a filter 3. A hearing or meeting about the Internet safety policy and technology protection measure, as advertised through a public notice. Learn more. [Learn more about CIPA](#)

Yes

Fastest Internet Connection

What is your fastest type of Internet service connection? (if you participate in the CT Education Network and this is fastest, choose "CEN")

Cen

Internet Connection Speed

What was your subscribed-for download speed of connection (the speed of connection you purchase - if you CT Education Network provides your connection, choose "CEN"). Libraries can check your service contracts to see what speed you're paying for, or you can test your speeds at [SpeedTest](#).

CEN

Usual Computer Session Length

What session length do you usually provide your users?

no limit

Number of Wifi Sessions

Report the number of Wireless (Wi-Fi) Sessions on your library network(s) during FY2025. If you can't or don't keep track of this number, answer n/a.

20849

Public Internet Computers
Sessions

Report the number of Sessions on the library's Public Internet Computers during FY2025. DO NOT include Wireless (Wi-Fi) sessions from user-owned devices.

3597

Annual Count or Estimate
Based on Sample?

Regarding the number of Wireless Sessions you entered in 2.14, is this an annual count or an annual estimate based on a typical week of hardware logging or network scanning?

Annual Count

Total Reference
Transactions

How many reference transactions did the library respond to for the year ending June 30, 2025? Do not include directional or policy questions.

1983

Annual Count or Estimate
Based on Sample?

Regarding the number of reference transactions you entered in 2.15, is this an annual count or estimate based on a typical week?

Annual Count

Number of one on one
tech consultations

Number of One-on-One Tech Consultations

780

Annual Count or Estimate
Based on Sample?

Regarding the number of Sessions on Public Internet Computers you entered in 2.13, is this an annual count or an annual estimate based on a typical week or weeks?

Annual Count

2. Programs

Childrens Programs for
Ages 0 to 2

Does your library hold programs specifically for the 0 - 2 age group?

Yes

Children's Programs for
Ages 3 to 5

Does your library hold programs specifically for the 3 - 5 age group?

Yes

Children's Programs for
Ages 6 to 11

Does your library hold programs specifically for the 6 - 11 age group?

Yes

Programs for Children Ages 0-5

In-Person Onsite
Children's Programs ages
0-5

In-Person Onsite Children's Programs (ages 0-5)

154

In-Person Offsite
Children's Programs ages
0-5

In-Person Offsite Children's Programs (ages 0-5)

23

Live Virtual Children's
Programs ages 0-5

Live Virtual Children's Programs (ages 0-5)

0

Total # Synchronous
Children's Programs ages
0-5

Total # Synchronous Programs for Children Ages 0-5

177

Prerecorded Children's
Programs ages 0-5

Prerecorded (on-demand) Children's Programs (ages 0-5)

0

In-Person Onsite Children's
(ages 0-5) Attendance

In-Person Onsite Children's Program (ages 0-5) Attendance. Count
all those attending, including adults.

3491

In-Person Offsite Children's
(ages 0-5) Attendance

In-Person Offsite Children's Program (ages 0-5) Attendance. Count
all those attending, including adults.

352

Live Virtual Children's (ages
0-5) Attendance

Live Virtual Children's Program (ages 0-5) Attendance. Count all
those attending, including adults.

0

Total Attendance at 0-5
Programs

Total Attendance at Synchronous Programs for Children Ages 0-5

3843

Views of Prerecorded
Children's (ages 0-5)
Programs

Views of Prerecorded Children's Programs (ages 0-5)

0

Programs for Children Ages 6-11

# In-Person Onsite Children's Programs ages 6-11	Number of In-Person Onsite Children's Programs (ages 6-11)
59	
# In-Person Offsite Children's Programs ages 6-11	Number of In-Person Offsite Children's Programs (ages 6-11)
3	
# Live Virtual Children's Programs ages 6-11	Number of Live Virtual Children's Programs (ages 6-11)
0	
Total # Synchronous Children's Programs ages 6-11	Total Number of Synchronous Children's Programs (ages 6-11)
62	
# Prerecorded Children's Programs ages 6-11	Number of Prerecorded (on-demand) Children's Programs (ages 6-11)
0	
In-Person Onsite Children's (ages 6-11) Attendance	In-Person Onsite Children's Program Attendance (count all those attending, including adults)
1758	
In-Person Offsite Children's (ages 6-11) Attendance	In-Person Offsite Children's Program (ages 6-11) Attendance (count all those attending, including adults)
774	

Live Virtual Children's (ages 6-11) Attendance	Live Virtual Children's Program (ages 6-11) Attendance (count all those attending, including adults)
--	--

0

Total Attendance at 6-11 programs	Total Attendance at Synchronous Children's Programs (ages 6-11)
-----------------------------------	---

2532

Views of Prerecorded Children's (ages 6-11) Programs	Views of Prerecorded Children's Programs (ages 6-11)
--	--

0

Programs for YA/Teens (Ages 12-18)

# In-Person Onsite Teen/YA Programs	Number of In-Person Onsite YA Programs
-------------------------------------	--

28

# In-Person Offsite Teen/YA Programs	Number of In-Person Offsite YA Programs
--------------------------------------	---

2

# Live Virtual Teen/YA Programs	Number of Live Virtual YA Programs
---------------------------------	------------------------------------

0

Total # Synchronous Teen/YA Programs	Total Number of Synchronous YA Programs
--------------------------------------	---

30

# Prerecorded Teen/YA Programs	Number of Prerecorded (on-demand) YA Programs	0
In-Person Onsite Teen/YA Attendance	In-Person Onsite YA Program Attendance	152
In-Person Offsite Teen/YA Attendance	In-Person Offsite YA Program Attendance	188
Live Virtual Teen/YA Attendance	Live Virtual YA Program Attendance	0
Total Attendance at Synchronous Teen/YA Programs	Total Attendance at Synchronous YA Programs	340
Views of Prerecorded Teen/YA Programs	Views of Prerecorded YA Programs	0
Programs for Adults (Ages 19+)		
# In-Person Onsite Adult Programs	Number of In-Person Onsite Adult Programs	96
# In-Person Offsite Adult Programs	Number of In-Person Offsite Adult Programs	8

# Live Virtual Adult Programs	Number of Live Virtual Adult Programs	0
Total # Synchronous Adult Programs	Total Number of Synchronous Adult Programs	104
# Prerecorded Adult Programs	Number of Prerecorded (on-demand) Adult Programs	0
In-Person Onsite Adult Attendance	In-Person Onsite Adult Program Attendance	475
In-Person Offsite Adult Attendance	In-Person Offsite Adult Program Attendance	47
Live Virtual Adult Attendance	Live Virtual Adult Program Attendance	0
Total Attendance at Synchronous Adult Programs	Total Attendance at Synchronous Adult Programs	522
Views of Prerecorded Adult Programs	Views of Prerecorded Adult Programs	0

All Other Programs Not Counted Above (includes intergenerational, family, and all-ages programs)

In-Person Onsite Other Programs

Number of In-Person Onsite General Programs

2

In-Person Offsite Other Programs

Number of In-Person Offsite General Programs

0

Live Virtual Other Programs

Number of Live Virtual General Programs

0

Total # Synchronous Other Programs

Total Number of Synchronous General Programs

2

Prerecorded Other Programs

Number of Prerecorded (on-demand) General Programs

0

In-Person Onsite Other Attendance

In-Person Onsite General Program Attendance

98

In-Person Offsite Other Attendance

In-Person Offsite General Program Attendance

0

Live Virtual Other
Attendance

Live Virtual General Program Attendance

0

Total Attendance at
Synchronous Other
Programs

Total Attendance at Synchronous General Programs

98

Views of Prerecorded
Other Programs

Views of Prerecorded General Programs

0

Program Totals

Total # In-Person Onsite
Programs

Total Number of In-Person Onsite Programs (2.20a + 2.22a + 2.24a
+ 2.26a)

339

Total # In-Person Offsite
Programs

Total Number of In-Person Offsite Programs (2.20b + 2.22b + 2.24b
+ 2.26b)

36

Total # Live Virtual
Programs

Total Number of Live Virtual Programs (2.20c + 2.22c + 2.24c +
2.26c)

0

Total # Synchronous
Programs

Total Number of Synchronous Programs (2.28a + 2.28b + 2.28c)

375

Total # Prerecorded Programs	Total Number of Prerecorded (on-demand) Programs (2.20e + 2.22e + 2.24e + 2.26e)
	0
Total # In-Person Onsite Attendance	Total in-Person Onsite Attendance (2.21a + 2.23a + 2.25a + 2.27a)
	5974
Total # In-Person Offsite Attendance	Total in-Person Offsite Attendance (2.21b + 2.23b + 2.25b + 2.27b)
	1361
Total # Live Virtual Attendance	Total Live Virtual Program Attendance (2.21c + 2.23c + 2.25c + 2.27c)
	0
Total # Synchronous Attendance	Total Attendance at Synchronous Programs (2.29a + 2.29b + 2.29c)
	7335
Total # Prerecorded Views	Total Views of Pre-recorded Programs (2.21e + 2.23e + 2.25e + 2.27e)
	0
sensory friendly	Has your library provided sensory friendly library programming or spaces?
	<input type="button" value="Yes"/>

Program Expenditures

Children's Program
Expenditures

Children's Program Expenditures

1997

All Other Program
Expenditures

All Other Program Expenditures

2178.46

Library Also Has Program
Expenditures Paid by
Friends, etc.

Does another organization (e.g. Friends Group) pay directly for some or all of the programs organized at least in part by your library (and therefore are not reflected in 2.32 or 2.33)?

Yes

Self-Directed Activities

Self-Directed Activities
Children 0-5

Number of Self-directed Activities for ages 0-5

28

Self-Directed Activities
Children 6-11

Number of Self-directed Activities for ages 6-11

29

Self-Directed Activities
Teen/YA

Number of Self-directed Activities for ages 12-18

3

Self-Directed Activities
Adults

Number of Self-directed Activities for ages 19+

1

# Self-Directed Activities General	Number of Self-directed Activities for general interest	0
Total # Self-Directed Activities	Total Number of Self-directed Activities	61
# Participants in Activities Children 0-5	Number of Participants in Activities for ages 0-5	2914
# Participants in Activities Children 6-11	Number of Participants in Activities for ages 6-11	5292
# Participants in Activities Teen/YA	Number of Participants in Activities for ages 12-18	495
# Participants in Activities Adults	Number of Participants in Activities for ages 19+	69
# Participants in Activities General	Number of Participants in Activities for general interest	0
Total # Participants in Activities	Total Number of Participants in Activities	8770

did you run a summer library program for 0-5

For Summer 2025 did you run a summer library program for kids 0-5

Yes

did you run a summer library program for 6-11

For Summer 2025 did you run a summer library program for kids 6-11

Yes

did you run a summer library program for 12-18

For Summer 2025 did you run a summer library program for teens 12-18

Yes

did you run a summer library program for adults

For Summer 2025 did you run a summer library program for adults

Yes

did you run a summer library program for families

For Summer 2025 did you run a summer library program for families

Yes

did you partner with schools on your summer planning

For Summer 2025 did you partner with schools on your summer library planning?

No

did you partner with other local institutions on summer planning

For Summer 2025 did you partner with other local institutions on summer library planning?

No

did you use the iRead resource guide?

For Summer 2025 did you use the iRead resource guide?

No

3. Collections

Physical Collections

Adult Print Books	Adult Print Books	31614
YA Print Books	YA Print Books	2034
Children's Print Books	Juvenile Print Books	17751
Physical Audio Held	Audio - physical items (e.g. books on C.D or audiocassette, music on C.D., Playaways, etc.)	2372
Physical Video Held	Video - physical items (e.g. DVDs, videocassettes)	4909
Other Non-Print Items	All other physical library materials not included above (art prints, toys, kits, electronic/computer games on disk, etc.)	1158
Total Print Books Held	Total Print Items	51399

Total Non-Print Phys. Items
Held

Total Non-Print items

8439

Non-English Language Collections

Foreign Language
Collection For Children

If your library has what you consider substantial, active, non-English language print collections for children, please indicate which languages. This answer has been prefilled from last year. If anything has changed, please change your answer.

Spanish

Does your library have what you consider are substantial, active, non-English language print collections for adults? These answers have been prefilled from last year. If anything has changed, please change your answer.

Chinese

Chinese

No

French

French

No

German

German

No

Italian

Italian

No

Japanese

Japanese

No

Korean

Korean

No

Polish

Polish

No

Portuguese

Portuguese

No

Russian

Russian

No

Spanish

Spanish

Yes

Hindi

Hindi

No

Other

Other (please list)

no

braille and large print

Has your library provided access to materials in large print, braille, or audio described DVDs?

Yes

Number of Licensed Databases and other Electronic Collections.State's researchIT CT
(iCONN) databases

State's researchIT CT (iCONN) databases

38

Local, Consortia, and all
other databases and
electronic services

Local, Consortia, and all other databases and electronic services

5

Total licensed databases
and electronic services

Total licensed databases and electronic services

43

Total Physical Collection

Total Physical Items

59838

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions.

e-books - library

Did your library provide access to e-books purchased solely by the library?

Yes

e-books - consortium

Did your library provide access to e-books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?

Yes

e-books - state library

Did your library provide access to e-books provided by the state library or another state agency at no or minimal cost to the library?

Yes

E-Serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions.

e-serials - library

Did your library provide access to e-serials purchased solely by the library?

No

e-serials - consortium

Did your library provide access to e-serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?

Yes

e-serials - state library

Did your library provide access to e-serials provided by the state library or another state agency at no or minimal cost to the library?

No

E-audio are digital files of sound only (e.g audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions.

e-audio - library

Did your library provide access to e-audio purchased solely by the library?

Yes

e-audio - consortium

Did your library provide access to e-audio purchased via consortium, cooperative, or other similar group at the local, regional, or state level?

Yes

e-audio - state library

Did your library provide access to e-audio provided by the state library or another state agency at no or minimal cost to the library?

Yes

E-videos are digital files of moving visual images with or without sound (e.g. movies, television shows) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering this question.

e-video - library

Did your library provide access to e-videos purchased solely by the library?

Yes

e-video - consortium

Did your library provide access to e-videos purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?

No

e-video -state library

Did your library provide access to e-videos provided by the state library, or another state agency at no or minimal cost to the library?

No

Research Databases are organized collections of electronic data or records (e.g. facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions.

research databases -
library

Did your library provide access to research databases purchased solely by the library?

Yes

research databases -
consortium

Did your library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?

Yes

research databases - state
library

Did your library provide access to research databases provided by the state library or another entity at no or minimal cost to the library?

Yes

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Do not consider resources available for free when answering the following questions.

online learning - library

Did your library provide access to online learning platforms purchased solely by the library?

Yes

online learning -
consortium

Did your library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?

No

online learning - state
library

Did your library provide access to online learning platforms provided by the state library or another entity at no or minimal cost to the library?

Yes

4. Circulation

Automatic Renewals

Does your library automatically renew physical items?

Yes

Books - physical items only

ADULT

ADULT

25199

YA

YA

2683

JUVENILE

JUVENILE

41216

OTHER

OTHER (including any items where the age level is not known)

0

Physical Book Circulation

TOTAL BOOKS CIRCULATION

69098

Audio - physical items only

ADULT

ADULT

794

YA

YA

3

JUVENILE

JUVENILE

118

OTHER

OTHER (including any items where age level is not known)

0

TOTAL AUDIO
CIRCULATION

TOTAL AUDIO CIRCULATION

915

Video - physical items only

ADULT

ADULT

8494

YA

YA

0

JUVENILE

JUVENILE

1739

OTHER

OTHER (including any items where the age level is not known)

0

TOTAL VIDEO
CIRCULATION

TOTAL VIDEO CIRCULATION

10233

All Other Physical Items

ADULT

ADULT

1897

YA

YA

0

JUVENILE

JUVENILE

1367

OTHER

OTHER (including any items where the age level is not known)

0

Circulation of All Other
Physical Items

TOTAL ALL OTHER ITEMS

3264

Total Circulation of Physical ItemsTOTAL ADULT
CIRCULATION

TOTAL ADULT CIRCULATION

36384

TOTAL YA CIRCULATION

TOTAL YA CIRCULATION

2686

TOTAL JUVENILE
CIRCULATION

TOTAL JUVENILE CIRCULATION

44440

OTHER CIRCULATION

OTHER CIRCULATION

0

Total Physical Items
Circulation

TOTAL CIRCULATION OF PHYSICAL ITEMS

83510

Electronic (digital) Materials can be circulated include e-books, e-magazines, and downloadable electronic video and audio files. They are distributed digitally and can be accessed via a computer, the Internet, or a portable device such as an e-book reader. Only count items that require user authentication and have a limited period of use. Electronic Materials packaged together as a unit and checked out as a unit are counted as one unit. Do not include article downloads from databases in electronic circulation. Count all checkouts, including renewals.

e-book circulation adult

Adult

7589

ebook circulation YA

YA

521

ebook circulation juvenile

Juvenile

989

ebook circulation other

Other (including any items where age level is not known)

264

total ebooks circulation

Total E-Books

9363

Electronic Magazines - E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than a single article returned from a research query.

e-serials circulation adult

Adult

0

e-serials circulation YA

YA

0

e-serials circulation
juvenile

Juvenile

0

e-serials other

Other (including any items where age level is not known)

8057

e-serials total circulation	Total E-Serials
-----------------------------	-----------------

8057

E-Audio are digital files of sound only (e.g. audiobooks, music) that may be accessed online from an electronic device.

ADULT_eaudio	ADULT (do not include researchIT circulation)
--------------	---

3735

YA_eaudio	YA (do not include researchIT circulation)
-----------	--

715

JUVENILE_eaudio	JUVENILE (do not include researchIT circulation)
-----------------	--

431

OTHER_eaudio (including any items where age level is not known)	OTHER (including any items where age level is not known)
---	--

8754

Audio Downloads (Counted with Audio Circulation)	TOTAL DOWNLOADABLE AUDIO
--	--------------------------

13635

E-Videos are digital files of moving visual images (e.g. movies, television shows) with or without sound that may be accessed online from an electronic device.

ADULT_evideo	ADULT
--------------	-------

337

YA_evideo	YA	0
JUVENILE_evideo	JUVENILE	52
OTHER_evideo (including any items where age level is not known)	OTHER (including any items where age level is not known)	0
Video Downloads (Counted with Video Circulation)	TOTAL DOWNLOADABLE VIDEO	389
eGo statistics		
Palace checkouts of CSL owned ebooks, all ages	Palace checkouts of CSL-owned ebook titles, all ages	111
Palace checkouts of CSL owned audiobooks, all ages	Palace checkouts of CSL-owned eaudio, all ages	186
Total E-Media Circulation	TOTAL ALL ELECTRONIC CIRCULATION	31741

How many do not have
fixed lending periods

In the total reflected in the above (4.41) figure, how many of these items are downloads that DO NOT have fixed lending periods. Examples would include Zinio magazine issues and any download that does not have a fixed time period for use. If you have no way of determining this number, use 0.

0

Total Circulation of all Items, All Formats

Total Adult Circulation, All
Formats

TOTAL ADULT CIRCULATION

48045

Total YA Circulation, All
Formats

TOTAL YA CIRCULATION

3922

Total Children's Circulation,
All Formats

TOTAL JUVENILE CIRCULATION

45912

Other Circulation (Age Not
Specified)

OTHER CIRCULATION

17372

Total Book Circulation

TOTAL BOOK CIRCULATION

78572

Total Audio Circulation

TOTAL AUDIO CIRCULATION

14736

Total Video Circulation

TOTAL VIDEO CIRCULATION

10622

Total Circulation

TOTAL CIRCULATION OF ALL KINDS

115251

Interlibrary Loan

Total ILLs Borrowed

Borrows (your library borrowed material directly from another library)

9174

Total ILLs Loaned

Loans (your library lent material directly to another library)

6813

Library materials to homebound

Does your library have a program to deliver library materials to the homebound?

Yes

5. Staff

Staff

Volunteer Hours In Typical Week

If the Library uses volunteers, provide the number of volunteer hours in a typical week

16.9

Hours in Full-Time Work Week

A typical full-time employee of your library works how many hours in a regular work week? (use N/A if no-one works at least 30 hours)

40

MLS/MLIS childrens librarian 30 hours or more

Do you have at least one M.L.S./M.L.I.S.-degreed librarian working 30 hours or more per week providing Children's Services?

No

MLS/MLIS childrens less than 30 hours

If you answered "no" to question 5.3, do you have at least one M.L.S./M.L.I.S.- degreed librarian working less than 30 hours per week providing Children's Services?

No

MLS/MLIS ya librarian 30 hours or more

Do you have at least one M.L.S./M.L.I.S.-degreed librarian working 30 hours or more per week providing YA/Teen Services?

No

MLS/MLIS ya librarian less than 30 hours

If you answered "no" to question 5.4, do you have at least one M.L.S./M.L.I.S.- degreed librarian working less than 30 hours per week providing YA/Teen Services?

No

Number of library staff positions as of June 2025. Include temporary unfilled positions. Include maintenance and security positions employed for the library.

Staff hours doing professional library work during a typical week with MLS/MLIS

Staff hours doing professional library work during a typical week. Include M.L.S./M.L.I.S.-degreed librarians and non-M.L.S./M.L.I.S. librarians doing professional-level work. Add together all professional librarians' hours for a typical week (full and part-time).

250

Total Prof FTEs Based On 40 Hours

Total Professional Full-Time Equivalent Employees based on 40 hours/week

6.25

Professional work by MLS/MLIS

For 5.5 (staff doing professional library work), how many of these hours represent work by M.L.S./M.L.I.S.-degreed librarians only? (add together all M.L.S./M.L.I.S. librarians' hours for a typical week).

80

Total MLS FTEs Based On 40 Hours

Total MLS/MLIS Full-Time equivalent employees, based on 40 hours/week

2

All other Paid Staff hours	All other Paid Staff hours (all staff hours not counted in 5.5 above). Add together all f/t and p/t hours in a typical week.	170
Total for all other FTE employees	Total for all other full-time equivalent employees, based on 40 hours/week	4.25
Total FTE Employees Based on 40 Hours	Total Paid FTE Employees	10.5
Entry Level MLS Salary	If the Library Board or Town has adopted a MINIMUM SALARY for an entry level full- time MLS LIBRARIAN, please provide it here (give hourly rate or salary adjusted to a 40 hour week).	n/a
Approx. Number of Full-Time Staff	Approximately how many library employees work full-time (i.e. 30 hrs. per week or more)?	6
Approx Number of Part-Time Staff	Approximately how many library employees work part-time (i.e. less than 30 hrs.)?	7

Current Hourly Salary Information

Director's Salary or Range

Director's Current FY2026 Hourly Rate

41.00

Hours Per Week

Number of hours in Director's official work week

40

Assistant Director's Salary
or Range

Assistant Director's Current FY2026 Hourly Rate

28.90

Hours Per Week

Number of hours in Asst. Director's official work week

40

Children's Librarian's
Salary or Range

Children's Librarian's Current FY2026 Hourly Rate

28.07

Hours Per Week

Number of hours in Children's Librarian's official work week

40

Reference / Adult Services
Librarian's Salary or Range

Reference/Adult Services Librarian's Current FY2026 Hourly Rate

26.45

Hours Per Week

Number of hours in Reference/Adult Services Librarian's official
work week

40

Library Technical Asst
Salary or Range

Library Technical Assistant (or equivalent) Current FY2026 Hourly
Rate

27.17

Hours Per Week

Number of hours in Library Technical Assistant's official work week

30

Library Clerk/Assist. Salary
or Range

Library Clerk/Assistant (or equivalent) Current FY2026 Hourly Rate

16.66-17.74

Hours Per Week

Number of hours in Library Clerk/Assistant's official work week

7-15/wk

Does the library or town currently offer library staff the following EMPLOYEE BENEFITS? Only say "yes" if municipality or association is paying for at least a portion of the cost.

Staff Labor Union?

Collective bargaining unit and/or union membership

Yes

Cont. Ed Reimbursement
Full Time

Staff reimbursement for continuing education

Yes

Cont. Ed Reimbursement
Part Time

For other than full time employees?

Yes

Medical Insurance Full Time

Medical insurance

Yes

Medical Insurance Part Time

For other than full time employees?

Yes

Medical Insurance Co-Paid By Employee

Employee contributes a portion?

Yes

Dental Insurance Full Time

Dental insurance

Yes

Dental Insurance Part Time

For other than full time employees?

Yes

Dental Insurance Co-Paid By Employee

Employee contributes a portion?

Yes

Life Insurance Full Time

Life insurance

Yes

Life Insurance Part Time

For other than full time employees?

Yes

Life Insurance Co-Paid By Employee

Employee contributes a portion?

No

Disability Insurance Full Time

Disability insurance

Yes

Disability Insurance Part Time

For other than full time employees?

Yes

Disability Insurance Co-Paid By Employee

Employee contributes a portion?

No

Retirement Plan Full Time

Retirement plan

Yes

Retirement Plan Part Time

For other than full time employees?

Yes

Retirement Plan Co-Paid By Employee

Employee contributes a portion?

Yes

Sick Leave Full Time

Sick Leave

Yes

Sick Leave Part Time

For other than full time employees?

Yes

Sick Leave Maximum Days
Per Year

Maximum number of days earned per year?

20

Some Sick Leave Rolls Over

At least some un-used sick days roll over to next year?

Yes

Vacation Leave Full Time

Vacation Leave

Yes

Vacation Leave Part Time

For other than full time employees?

Yes

Vacation Leave Max.Days
Per Year

Maximum number of days earned per year?

20

Some Vacation Leave Rolls
Over

At least some un-used vacation days roll over to next year?

Yes

6. SJEDIA

Social Justice, Diversity, Equity, Inclusion, and Accessibility

Online Card Registration

Did the library allow users to complete registration for library cards online without having to come to the library during FY 2025?

Yes

Outside/ Curbside Service

Did the library provide "outside" or "curbside" service for circulation of physical materials at one or more outlets during FY2025?

Yes

Outdoor/ Curbside
Appointments

Optional: If your library offered curbside or outdoor service, enter the number of transactions/appointments.

0

Outdoor/ Curbside
Patrons

Optional: If your library offered curbside or outdoor service, enter the number of patrons who used this service.

0

Provide WiFi access to
users outside of the
building

Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during the FY2025?

Yes

EDI Plan

Does your library have an Equity, Diversity, and Inclusion plan?

No

assistive technology for the blind low vision

Does your library have assistive technology, such as screen reading software or magnifiers, for library patrons who are blind or have low vision?

Yes

assistive technology for the deaf or hard of hearing

Has your library provided accommodations or assistive technology, such as American Sign Language interpreters, open captioning (real-time or scripted), close captioning, or assistive listening devices, for deaf or hard of hearing patrons?

No

Library Lends Computers For Home

Does the library lend computers for patrons to take home? This can include laptops, Chromebooks, or tablets but does not include devices used exclusively for ebooks.

No

Library Lends Hotspots For Home

Does the library lend hotspots for patrons to take home?

No

Charge overdue fines to print materials

As of June 30, 2025, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?

No

Pay per-day fine for a book

What is your library's per-day overdue fine for a typical item from your book collection?

Pay per-day fine for a DVD

What is your library's per-day overdue fine for a typical DVD?

SJEDIA training

Are library staff required to participate in SJEDIA training/professional development?

No

7. Income

Operating Income from Your Municipality

Municipal appropriation
received FY2025

Municipal appropriation received FY2025

627909

Funds returned to
municipality

If any of the funds in 7.1 were returned to the Municipality, provide that amount here

4018

Municipal appropriation
for FY2025

Municipal appropriation for FY2025

623891

Appropriation received
from nearby town to
provide library services

Appropriation received from nearby town to provide library services. Griswold (Slater), Salem, and Winchester (Beardsley) only.

0

Library's Municipal
Appropriation for this year

Total Operating Income from Municipal Sources during FY2025

\$623,891.00

Receipts from fees for library services

Income From Fees and
Charges

Total from fees and fines of all kinds (e.g. Fines, Meeting Room, Copier, Printer, FAX fees)

9746.42

Fees and Charges
Returned To Town

If any money received from fees and fines was turned over to the Town Fiscal Authority, please provide the amount here.

9746.42

Income Kept From Fees
and Charges

Total Income from Fees & Fines

\$0.00

Library charge library
patrons fees for resident
borrowers cards

Does your library charge library patrons fees for resident borrowers cards (not including lost card replacements); or charge fees to residents for access to any of the library's collections, including DVDs and books-on-tape; or include fees for placing materials on reserve? A September 1992 opinion from the office of the State Attorney General makes a library ineligible for a State Aid Grant if a library charges fees for these services.

No

8. Other Operating Income

Contract Services - do not include funds received from nearby towns to provide library services - use 7.4

Source

Source

N/A

Income From Contract Services

Amount

0

Federal & State Government - do not include income for capital projects

LSTA grant

LSTA grant

0

All other federal sources

All other federal sources

0

Identify these sources

Identify these sources

No sources

Income From Federal Funds

Total Federal Income

\$0.00

borrowIT CT reimbursement	borrowIT CT reimbursement
---------------------------	---------------------------

\$1,121.00

State Aid Grant (SB2)	State Aid Grant (SB2)
-----------------------	-----------------------

\$1,442.00

These are all funds distributed to public libraries by State government for expenditure by public libraries, except for federal money distributed by the State. State Capital Revenue should not be reported here. Report Everybody Learns and other federal grants as Federal income in 8.4.

All state sources besides borrowIT and SB2	All other state sources (for operating expenses only)
--	---

0

Identify these sources	Identify these sources
------------------------	------------------------

N/A

Income From State Funds	Total State Income
-------------------------	--------------------

\$1,121.00

Other Sources - do not include income for capital projects

Income From Gifts & Fund Raising	Fund raising activities, gifts and donations, \$ donations from Friends Groups
----------------------------------	--

19038.97

Income From Endowment/
Investments

Income from endowment and invested funds

49277

Income from All Other
Sources

Other

3000

Total income all other
sourcesTotal Income all other sources - includes Fees and Contract
Services

\$71,315.97

Non-Gov't Income Added
to EndowmentIf any money received in 8.14 (TOTAL INCOME ALL OTHER
SOURCES) was or will be added to the library's ENDOWMENT or will
be RE-INVESTED, please provide the amount here.

0

Total Operating Income

Total Operating Income. This is the library's Total Operating
Income for the reporting year ending June 30, 2025.

\$696,327.97

Capital Income received that was used for or is being held for Capital ExpendituresTotal from Local
Government

Total from Local Government

1645

Total from State
Government (include
Construction Grants here)

Total from State Government (include Construction Grants here)

0

Total from Federal
Government

Total from Federal Government

0

Total from Other Sources

Total from Other Sources

21611

Income for Capital
Expenditures

Total Capital Revenue

\$23,256.00

Total Library Income

Total Library Income

\$719,583.97

9. Expenditures

Wages and Salaries Paid	Salaries and Wages (include any salaries paid directly by the municipality)	419440
Employee Benefits Paid	Employee Benefits. Include costs paid directly by the municipality. Include employer- paid FICA (Social Security & Medicare) here, but if all or a large part of employee benefits (FICA or other benefits) are paid by the municipality and those figures aren't available, use N/A.	0
Total staff salaries wages and benefits	Total Staff Salaries, Wages, and Employee Benefits	\$419,440.00
Expenditure on Physical Print Materials	Physical Print Materials Expenditure	49920.98
Expenditure on Electronic Materials	Electronic Material Expenditure (e.g. databases, e-books, downloadable audio/video)	24845
All Other Materials Expenditure	All Other Materials Expenditure (include physical audio & video like DVDs and CDs, other non-print items)	3000

Total Collection Expenditures	Total Collection Expenditures
	77765.98
Expenditure on Children's Materials	Amount of Total Collection Expenditures spent on Juvenile materials (if figure is not available type 0)
	18968
Expenditure on YA Materials	Amount of Total Collection Expenditures spent on YA materials (if figure is not available, type 0)
	1335
ILS, Hardware, Software, Telecommun	Computer Hardware, Software, Systems & Telecommunications Expenditure (includes library system costs, maintenance/repair costs)
	63392
Library Programs	Library Programs
	4175.46
Staff Continuing Ed. Expenditures Paid	Professional Development and Continuing Education
	720
access related expenses	Does your library allocate funding to access-related expenses (i.e. interpreters, audio describers, etc.)
	<input type="text" value="No"/>

total amount of access
related expenditures

If you answered Yes in 9.13, please provide the total amount of access related expenditures.

0

All Other Operating
Expenses

All Other Operating Expenditures not included above, such as plant maintenance, utilities, normal equipment purchases, repair expenses, supplies, etc. Include the amount paid directly by the municipality whenever possible.

15493.28

Total Operating
Expenditures that aren't
Salaries, Benefits,
Materials

Total Operating Expenditures that aren't Salaries, Benefits, Materials

\$83,780.74

Total Operating
Expenditures

Total Operating Expenditures (Note: this does not need to balance with Operating Income)

\$580,986.72

Capital Expenditures

Capital Expenditures

26952

Off-Budget Expenditures
By Friends Groups, Etc.

If any library services or operations during the year were paid for directly by the Friends or other library support groups, and those funds were not added to the library's operating budget, what was that total expenditure?

24721

Total Library Expenses

Total Library Cost

\$632,659.72

Off-Budget Expenditures

Town Spends Additional Amount Not Reported Here?

Library salaries

No

Town Spends Additional Amount Not Reported Here?

Library employee benefits

No

Town Spends Additional Amount Not Reported Here?

Library materials expenditures

No

Town Spends Additional Amount Not Reported Here?

Computer Hardware, Software, Systems & Telecommunications Expenditure

No

Town Or Friends Spend Amt. Not Reported Here?

Library Programs

No

Town Spends Additional Amount Not Reported Here?

Professional Development and Continuing Education

No

Town Spends Additional
Amount Not Reported
Here?

Other Expenditures

No

10. Completing the Survey

Name

Name

Ambrosia Lavallee

Title

Title

Library Director

Date

Date

08/22/2025 9:25 AM 2 weeks and 5 days ago

Email address

Email address

alavallee@ledyardlibrary.org

Certification

Do you hereby certify that the Library Director has seen this report in its entirety and has confirmed that the information in the report is accurate and complete to the best of his or her knowledge? Your library will not be included in statistical publications or be eligible for State Aid Grants if you answer "No" to this question, or if you answer "Yes" without the Library Director's approval.

Yes

11. Bookmobile

Please Note: Prefilled answers are provided for your convenience. Please change them if they are now incorrect.

Annual Public Service
Hours for Bookmobile

Annual Public Service Hours for a Branch Library or Bookmobile
(see help note for more information on counting bookmobile
hours)

0

Total Number of Weeks the
Bookmobile was open

Total Number of Weeks the Branch or Bookmobile was open
(count all weeks the bookmobile was open for at least two days)

0

12. Branches

Please answer questions for each of your branch libraries.

Name of Branch

Name of Branch

Gales Ferry Library

Sq Ft of branch

Sq Ft of branch

4610

Total Annual Public Service Hours

Total ANNUAL PUBLIC SERVICE HOURS (Note: Minor variations in scheduled public service hours need not be included)

2320

Total Number of Weeks the Branch was open

Total Number of Weeks the Branch was open (count all weeks the library was open for at least two days)

52



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2333

Agenda Date: 9/15/2025

Agenda #: 5.

REPORT

Staff/Committee Report:
Investment Working Group



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2335

Agenda Date: 9/15/2025

Agenda #: 6.

REPORT

Staff/Committee Report:

Friends of the Ledyard Library



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2382

Agenda Date: 9/15/2025

Agenda #: 7.

REPORT

Staff/Committee Report:

Report from the Library Director's Assessment Committee.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2489

Agenda Date: 9/15/2025

Agenda #: 1.

MINUTES

Minutes:

Motion to approve the Library Commission Regular Meeting Minutes August 18, 2025.



TOWN OF LEDYARD Library Commission

Bill Library
718 Colonel Ledyard Highway
Ledyard, Connecticut 06339

REGULAR MEETING

Gales Ferry Library
18 Hurlbutt Road
Gales Ferry, Connecticut
06335

~ MINUTES~

Monday, August 18, 2025

7:00 PM

Bill Library

I. **CALL TO ORDER** – The Meeting was called to order by Chair Bolduc at 7:00 p.m.

II. **ROLL CALL**

Present: Chair John Bolduc
Committee Member Barbara Candler
Committee Member Cynthia Wright
Committee Elizabeth Rumery
Secretary Ellin Grenger
Vice Chair Rolf Racich
Town Council Liaison Carmen Garcia
Committee Member Wendy Hellekson
Treasurer Ralph Hightower

Excused: Committee Member Peter Diette

Absent:

In addition, the following were present:
Amber Lavalee, Library Director
Carmen Garcia – Town Council Liaison

III. **RESIDENT & PROPERTY OWNERS COMMENTS**

IV. **PRESENTATIONS / INFORMATIONAL ITEMS**

V. **MEMBER COMMENTS**

Committee Member Wendy Hellekson informed us that the Preston Town Library is looking for a librarian

VI. **REPORTS**

1. **Treasurer Report**

Because there was no activity in July for any account there was no Treasurer’s Report.

2. **Director’s Report**

Library news:

1. **Staffing Updates**

- Stephanie Akers has resigned from her position as Library Associate due to health reasons.
- Amanda Marcelynas, a Ledyard community member and library patron, will begin training as a new Library Associate on August 13.
- Sarah Desormier will return to the Ledyard Library as a substitute-only staff member.

2. Legislative Compliance – Bill No. 1271

- Requires updates to the Collection Development & Maintenance Policy, Library Display & Program Policy, and Materials Review & Reconsideration Policy by Oct 1, 2025.
- Drafts are underway, with updates to the Collection Development and Materials Review policies already completed.

3. Programming and Events

- Summer Reading had 330 registrations and 2,300+ adventures logged.
- Fall programs planned include:
 - o Bookbinding workshop
 - o Victorian tea event
 - o “Dying to meet you” Funeral home presentation

4. Collection Development & Weeding

- Transitioning primary book ordering to Ingram to address B&T vendor delays; staff feedback mostly positive, final assessment pending.
- Nonfiction weeding underway at both branches

5. Social Media

- Drue has significantly improved social media presence, contributing to increased program attendance.
- Assistant librarians note patrons have mentioned they learned about recent events via Drue’s cross-posting on community pages.

6. Annual Report

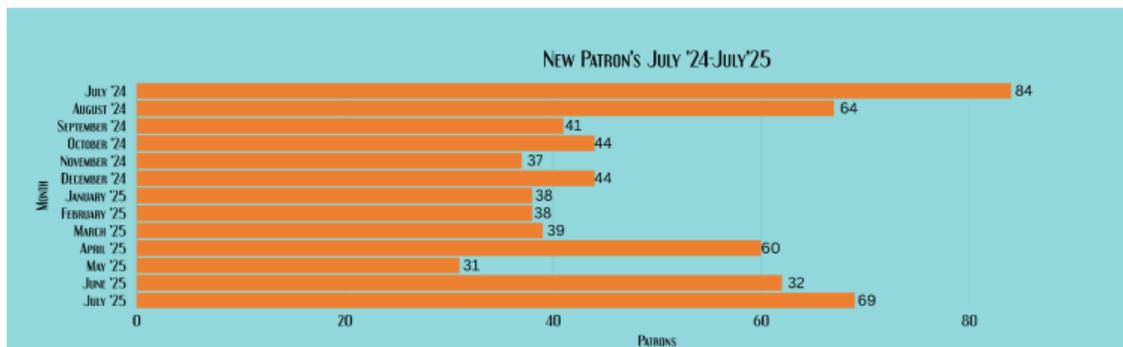
- Preparation progressing steadily.

7. Building

- Public works ripped out the weeds from the side of Bill, and planted Wild Flower seeds.

Checkouts (includes renewals and items Checked out from ILL)

	June 25	July 25
Bill Checkouts	3386	4113
GFCcheckouts	2865	3346



MOTION: To lower the number of monthly Hoopla checkouts from 4 to 3.
 Moved by John Bolduc seconded by Rolf Racich.
 VOTE: 8-0-0 Approved and so declared.

3. Investment Working Group

Sal Tocco from Janney reviewed the performance of the Bill Association accounts for the second quarter of 2025. He discussed the managers of each account and the top holdings for each account. While the Russell 1000 Value was up 4.89% year to date the combined Janney Funds were up 6.28%. The Working Group is satisfied with the results.

4. Consortium Working Group

MOTION: To disband work group
 Moved by Rolf Racich, seconded by Ralph Hightower .
 VOTE: 8-0-0 Approved and so declared.

5. Friends of the Ledyard Library Report

The Friends book sale is August23 to September 6 .Please volunteer to assist them in this fundraising effort that benefits the library.

6. Report from the Library Director Assessment Committee

Wendy provided an update but no formal report read at this time.

VII. APPROVAL OF MINUTES

MOTION to approve the Regular Meeting Minutes Of June 16, 2025)
 Moved by Mr. Hightower, seconded by Ms. Rumery.
 VOTE:7-0-1 (Mr. Hightower abstained) Approved and so declared

VIII. OLD BUSINESS

None

IX. NEW BUSINESS

1. Motion to update the Donations and Gifts Policy by adding the underlined wording below in the Monetary Gifts section under Types of Gifts.
 - a. As a general rule, monetary gifts under \$250 that are not donated for a specific purpose will be deposited in the Library Commission Special Fund. Monetary gifts of \$250 and over **or any monetary gift donated as a result of an annual appeal** that are not donated for a specific purpose will be held by the Bill Library Association in a separate professionally managed account and used for areas of highest need at Bill or Gales Ferry Library as determined by the Library Commission in consultation with the Library Director. Gifts donated for a specific purpose will be deposited in the Library Commission Special Fund.

Motion by Mr. Hightower, Mr. Racich seconded.

VOTE: 8-0-0 Approved and so declared

X. NEXT MEETING

Next Meeting date, September 15, 2025 at 7:00 will be held at the Gales Ferry Library.

XI. ADJOURNMENT

MOTION to adjourn.

Moved by Ms. Wright, seconded by Ms Hellekson.

VOTE: 8-0 - 0 Approved and so declared

The meeting adjourned at 7:38 p.m.

Respectfully submitted,

John Bolduc, Chair



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2336

Agenda Date: 9/15/2025

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Any old business proper to come before the Commission.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2338

Agenda Date: 9/15/2025

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Any new business proper to come before the Commission.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)