

Director's Report to the Library Commission

Discussing December 2025 | Presented January 2026

Budget:

- The proposed budget for FY27 will be presented during the Special Meeting on January 12. I was able to meet with numerous parties to get a better understanding of our predicted increases.

Director Onboarding:

- I have completed my onboarding tasks, including training for Munis, scheduling, library operations, and more. I also held introductory meetings with our vendors and contractors to have a better understanding of the library's relationship with them, deadlines for any paperwork, and current billing cycles.
- I am planning to have individual meetings over the next month with staff to better understand each employee's regular duties and responsibilities. I am also continuing the existing pattern of leadership meetings.

Library News:

- Included in this report is a new monthly statistics report. This document is flexible and can be modified if we decide we need more specific data or find that something is missing.
- The holidays caused a delay in deliveries of new items from Ingram. Ingram is the primary book supplier for many libraries, as well as Amazon and Barnes & Noble. Despite their assurances that they could handle the increase in demand, we still have two months of orders waiting for delivery. Books are starting to trickle in, with an October order of adult items now saying shipped and an order of youth items having arrived. Hopefully delivery picks up now that the holidays are over.
- Both buildings have weeding projects underway. Matt is currently working on a weeding project for the Adult Non-Fiction at Bill Library. He is a little over half way. When it is completed, he is hoping to make changes to the library's floor plan. The goal is to swap the locations of the Fiction and Nonfiction collections, allowing fiction to expand and bringing it closer to the entrance. Demand for Fiction is growing, as is its circulation and publication. Making it more accessible and giving it room to grow is essential for its continued success. Lyndsey is weeding the Fiction collection at Gales Ferry and making some minor changes, including shelf shifting and giving James Patterson his own shelf.
- Our Yoto collection is moving forward to its next phase: beta testing the cards and boxes with 4 or 5 families. This will allow us to troubleshoot any problems and create accurate training materials. Our goal is to have staff training in February and debut the collection to the community by March 2026.
- Adult programming had some very successful events, including an Introduction to Calligraphy and a Historical Baking Contest. Self-directed activities for youth and

storytimes are still going strong, and the Cookie Decorating at Bill was particularly popular! Coming up on January 12, The Jewish Federation has partnered with us to bring Vivian Zoë, the daughter of Holocaust survivors, to speak on her family's experience abroad during the Second World War. On January 17, members from the Eastern Connecticut Woodturners will be at the Ledyard Bill Library to help participants create their own wooden pens. We also have an introduction to digital literacy, miniature book binding, and more coming up. Check out our calendar for more details on each program and to register.

- I renewed the membership for the Association of CT Library Boards and updated the commission membership roster in our profile.

Building News:

- Shawn from Public Works has been keeping a close eye on our HVAC and heating. Recently, the heating line at Bill Library became disconnected, leading to excess heat in the basement and colder temperatures in the meeting room. Fortunately, Kim had noticed a pattern of strange temperatures and Matt found the cause when closing the building. Shawn was able to repair it, but doesn't believe it to be the sole problem as we are still experiencing low temperatures in the Meeting Room. Shawns team has been investigating and identified a couple of areas for a contractor to review. We are incredibly thankful for their expertise and dedication to our building!

Town News:

- FOIA Training is being offered by the Town for staff, commission members, and volunteers on Tuesday, February 10, at 3:30 PM for Staff and 6 PM for Volunteers 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