



# 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

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**Monday, March 16, 2026**

**7:00 PM**

**Gales Ferry Community Center**

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**I. CALL TO ORDER**

**II. ROLL CALL**

**III. RESIDENTS & PROPERTY OWNERS COMMENTS**

**IV. MEMBER COMMENTS**

**V. REPORTS**

1. Treasurer's Report

**Attachments:** [February 26 Treasurer's Report](#)

2. Director's Report

**Attachments:** [Director Report 03.2026](#)  
[02.2026 LPL Monthly Stats Report](#)

3. Investment Working Group

4. Friends of Ledyard Library

**VI. APPROVAL OF MINUTES**

1. Library Commission Special Meeting Minutes Feb. 9, 2026

**Attachments:** [Library Commission Special Meeting Minutes Feb. 9 2026](#)

**VII. OLD BUSINESS**

1. Bill Library Association's 990 Tax Return

**Attachments:** [BLA Austin invoice](#)

Any Old Business proper to come before the Committee

**VIII. NEW BUSINESS**

Any New Business proper to come before the Committee

**IX. ADJOURNMENT**

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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

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**File #:** 26-0355

**Agenda Date:** 3/16/2026

**Agenda #:** 1.

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## REPORT

**Staff/Committee Report:**  
Treasurer's Report

LIBRARY COMMISSION FY 2025-2026 BUDGET February Actual vs Budget					
	FY 2026 Budget	January YTD	February	Year To Date	
<b>RECEIPTS</b>					
Carryover	3,200.00	3,200.00		3,200.00	
Borrow/T Reimbursement	1,000.00	1,000.00		1,000.00	
Donations <sup>1</sup>	1,000.00	1,325.00	-	1,325.00	
Grants <sup>2</sup>	42,000.00	3,500.00	-	3,500.00	
Seed Library	100.00			-	
<b>Total Receipts</b>	<b>47,300.00</b>	<b>9,025.00</b>	<b>-</b>	<b>9,025.00</b>	
	<b>FY 2026 Budget</b>	<b>January YTD</b>	<b>February</b>	<b>Year To Date</b>	<b>Net Budget</b>
<b>EXPENDITURES</b>					
Adult Programs	400.00	-	200.00	200.00	200.00
Books, Media & Technology**	4,000.00	1,225.00	29.01	1,254.01	2,745.99
Children's Programs	750.00	225.00	-	225.00	525.00
Grants	42,000.00	4,019.04	-	4,019.04	37,980.96
Seed Library	150.00	-		-	150.00
<b>Total Expenditures</b>	<b>47,300.00</b>	<b>5,469.04</b>	<b>229.01</b>	<b>5,698.05</b>	<b>41,601.95</b>
<b>BALANCE</b>		<b>3,555.96</b>	<b>(229.01)</b>	<b>3,326.95</b>	

1

Glenwoods Book Club  
Thomas Lees  
JA Tamer  
H&M Tobiasen

2

Janet Barnett Legacy Project  
Lions Club  
Rotary Club

LIBRARY INVESTMENT FUNDS - EITHER FY 2025-2026 BUDGET February Actual vs Budget					
	FY 2026 Budget	January YTD	February	Year To Date	
<b>RECEIPTS</b>					
Investment Income - Either	1,023.00		-	-	
Grants/Bequests**	5,500.00	525.00	2,496.69	3,021.69	
Annual Appeal	10,000.00		-	-	
<b>Total Receipts</b>	<b>16,523.00</b>	<b>525.00</b>	<b>2,496.69</b>	<b>3,021.69</b>	
	<b>FY 2026 Budget</b>	<b>January YTD</b>	<b>February</b>	<b>Year To Date</b>	<b>Net Budget</b>
<b>EXPENDITURES</b>					
Investment Income - Either	1,023.00	-	-	-	1,023.00
Hauptfeld Bequest	5,500.00	525.00	-	525.00	4,975.00
Annual Appeal	2,500.00				
Annual Appeal Spending	7,500.00				
<b>Total Expenditures</b>	<b>16,523.00</b>	<b>525.00</b>	<b>-</b>	<b>525.00</b>	<b>5,998.00</b>
<b>BALANCE</b>		<b>-</b>	<b>2,496.69</b>	<b>2,496.69</b>	

\*\*Hauptfeld Bequest

LIBRARY INVESTMENT FUNDS - GALES FERRY FY 2025-2026 BUDGET February Actual vs Budget					
	FY 2026 Budget	January YTD	February	Year To Date	
<b>RECEIPTS</b>					
Investment Income - Gales Ferry	1,258.00	-	-	-	
Donations	-				
<b>Total Receipts</b>	<b>1,258.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	
	<b>FY 2026 Budget</b>	<b>January YTD</b>	<b>February</b>	<b>Year To Date</b>	<b>Net Budget</b>
<b>EXPENDITURES</b>					
Investment Income - Gales Ferry	1,258.00	-	-	-	1,258.00
<b>Total Expenditures</b>	<b>1,258.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,258.00</b>
<b>BALANCE</b>		<b>-</b>	<b>-</b>	<b>-</b>	



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 26-0356

**Agenda Date:** 3/16/2026

**Agenda #:** 2.

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## REPORT

**Staff/Committee Report:**  
Director's Report

# Director's Report to the Library Commission

Discussing February 2026 | Presented March 2026

## Budget:

- The Mayor's proposed budget included a cut that was anticipated; when submitting our budget, the number requested was somehow increased, almost doubled. Fortunately, we caught the error in our budget work session. His cut brought it back in line with our actual request. Our next steps include the budget work session with Town Council on Thursday, March 12 at 3 PM.

## Maternity Leave Plans:

- I have established procedures and responsibilities for our Leadership Team while I am on maternity. The commission has been informed of my plans, as well as the Town, library staff, and Friends of Ledyard Library.

## Library News:

- In February we took a look at our collections and have made some improvements. We are expanding our high-interest nonfiction titles for children, updating copies of classics for all ages, and expanding graphic novels for adults. We are also expanding our Nintendo Switch collection. In addition, we have reestablished our standing order for large print, utilizing Thorndike, which offers a much better discount than Ingram (25% vs. 8%). Keep an eye out for new titles at both buildings!
- Speaking of exciting collection news, our Yotos will be available for checkout on March 9th! Stacey did an amazing job working with a team of beta testers in February, and then developing both video and print instructions for staff on how to circulate them. This was incredibly helpful for everyone and I commend her for making the information available in multiple formats!
- I have continued my work on policies/practices and will have materials to share with you upon my return from maternity leave. Until then, staff will be proceeding as they have been.
- We are in the process of revitalizing our homebound delivery services. Lyndsey and I, with guidance from Christine in HR, are developing a new application for delivery volunteers, as well as an updated form for community members who want to use the service. Our goal is to create a form that covers the library and volunteer in terms of liability, while also making the participant's form easier to complete. We plan to have this in place before April so that the Friends of Ledyard Library can help us market the service.
- Our Marketing team has expanded to include a Paper Marketing Subgroup (Cathy, Jackie, and myself) and a Newsletter Subgroup (Erica and myself). Staff have been informed of any procedural changes and we look forward to continued success for both areas. There is one additional subgroup left to develop, which may not happen until my

return. Once established, the subgroups will meet periodically to maintain brand consistency across all platforms.

- Weeding projects are still going strong. Our goal is to have the nonfiction collection at Bill finished by the time I am back and then coordinate the change in shelving before the end of the fiscal year.
- Seed Library work is underway with a tentative opening during the week of March 16. Our community has been asking and we are excited to bring back this very popular program!
- We established a Processing Team made up of staff who have consistent hours at Bill Library and can support the processing and covering of new books. The team has been trained on the current practices and standards, as well as how to prioritize this work with their other duties. Erica did a great job hosting the training and creating a processing binder that the team can refer to at any time.
- We have a new passive activity we are offering at Gales Ferry: Pokémon Binders! Kids can visit the library to trade cards with the binder. There are rules to follow to keep it fair, i.e., no one can trade their valueless energy cards for a holographic rare Charizard. Fortunately, Pokémon trades will be facilitated by staff, primarily Stacey and Raven. This is a great compliment to our Pokémon Club that will hopefully bring kids in outside of the program.

Jessica Franco, Library Director  
[jfranco@ledyardlibrary.org](mailto:jfranco@ledyardlibrary.org)

## FEB STATS (Currently reflecting January, needs updating)

General Services	B	GF	LPL	Last Month	Change	Notes
People Count	1568		1262	2830	3383	-16%
Directional Questions	107		44	151	175	-14%
Reference Questions	123		104	227	187	21%
Privacy Booth Use	5		0	5	6	-17%
Library Card Registrations	N/A		N/A	38	52	-27%
Meeting Room Use	6		3	9	10	-10%
Meeting Room Attendance	22		6	85	105	-19%
Website (pending)						
Wireless Use	927		452	1379	1727	-20%
Computer Use	99		106	205	267	-23%
Homebound Participants	0		0	0	1	0% Revamping program
Homebound Deliveries	0		0	0	1	0%
Seed Library (Packets Distributed)	0		0	0	0	0%
Adult Volunteers	2		0	2	1	0% New tracking method
Adult Volunteer Hours	5		0	5	1	0%
Youth Volunteers	1		0	1	2	-50% New tracking method
Youth Volunteer Hours	2		0	2	11	-82%

Online Resources	LPL	Last Month	Change	Notes
hoopla (Checkouts)	400	432	-7%	
hoopla (Viewing Users)	106	95	12%	
Libby (Checkouts)	1797	2126	-15%	
Libby (Active Users)	425	445	-4%	
Palace Project (Checkouts)	25	49	-49%	
Palace Project (Patron Signups)	2	3	-33%	
Ancestry (Unique Sessions)	171	30	470%	
Job Now (Unique Visits)	6	0	#DIV/0!	
Workforce Solutions (Page Visits)	0	0	0%	
Shoutbomb (Total Texts for the Month)	1906	210	808%	
Transparent Language (Unique Users)	13	15	-13%	
Transparent Language (Total Sessions)	65	56	16%	

## FEB STATS (Currently reflecting January, needs updating)

Marketing	LPL	Last Month	Change	Notes
Constant Contact Open Rate	53%	51%	4%	
Constant Contact Subscribers	2001	1973	1%	
Facebook Followers	2419	2388	1%	
Facebook Content Interactions	1017	494	106%	
Facebook <b>Viewers</b>	11314	6098	86%	New metric
Instagram Followers	933	918	2%	
Instagram Content Interactions	110	86	28%	
Instagram <b>Viewers</b>	2448	2197	11%	New metric

Circulation	B	GF	LPL	Last Month	Change	Notes
A. Fiction	433	309	742	859	-14%	
A. Non-Fiction	232	107	339	361	-6%	
A. Graphic Novel	3	2	5	8	-38%	
A. Magazines	44	8	52	60	-13%	
A. Audio	8	4	12	19	-37%	
A. Music	9	17	26	5	420%	
A. DVD	169	89	258	340	-24%	
A. Other	51	37	88	97	-9%	
<b>Adult Total</b>	<b>949</b>	<b>573</b>	<b>1522</b>	<b>1749</b>	<b>-13%</b>	
YA Fiction	34	24	58	82	-29%	
YA Non-Fiction	1	6	7	9	-22%	
YA Graphic Novel	12	15	27	38	-29%	
YA Other	8	2	10	6	67%	
<b>YA Total</b>	<b>55</b>	<b>47</b>	<b>102</b>	<b>135</b>	<b>-24%</b>	
J Fiction	643	528	1171	1205	-3%	
J Non-Fiction	160	113	273	245	11%	
J Picture Book	423	347	770	766	1%	
J Graphic Novel	194	124	318	307	4%	
J DVD	65	82	147	142	4%	
J Audio	17	3	20	6	233%	
J Other	114	84	198	204	-3%	
<b>Juvenile Total</b>	<b>1616</b>	<b>1281</b>	<b>2897</b>	<b>2875</b>	<b>1%</b>	
Museum Passes	1	4	5	9	-44%	
<b>Total Circulation</b>	<b>2620</b>	<b>1901</b>	<b>4521</b>	<b>4759</b>	<b>-5%</b>	

Programming	LPL	Last Month	Change	Notes
<i>Adult</i>				
In-Person Onsite Programs	11	12	-8%	
In-Person Onsite Attendance	76	79	-4%	
In-Person Offsite Programs	1	1	0%	
In-Person Offsite Attendance	0	8	-100%	
Self-Directed Activities	0	0	0%	
Self-Directed Activities Participation	0	0	0%	
<i>Teen</i>				
In-Person Onsite Programs	1	2	-50%	
In-Person Onsite Attendance	1	40	0%	
In-Person Offsite Programs	0	0	0%	
In-Person Offsite Attendance	0	0	0%	
Self-Directed Activities	0	0	0%	
Self-Directed Activities Participation	0	0	0%	
<i>Children</i>				
In-Person Onsite Programs	18	19	-5%	
In-Person Onsite Attendance	315	400	-21%	
In-Person Offsite Programs	3	1	200%	
In-Person Offsite Attendance	54	18	200%	
Self-Directed Activities	4	4	0%	
Self-Directed Activities Participation	255	283	-10%	



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 26-0357

**Agenda Date:** 3/16/2026

**Agenda #:** 3.

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## REPORT

**Staff/Committee Report:**  
Investment Working Group



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 26-0358

**Agenda Date:** 3/16/2026

**Agenda #:** 4.

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## REPORT

**Staff/Committee Report:**  
Friends of Ledyard Library



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

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**File #:** 26-0359

**Agenda Date:** 3/16/2026

**Agenda #:** 1.

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## MINUTES

### **Minutes:**

Library Commission Special Meeting Minutes Feb. 9, 2026



# TOWN OF LEDYARD

## Library Commission

### Meeting Minutes

Bill Library  
718 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

Gales Ferry Library  
18 Hurlbutt Road  
Gales Ferry, Connecticut 06335

Chair  
John Bolduc

#### Special Meeting

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**Monday, February 9, 2026**

**7:00 PM**

**Bill Library**

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#### **I. CALL TO ORDER**

Chairman John Bolduc called the meeting to order at 7:06 p.m. at the Ledyard Bill Library.

#### **II. ROLL CALL**

In addition, the following were present:  
Jessica Franco - Library Director

- |                |   |
|----------------|---|
| <b>Present</b> | Chairman John Bolduc<br>Vice Chair Rolf Racich<br>Recording Secretary Ellin Grenger<br>Commissioner Peter Diette<br>Commissioner Wendy Hellekson<br>Commissioner Cynthia Wright |
| <b>Excused</b> | Treasurer Ralph Hightower<br>Commissioner Gillian Thorne<br>Commissioner Elizabeth Rumery   |

#### **III. RESIDENTS & PROPERTY OWNERS COMMENTS**

None.

#### **IV. MEMBER COMMENTS**

None.

#### **V. REPORTS**

##### **1. Treasurer's Report**

None, Treasurer excused.

##### **2. Director's Report**

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 consistent 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-inch 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 begun 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.

3. Investment Working Group

Investment Working Group met last month. The Janney funds are in line with the Russell 1000 Value Index, and slightly exceeding in. Sal Tocco is working with the fiduciary of an estate and the William Holton Fund may be the beneficiary of an estate.

4. Friends of Ledyard Library

Friends of the Ledyard Library - Bag promotion - fill a bag for \$20.00 at the Gales Ferry Library is ongoing in February. New leadership has hit the ground running and seem to be doing well.

VI. APPROVAL OF MINUTES

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

**RESULT:** APPROVED AND SO DECLARED

**MOVER:** Wendy Hellekson

**SECONDER:** Rolf Racich

**AYE** 6 Bolduc Racich Grenger Diette Hellekson Wright

**EXCUSED** 3 Hightower Thorne Rumery

VII. ADJOURNMENT

Mr. Diette moved the meeting be adjourned, seconded by Ms. Hellekson.

The meeting adjourned at 7:55 p.m.

VOTE: 6-0 Approved and so declared

Respectively Submitted,

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Chairman John Bolduc  
Library Commission

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

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**File #:** 26-0360

**Agenda Date:** 3/16/2026

**Agenda #:** 1.

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AGENDA REQUEST  
GENERAL DISCUSSION ITEM

**Subject:**

Bill Library Association's 990 Tax Return

**Background:**

(type text here)

**Department Comment/Recommendation:**

(type text here)

# AUSTIN & MACIONE

CPAs, LLC

## CERTIFIED PUBLIC ACCOUNTANTS

393 GOLD STAR HIGHWAY, GROTON, CT 06340  
PHONE: 860-381-5650 • FAX: 860-381-5648

The Bill Library Association, Inc.  
718 Colonel Ledyard Highway  
Ledyard, 06339

February 4, 2026  
Invoice: 25916

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Preparation of Returns for Organizations Exempt From Income Tax	\$2,400.00
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<b>Invoice Total</b>	<b>\$2,400.00</b>
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Thank you for your business.

Current	31 to 60	61 to 90	91 and Over	Total
2,400.00	0.00	0.00	0.00	2,400.00

*Please detach and return this portion with payment.*

The Bill Library Association, Inc.

February 4, 2026

Credit Card Type \_\_\_\_\_ Check # \_\_\_\_\_

Invoice 25916

Card # \_\_\_\_\_ CVV2 \_\_\_\_\_

Amount Due \$ 2,400.00

Exp. Date \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Amount Enclosed \$ \_\_\_\_\_

Signature \_\_\_\_\_