



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, March 18, 2024

7:00 PM

Bill Library

Bill Library

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. RESIDENTS & PROPERTY OWNERS COMMENTS**
- IV. PRESENTATIONS / INFORMATIONAL ITEMS**

Stacey Burt - Assistant Librarian I - Youth Services

V. MEMBER COMMENTS

VI. REPORTS

1. Treasurer's Report

- Attachments:** [Library Commission Special Fund budget FY24 FINAL](#)
[Treasurer's Report - August 2023](#)
[Treasurer's Report - September 2023](#)
[Treasurer's Report - October 2023](#)
[Treasurer's Report - November 2023](#)
[Treasurer's Report - December 2023](#)
[Treasurer's Report - January 2024](#)
[Treasurer's Report - February 2024](#)

2. Director's Report

- Attachments:** [Director's Report - August 2023](#)
[Director's Report - September 2023](#)
[Director's Report - October 2023](#)
[Director's Report - November 2023](#)
[Director's Report - December 2023](#)
[Director's Report - January 2024](#)
[Director's Report - March 2024](#)

3. Friends of the Ledyard Library Report

4. Investment Working Group

VII. APPROVAL OF MINUTES

1. Motion to approve the regular meeting minutes of the Library Commission meeting from January 22, 2024.

Attachments: [2024.01.22 Commission Minutes](#)

VIII. OLD BUSINESS

1. Consortium Update

Attachments: [Consortium Comparison](#)
[Top public libraries in the state for circulation](#)

Any Old Business proper to come before the Committee

XI. NEW BUSINESS

1. Motion to approve the draft changes to the Community Meeting Room Regulations/Policy.

Attachments: [2024.02 PM Community Meeting Room Regulations](#)

Any New Business proper to come before the Committee

X. ADJOURNMENT

The next Library Commission meeting is scheduled for Monday, April 15, 2024 at the Bill Library.

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 #: 23-1979

Agenda Date: 3/18/2024

Agenda #: 1.

LIBRARY COMMISSION BUDGET
 JULY 1, 2023 - JUNE 30, 2024

FINAL 6/19/2023

| RECEIPTS | FY 2024 Budget |
|------------------------|---------------------------|
| Carryover | 6,897.23 |
| BorrowIT reimbursement | 1,000.00 |
| Fundraising | 500.00 |
| Donations | 2,000.00 |
| LTC Grant | 20,000.00 |
| Seed Library | 100.00 |
| Total | 30,497.23 |

| EXPENDITURES | FY 2024 Budget |
|--------------------------------------|---------------------------|
| Books, Media & Technology | 5,500.00 |
| Adult Programs | 500.00 |
| Children's Programs | 1,000.00 |
| LTC Grant | 20,000.00 |
| Seed Library | 100.00 |
| Totals | 27,100.00 |

BALANCE ON HAND \$ 6,897.23
 as of 6/19/2023

**LIBRARY COMMISSION FY 2022-2023 BUDGET
August Actual vs Budget**

| RECEIPTS | FY 2023 Budget | July YTD | August | Year To Date | |
|---------------------------|---------------------------|-----------------|------------------|---------------------|-------------------|
| Carryover | 7,371.95 | 7,371.95 | - | 7,371.95 | |
| Donations/ Misc./other | 2,000.00 | - | 1,020.00 | 1,020.00 | |
| Fundraising | 500.00 | - | | - | |
| LTC Grant | 20,000.00 | - | 20,000.00 | 20,000.00 | |
| Seed Library | 100.00 | - | - | - | |
| Total Receipts | 29,971.95 | - | 21,020.00 | 28,391.95 | |
| EXPENDITURES | FY 2023 Budget | July YTD | August | Year To Date | Net Budget |
| Adult Programs | 500.00 | - | - | - | 500.00 |
| Books, Media & Technology | 5,500.00 | - | 339.93 | 339.93 | 5,160.07 |
| Children's Programs | 1,000.00 | - | - | - | 1,000.00 |
| LTC Grant | 20,000.00 | - | - | - | 20,000.00 |
| Miscellaneous | 100.00 | | - | - | 100.00 |
| Seed Library | 100.00 | - | - | - | 100.00 |
| Total Expenditures | 27,100.00 | - | 339.93 | 339.93 | 26,760.07 |
| BALANCE ON HAND | | | 28,052.02 | | |

| LEDYARD LIBRARY COMMISSION TREASURER'S REPORT - August 2023 | |
|--|--------------------|
| | Receipts |
| July Ending Balance | \$ 7,371.95 |
| <u>August Receipts</u> | |
| Donation * | \$ - |
| Other (Front Desk Sales)** | \$ - |
| Total August Receipts | \$ - |
| Total Receipts On Hand | \$ 7,371.95 |
| <u>August Expenditures</u> | |
| Adult Programs | \$ - |
| Books, Media & Technology | \$ 339.93 |
| Child Programs | \$ - |
| LTC Grant | \$ - |
| Miscellaneous | \$ - |
| Seed library | \$ - |
| Total Expenditures | \$ 339.93 |
| August Ending Balance | \$ 7,032.02 |

LIBRARY COMMISSION FY 2023-2024 BUDGET
September Actual vs Budget

| | FY 2023 Budget | August YTD | September | Year To Date | |
|---------------------------|---------------------------|-------------------|------------------|---------------------|-------------------|
| RECEIPTS | | | | | |
| Carryover | 7,371.95 | 7,371.95 | - | 7,371.95 | |
| Donations/ Misc./other | 2,000.00 | - | - | - | |
| Fundraising | 500.00 | - | - | - | |
| LTC Grant | 20,000.00 | 20,000.00 | - | 20,000.00 | |
| Seed Library | 100.00 | - | - | - | |
| Total Receipts | 29,971.95 | - | - | 27,371.95 | |
| EXPENDITURES | FY 2023 Budget | August YTD | September | Year To Date | Net Budget |
| Adult Programs | 500.00 | - | - | - | 500.00 |
| Books, Media & Technology | 5,500.00 | 339.93 | 782.55 | 1,122.48 | 4,377.52 |
| Children's Programs | 1,000.00 | - | - | - | 1,000.00 |
| LTC Grant | 20,000.00 | - | 230.98 | 230.98 | 19,769.02 |
| Miscellaneous | 100.00 | - | - | - | 100.00 |
| Seed Library | 100.00 | - | - | - | 100.00 |
| Total Expenditures | 27,100.00 | 339.93 | 1,013.53 | 1,353.46 | 25,746.54 |
| BALANCE ON HAND | | | 26,018.49 | | |

**LIBRARY COMMISSION FY 2023-2024 BUDGET
October Actual vs Budget**

| | FY 2023 Budget | September YTD | October | Year To Date | |
|---------------------------|---------------------------|--------------------------|------------------|---------------------|-------------------|
| RECEIPTS | | | | | |
| Carryover | 7,371.95 | 7,371.95 | - | 7,371.95 | |
| Donations/ Misc./other | 2,000.00 | - | 70.00 | 70.00 | |
| Fundraising | 500.00 | - | - | - | |
| LTC Grant | 20,000.00 | 20,000.00 | - | 20,000.00 | |
| Seed Library | 100.00 | - | - | - | |
| Total Receipts | 29,971.95 | 27,371.95 | 70.00 | 27,441.95 | |
| EXPENDITURES | FY 2023 Budget | September YTD | October | Year To Date | Net Budget |
| Adult Programs | 500.00 | - | 16.99 | 16.99 | 483.01 |
| Books, Media & Technology | 5,500.00 | 1,122.48 | 439.35 | 1,561.83 | 3,938.17 |
| Children's Programs | 1,000.00 | - | - | - | 1,000.00 |
| LTC Grant | 20,000.00 | 230.98 | 2,444.45 | 2,675.43 | 17,324.57 |
| Miscellaneous | 100.00 | | - | - | 100.00 |
| Seed Library | 100.00 | - | - | - | 100.00 |
| Total Expenditures | 27,100.00 | 1,353.46 | 2,900.79 | 4,254.25 | 22,845.75 |
| BALANCE ON HAND | | 26,018.49 | 23,187.70 | | |

| LEDYARD LIBRARY COMMISSION TREASURER'S REPORT - October 2023 | |
|---|---------------------|
| | Receipts |
| September Ending Balance | \$ 26,018.49 |
| October Receipts | |
| LTC Grant | \$ - |
| Donation * | \$ 70.00 |
| Other (Front Desk Sales)** | \$ - |
| Total October Receipts | \$ 70.00 |
| Total Receipts On Hand | \$ 26,088.49 |
| October Expenditures | |
| Adult Programs | \$ 16.99 |
| Books, Media & Technology | \$ 439.35 |
| Child Programs | \$ - |
| LTC Grant | \$ 2,444.45 |
| Miscellaneous | \$ - |
| Seed library | \$ - |
| Total Expenditures | \$ 2,900.79 |
| October Ending Balance | \$ 23,187.70 |

*Glenwood's Book Club

LIBRARY COMMISSION FY 2023-2024 BUDGET
November Actual vs Budget

| RECEIPTS | FY 2023 Budget | October YTD | November | Year To Date | |
|---------------------------|-----------------------|--------------------|------------------|---------------------|-------------------|
| Carryover | 7,371.95 | 7,371.95 | - | 7,371.95 | |
| Donations/ Misc./other ^^ | 2,000.00 | 70.00 | 85.00 | 155.00 | |
| Fundraising | 500.00 | - | - | - | |
| LTC Grant | 20,000.00 | 20,000.00 | - | 20,000.00 | |
| Investment Income | 1,600.00 | - | 504.28 | 504.28 | |
| Seed Library | 100.00 | - | - | - | |
| Total Receipts | 31,571.95 | 27,441.95 | 589.28 | 28,031.23 | |
| EXPENDITURES | FY 2023 Budget | October YTD | November | Year To Date | Net Budget |
| Adult Programs | 500.00 | 16.99 | - | 16.99 | 483.01 |
| Books, Media & Technology | 5,500.00 | 1,561.83 | 477.55 | 2,039.38 | 3,460.62 |
| Children's Programs | 1,000.00 | - | - | - | 1,000.00 |
| LTC Grant | 20,000.00 | 2,675.43 | 1,602.65 | 4,278.08 | 15,721.92 |
| Miscellaneous | 100.00 | - | - | - | 100.00 |
| Seed Library | 100.00 | - | - | - | 100.00 |
| Total Expenditures | 27,100.00 | 4,254.25 | 2,080.20 | 6,334.45 | 20,765.55 |
| BALANCE ON HAND | | 23,187.70 | 21,696.78 | | |

^^: Methodist Book Club, Anonymous (2)

LIBRARY COMMISSION FY 2023-2024 BUDGET

December Actual vs Budget

| RECEIPTS | FY 2023 Budget | November YTD | December | Year To Date | |
|----------------------------|---------------------------|-------------------------|-------------------|---------------------|-------------------|
| Carryover | 7,371.95 | 7,371.95 | - | 7,371.95 | |
| Donations/ Misc./other ^^ | 2,000.00 | 155.00 | 300.00 | 455.00 | |
| Fundraising | 500.00 | - | - | - | |
| LTC Grant | 20,000.00 | 20,000.00 | - | 20,000.00 | |
| Investment Income - GF | 1,000.00 | 1,000.00 | - | 1,000.00 | |
| Investment Income - Either | 600.00 | 600.00 | - | 600.00 | |
| Seed Library | 100.00 | - | - | - | |
| Total Receipts | 31,571.95 | 29,126.95 | 300.00 | 29,426.95 | |
| EXPENDITURES | FY 2023 Budget | November YTD | December | Year To Date | Net Budget |
| Adult Programs | 500.00 | 16.99 | 200.00 | 216.99 | 283.01 |
| Books, Media & Technology | 5,500.00 | 2,039.38 | 537.60 | 2,576.98 | 2,923.02 |
| Children's Programs | 1,000.00 | - | - | - | 1,000.00 |
| LTC Grant | 20,000.00 | 4,278.08 | 1,911.34 | 6,189.42 | 13,810.58 |
| Investment Income - GF | 1,000.00 | - | 504.28 | 504.28 | 495.72 |
| Investment Income - Either | 600.00 | - | - | - | 600.00 |
| Miscellaneous | 100.00 | - | - | - | 100.00 |
| Seed Library | 100.00 | - | - | - | 100.00 |
| Total Expenditures | 27,100.00 | 6,334.45 | 3,153.22 | 9,487.67 | 19,312.33 |
| BALANCE | | 22,792.50 | (2,853.22) | 19,939.28 | |

^^: Thompson Family

LIBRARY COMMISSION FY 2023-2024 BUDGET
January Actual vs Budget

| | FY 2023 Budget | December YTD | January | Year To Date | |
|----------------------------|---------------------------|-------------------------|-------------------|---------------------|-------------------|
| RECEIPTS | | | | | |
| Carryover | 7,371.95 | 7,371.95 | - | 7,371.95 | |
| Donations/ Misc./other ^^ | 2,000.00 | 455.00 | 350.00 | 805.00 | |
| Fundraising | 500.00 | - | - | - | |
| LTC Grant | 20,000.00 | 20,000.00 | - | 20,000.00 | |
| Investment Income - GF | 1,000.00 | 504.28 | - | 504.28 | |
| Investment Income - Either | 600.00 | - | - | - | |
| Seed Library | 100.00 | - | - | - | |
| Total Receipts | 31,571.95 | 28,331.23 | 350.00 | 28,681.23 | |
| EXPENDITURES | FY 2023 Budget | December YTD | January | Year To Date | Net Budget |
| Adult Programs | 500.00 | 216.99 | - | 216.99 | 283.01 |
| Books, Media & Technology | 5,500.00 | 2,576.98 | 263.24 | 2,840.22 | 2,659.78 |
| Children's Programs | 1,000.00 | - | 445.82 | 445.82 | 554.18 |
| LTC Grant | 20,000.00 | 6,189.42 | 712.00 | 6,901.42 | 13,098.58 |
| Investment Income - GF | 1,000.00 | - | - | - | 1,000.00 |
| Investment Income - Either | 600.00 | - | - | - | 600.00 |
| Miscellaneous | 100.00 | - | - | - | 100.00 |
| Seed Library | 100.00 | - | - | - | 100.00 |
| Total Expenditures | 27,100.00 | 8,983.39 | 1,421.06 | 10,404.45 | 18,395.55 |
| BALANCE | | 19,347.84 | (1,071.06) | 18,276.78 | |

^^: Anonymous, Beth & Robert Nemchek, Erin & Kyle Quada, Gladys T. Torres

LIBRARY COMMISSION FY 2023-2024 BUDGET
February Actual vs Budget

| RECEIPTS | FY 2023 Budget | January YTD | February | Year To Date | |
|----------------------------|-----------------------|--------------------|--------------------|---------------------|-------------------|
| Carryover | 7,371.95 | 7,371.95 | - | 7,371.95 | |
| Donations/ Misc./other ^^ | 2,000.00 | 805.00 | 25.00 | 830.00 | |
| Fundraising | 500.00 | - | - | - | |
| LTC Grant | 20,000.00 | 20,000.00 | - | 20,000.00 | |
| Investment Income - GF | 504.28 | 504.28 | - | 504.28 | |
| Investment Income - Either | - | - | - | - | |
| Seed Library | 100.00 | - | - | - | |
| Total Receipts | 30,476.23 | 28,681.23 | 25.00 | 28,706.23 | |
| EXPENDITURES | FY 2023 Budget | January YTD | February | Year To Date | Net Budget |
| Adult Programs | 500.00 | 216.99 | - | 216.99 | 283.01 |
| Books, Media & Technology | 5,500.00 | 2,840.22 | 544.45 | 3,384.67 | 2,115.33 |
| Children's Programs | 1,000.00 | 445.82 | 131.25 | 577.07 | 422.93 |
| LTC Grant | 20,000.00 | 6,901.42 | 9,458.88 | 16,360.30 | 3,639.70 |
| Investment Income - GF | 1,000.00 | - | 504.28 | 504.28 | 495.72 |
| Investment Income - Either | 600.00 | - | - | - | 600.00 |
| Miscellaneous | 100.00 | - | - | - | 100.00 |
| Seed Library | 100.00 | - | - | - | 100.00 |
| Total Expenditures | 27,100.00 | 10,404.45 | 10,638.86 | 21,043.31 | 7,756.69 |
| BALANCE | | 18,276.78 | (10,613.86) | 7,662.92 | |

^^: M. Duback, B. Johnson



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1978

Agenda Date: 3/18/2024

Agenda #: 2.

Director's Report to the Library Commission
August 21, 2023

Budget News:

- Update for the donation button for the website – we need to figure out which bank account/fund we want the donations going into.
- All revenue from printing, copying, faxing etc. has transitioned to the Town of Ledyard. The Town has also agreed to pay the lease and maintenance agreement for the new photocopiers. The new machines are working extremely well and we have received several compliments from the public.
- FY23 will officially be coming to a close in the next few weeks.

Library News:

- I confirmed the Libraries Transforming Communities grant funds have been received. Now that we held our Community Conversations and heard directly from the public and members of our community, we can begin to spend the funds. Here is a breakdown of how the funding will be allocated based on what we confirmed through our conversations:
 - Installing an automatic door opener at Gales Ferry Library
 - Strengthening our collection offerings
 - Upgrading technology to aid with programming and events
 - Funding programs for all ages to meet local disability needs
- Hold slips are now printed with the names at the top of the receipt which is working out very well. We are discussing the possibility of implementing patron self-pick up for holds in the future.
- To follow the goals listed in our strategic plan about branding our library, we have created a new template for “date due” receipts. These receipts are now easier to read and include our logo, tag line, website, phone number, email etc.
- Summer Reading has been going well. We have seen record breaking program attendance for Children and Adults!

Building News:

- The meeting room at the Bill Library is set up and ready for the annual book sale which runs from Friday, August 18 through Sunday, August 27. Sarah Desormier, Friends of the Library President, has put in a lot of time getting everything set up and ready for the sale. She reported that donations have been down this year meaning there are not as many items to sell.

Town News:

- On August 30, the library will join forces with the Town of Ledyard Community Relations Committee at the Farmer's Market. Promotional library materials will be available along with the ability to sign up residents for library cards. Visitors to the table will also be encouraged to head up to the Bill Library for an open house and opportunity to complete a fun scavenger hunt. Incentives include free books and a free 3D print.

Respectfully Submitted,
Jennifer Smith
Library Director

Director's Report to the Library Commission
September 18, 2023

Library News:

- I submitted the Libraries Transforming Communities grant midterm report which summarized the responses we received from the Community Conversations. I asked for a slight reallocation of funding because our Public Works team believes they will be able to handle the electrical project for the automatic door installation (saving us between \$1,000 - \$1,500). Another need that was discussed during the conversation was to increase our sensory friendly titles for youth. To do this, we would need to purchase an additional shelving unit that would be used to expand our board book collection at Gales Ferry.
 - I heard back from Lee Ann who is our Gales Ferry District contact. She did respond letting me know the District approved the automatic door for Gales Ferry Library.
- 2023 Summer Reading at a glance:
 - Adult summer reading registration was up 34%
 - Adventures and reading logged skyrocketed at 6,082
 - The number of programs offered almost doubled and the attendance at the programs more than doubled at 2,242 attendees
 - 100% of survey responders agreed or strongly agreed that they felt welcome at the library this summer
 - 97% of survey responders agreed or strongly agreed that they got help from the library
- We are anticipating having a FT staff member out for an extended period of time beginning next month. I am working with Human Resources to hire an additional Library Assistant and distribute the same amount of hours over seven people rather than just six. Most staff members would like to work more hours, but the schedule is becoming too tricky to fill all the gaps with only six people to call upon.

Building News:

- The basement at the Bill Library has flooded several times this summer due to all the rain. The Public Works team takes great care of us and has been responsive in the clean up effort.

Respectfully Submitted,
Jennifer Smith
Library Director

Director's Report to the Library Commission October 16, 2023

Budget News:

- I will be starting to crunch numbers for the FY25 budget in the coming weeks.

Library News:

- It is annual report time. I just submitted the State Library Annual Report and I am working on the Town Annual Report.
- I hope to interview candidates for the Substitute Library Associate the week of October 16, but I am waiting to hear back from Human Resources.
- Our annual Bill Library Association meeting and dinner is October 26.
- In the last few weeks, staff represented the library at the Back to School nights. Collectively, it was estimated that staff talked with approximately 350 families between both Gallup Hill and Juliet Long Elementary Schools. This month, we will also attend the Trunk-or-Treat Parks and Recreation event to hand out candy and library swag. Collaboration with other town departments AND increasing community awareness of library services are two of our strategic plan goals that we are actively pursuing.
- Library staff also worked hard to promote September as Library Card Sign-up Month this year. There was a push on our FaceBook, Instagram, website, and by word of mouth. We pulled statistics and noticed a big jump from last year to this year. September 2022 had 27 new card sign-ups compared to 54 this year! We welcome all ages from birth on up to register for a library card.



- Laura Norcia is our Seed Library Coordinator and just closed the Seed Library for the season. She volunteers countless hours each year to make the Seed Library a success for our community. Final numbers of seed packets handed out for free still need to be tallied.

Town News:

- Mary McGrattan will be stepping down as a Town Councilor and we will be assigned a new library liaison. New Town Councilors will take office on December 4, 2023.

Respectfully Submitted,
Jennifer Smith
Library Director

Director's Report to the Library Commission November 20, 2023

Budget News:

- I am working on preparing our FY25 budget. I will present it at our December meeting for discussion and vote.

Library News:

- Drue Chappelle was hired to fill the Substitute Library Associate position. His training is off to a good start.
- We will be interviewing for the Administrative Assistant position this week. I was told over 100 candidates submitted applications for this opening.
- Andrea Holbrook submitted her resignation as the Assistant Librarian I – Adult Services. She is full-time primarily at the Gales Ferry Library and her last day will be December 6, 2023.
- Bill Library holds are now available to be picked up by patrons. They are shelved on the left of the adult new collection right next to the self-check out machine. Patrons can either check out at the self-check out machine or be waited on by staff at the desk. This change was implemented for several reasons, some of which include:
 - Make picking up hold more convenient for patrons
 - Increase patron privacy
 - Save staff time for other tasks
 - Improve work flow behind the circulation desk
 - Free up space behind the circulation desk
 - Repurpose some of the shelving behind the circulation desk



Building News:

- We have a new outdoor sign for the Gales Ferry Library that matches the one at Bill Library. A social media post went up thanking the Library Commission for approving the funding to purchase the new sign.
- We are pleased to offer an enhanced, sensory-friendly board book selection in the Children's department at both library buildings. Gales Ferry Library has a newly acquired shelving unit to house all the board books thanks to the Libraries Transforming Communities grant.



- A large storage cabinet was removed from the Children’s room at Bill Library. Public Works reused old shelving to create a new place for our Early Reader collection. This change freed up space in the room and allowed us to expand two very popular collections - Early Readers and Graphic Novels. We still remain desperate for additional space.



- We have also been working on organizing our attic storage at the Bill Library.

Town News:

- At its regular meeting held on November 8, 2023, the Town Council authorized the Mayor to submit the ALA grant application for “Round II” of the *Libraries Transforming Communities: Assessable Small and Rural Communities Grant* in the amount of \$20,000 to purchase a new circulation/reference desk for the Bill Library designed to meet ADA requirements and better serve individuals with disabilities. The application is due by December 11, 2023.
- New Town Councilors have been decided and will take office on December 4, 2023. Thank you, Mary McGrattan, for being our Library Liaison!

Respectfully Submitted,
 Jennifer Smith
 Library Director

**Director's Report to the Library Commission
December 11, 2023**

Budget News:

- I have a draft of the FY25 budget ready to discuss.

Library News:

- Erica Christofferson accepted the Administrative Assistant position and begins December 14, 2023.
- The Assistant Librarian I – Adult Services position is posted.
- The Library Technician II – Youth Services position is posted.
- The Library Associate position is posted.

Building News:

- Both buildings are in good working order.

Town News:

- Councilor Carmen Garcia-Irizarry is our new liaison to the Library Commission.

Respectfully Submitted,
Jennifer Smith
Library Director

Director's Report to the Library Commission
January 23, 2023

Budget News:

- There was a slight adjustment to the FY25 library budget and the expense of the new photocopiers will be added to the libraries operating budget putting that line at \$21,262.00

Library News:

- Alyssa Drake accepted the Assistant Librarian I – Adult Services position and started January 16, 2024.
- The Library Technician II – Youth Services position interviews have concluded and a job offer has been made.
- The Library Associate position has been filled by Drue Chappelle who made a seamless transition from Substitute Library Associate.

Building News:

- Both buildings are in good working order.

Town News:

- I meet with the Mayor on Tuesday, January 23, 2024 at 9:30 a.m. for the Library budget meeting.

Respectfully Submitted,
Jennifer Smith
Library Director

Director's Report to the Library Commission February 26, 2024 (Meeting canceled)

Budget News:

- The Mayor's budget is due early March followed by the budget presentation to Town Council later in March.

Library News:

- We are back to being fully staffed! The Library Technician II – Youth Services position has been filled. Jadzia Childs started February 12, 2024 and is off to a great start.
- I have exciting news to share regarding a recent grant application and a recent donation received.
- Our “Love Your Library” campaign is going well. Although we haven't brought in many monetary donations, we are definitely feeling the love from our community by all the wonderful hearts we received over the last several weeks!
- Four library staff members attended CPR and AED training and were certified this month.

Building News:

- Our HDMI cable broke which impacts usage of the AV equipment and projector at Bill Library. Matt, Assistant Librarian II, came up with a better solution and Public Works ran a Cat 6 cable in place of the long HDMI cable. The Cat 6 cable allows for a stronger connection over a longer distance. HDMI cables are now short and attached at each end. We are just waiting on a final piece to arrive and we should be back up and running. This equipment is aging and I am going to keep an eye out for a way to upgrade the entire system.

Reminder – ACLB upcoming webinar on What is DEI and what does it mean for libraries?
Wednesday, February 28, 2024 at 7:00 p.m.

Register through the ACLB website - <https://aclb.wildapricot.org/>

Director's Report to the Library Commission March 18, 2024

Budget News:

- I attended the Library budget work session on Thursday, March 14, 2024. Thank you to those who were there virtually for support.

Library News:

- The Ledyard Public Library is one of 50 recipients in Round 2 of the Libraries Transforming Communities grant in the amount of \$20,000. This grant was written to replace the Bill Library circulation desk with a brand new ADA accessible desk.
- I was recently notified by the Community Foundation of Eastern CT that the Ledyard Public Library is part of a large bequest left by Joan D. Hauptfeld. We received a check for \$2,366.56 that is a designated grant to provide programmatic support (it is not for administrative purposes). If all continues to go well, we should be receiving this grant each year moving forward.

Building News:

- I am working with the Public Works team to replace the columns/pillars at the entrance of Gales Ferry Library.

Respectfully Submitted,
Jennifer Smith
Library Director



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1977

Agenda Date: 3/18/2024

Agenda #: 3.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1974

Agenda Date: 3/18/2024

Agenda #: 4.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0198

Agenda Date: 3/18/2024

Agenda #: 1.



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

Regular Meeting

Monday, January 22, 2024

7:00 PM

Gales Ferry Library

Gales Ferry Library

I. CALL TO ORDER

Chair Bolduc called the meeting to order at 7:01 p.m. at the Gales Ferry Library.

II. ROLL CALL

- Present** Chair John Bolduc
 Commissioner Barbara Candler
 Commissioner Brian Cronin
 Commissioner Ralph Hightower
 Commissioner Rebecca Nash
 Commissioner Carol Ganz
 Commissioner Elizabeth Rumery
 Commissioner Rolf Racich
- Late** Commissioner Ellin Grenger

In addition, the following were present:
Jennifer Smith - Library Director
Carmen Garcia-Irizarry - Town Council Liaison

III. RESIDENTS & PROPERTY OWNERS COMMENTS

None.

IV. PRESENTATIONS / INFORMATIONAL ITEMS

1. Appreciation for library programs

Ms. Smith shared a note from a library patron who uses the library frequently and enjoys the Senior Book Club. The patron mentioned "For the past several years I have enjoyed the book discussions very much. I rarely missed a session." This isn't the first time our patrons have shared positive feedback about our library programming. Programs are a great way to bring our community together while providing a safe public place for learning, discovering, creating, and connecting.

2. Gen Z and Millennials article on Public Library Use

An article titled *Gen Z and Millennials How They Use Public Libraries and Identify Through Media Use* by Kathi Inman Berens, Ph.D. and Rachel Noorda, Ph.D. was reviewed. Chair Bolduc pointed out a sentence from page 16 stating "A simple external link from digital borrowing apps, such as Libby, to the branch library's website could make a big difference in keeping local branch libraries squarely in Gen Z and millennials' consideration set." He asked Ms. Smith if we could link our library website to the Libby and Hoopla websites. Ms. Smith will follow up.

Ms. Smith also wanted to discuss a few statistics the article summarized. On page 2, the following statistic was explained: "75% of Gen Z and millennial physical library patrons believe a library wait of one week or less is long." When we are able to have what patrons are looking for on our shelves, their library experience is positive. The article went on to explain that "print is the preferred format" for Gen Zers and Millennials. Hence, the reason to continue to advocate for an increase to our physical book budget. Back in 2012, our book budget was \$60,000 and this year it is only \$50,000 despite books costing much more than they did 12 years ago. According to the most current state library statistics, the state average per capita expenses for library materials is \$5.15, and Ledyard spends \$4.61.

V. MEMBER COMMENTS

None.

VI. REPORTS

1. Treasurer's Report

Mr. Hightower presented the December Treasurer's report. A revised report will be sent out to Commissioners to correct the way we are now listing the Investment account dividends and interest. A point was made that although Ms. Smith has the option to spend \$1,000 from the Gales Ferry Library account and \$600 from the Either Library account this year, these amounts should only reflect what was actually received and spent. The \$504.28 amount was spent from the Gales Ferry Library account to replace the outside library sign at Gales Ferry. This amount will be shown in the revised December receipts and expenditures.

2. Director's Report

Ms. Smith presented the January Director's report.

Budget News:

- There was a significant adjustment to the FY25 library budget and the expense of the new photocopiers will be added to the libraries operating budget putting that line at \$21,262.00

Library News:

- Alyssa Drake accepted the Assistant Librarian I - Adult Services position and started January 16, 2024.
- The Library Technician II - Youth Services position interviews have concluded and a job offer has been made.
- The Library Associate position has been filled by Drue Chappelle who made a seamless transition from Substitute Library Associate.

Building News:

- Both buildings are in good working order.

Town News:

- I meet with the Mayor on Tuesday, January 23, 2024 at 9:30 a.m. for the Library budget meeting.

3. Friends of the Ledyard Library Report

Nothing to report.

4. Investment Working Group

Chair Bolduc reported that the group met with Sal Tocco earlier this month to review the performance of the investment accounts. Funds are showing good returns overall.

VII. APPROVAL OF MINUTES**1. Motion to approve the regular meeting minutes of the Library Commission meeting from December 11, 2023.**

RESULT: APPROVED AND SO DECLARED

MOVER: Rolf Racich

SECONDER: Carol Ganz

AYE 8 Bolduc Candler Cronin Hightower Nash Ganz Rumery Racich

VIII. OLD BUSINESS**1. FY25 Department Budget Meeting**

Ms. Smith reported she meets with the Mayor and Finance Director on Tuesday, January 23 at 9:30 a.m. to present the FY25 Library proposed budget.

2. Motion to approve the FY 25 budget as revised to add in the copier total (\$21,262.00) to the operating budget line.

RESULT: APPROVED AND SO DECLARED

MOVER: Rebecca Nash

SECONDER: Rolf Racich

AYE 8 Bolduc Candler Cronin Hightower Nash Ganz Rumery Racich

3. Consortium Update

Ms. Smith has been gathering information about CT Consortium options consistently over the last year. She presented Commissioners with a comparison chart based on her findings and conversations with consortium directors. Although there are four consortium options in the state, Ms. Smith explained that the smallest of the four is so small that it would not be a suitable option for Ledyard. The comparison chart gives a break down of the three largest consortiums including detail regarding services, support, delivery, other, and a total cost for what it would cost for Ledyard to belong to Bibliomation, or Library Connection Inc. (LCI), and LION to

which we currently belong.

The consortium comparison chart was reviewed line by line and Ms. Smith explained each service and benefit to Commissioners. It is likely LION would charge a fee to leave the consortium, but the expenses are unknown at this point. LION has increased their membership fees by a minimum of 3% in recent years and this trend is expected to continue. Ms. Smith has shared with Commissioners that the benefits of belonging to LION are dwindling while the costs to belong to LION continue to skyrocket. Thus, the reasoning behind taking the time to be good stewards of taxpayer dollars and compare our other statewide consortium options.

Ms. Smith has received a quote from the two consortiums to which we do not belong. Bibliomation proposed \$23,750 for Ledyard to join while LCI proposed \$26,059. These totals do not reflect the costs of also opting into OverDrive (e-book collection) so we would likely see around a \$2,000 to \$2,500 increase to Bibliomation and LCI quotes mentioned above. LION would likely be in the ballpark of \$54,135 (including OverDrive costs which break out to approximately \$6,600) although Ms. Smith did not reach out to LION directly for this quote.

Overall Commissioners take-a-way seemed to be that we may be able to decrease the costs of consortium membership and have improved service with a much more forward thinking consortium. The money we could save by joining a different consortium with improved services could then be reallocated back to the library to fill other needs such as increasing our book budget, setting aside money for library programming, and professional development for library staff. Ms. Nash made a point that it seems we have eliminated Bibliomation mainly due to the fact they solely rely on the State of CT for delivery (to which we only receive one delivery a week) and they are a consortium with mainly small public libraries.

Ms. Smith also provided Commissioners with a list of the top 25 public libraries in the state for circulation. Circulation indicates how busy a library is and how often items are borrowed. She pointed out the data shows 11 out of the 25 are LCI libraries. Only 3 out of the 25 are LION libraries and there are only 2 Bibliomation libraries. The other libraries mentioned are standalones which would not be an option for Ledyard. Right now we are in the larger half of the libraries in LION, but in LCI, we would be one of the smallest - i.e. we would have a large group of big busy libraries to borrow from in the consortium delivery system which would provide Ledyard patrons with great borrowing options.

If a consortium migration is something Commissioners want to consider, we would need to provide LION with one year notice at the June annual meeting. Ms. Smith asked Commissioners to digest the information discussed and email her with any questions they may have before our next meeting in February. In the meantime, Ms. Smith will follow up on the questions that were raised including topics around barcodes, scanning equipment, library card portability, nonprofit status, open source programming, etc. Commissioners seem interested in comparing and contrasting LCI with LION at this point.

XI. NEW BUSINESS

1. Motion to approve the revised holiday closing schedule to include the Mayor's floating holiday on Wednesday, June 19, 2024.

RESULT: APPROVED AND SO DECLARED

MOVER: Ellin Grenger

SECONDER: Elizabeth Rumery

X. ADJOURNMENT

Ms. Grenger moved the meeting be adjourned, seconded by Mr. Hightower.

The meeting adjourned at 8:55 p.m.

VOTE: 9-0 Approved and so declared

The next Library Commission meeting is scheduled for Monday, February 26, 2024 at the Bill
Library.

Respectively Submitted,

John Bolduc

Library Commission Chair

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



TOWN OF LEDYARD

741 Colonel Ledyard
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File #: 23-2284

Agenda Date: 3/18/2024

Agenda #: 1.

Connecticut Consortium Comparison

| | BIBLIOMATION | LCI | LION |
|--|--------------|-----------------|----------|
| Services | | | |
| Integrated Library System | Evergreen | Sierra | Sierra |
| Online Public Access Catalog | Evergreen | Encore | Pika |
| OCLC | * | * | |
| B&T TitleSource360 | | * | |
| Museum Key | * | * | |
| Email addresses | * | * | * |
| Domain hosting | * | * | * |
| Website hosting | * | | * |
| Automated Shelf Reading | * | * | |
| Off-site Materials Checkout | | * | |
| Support | | | |
| Help Desk Support/Emergency Support | * | * | * |
| IT Support (part of contract) | * | * | * |
| IT Support (additional charge) | * | * | |
| Cataloging Support | * | * | |
| Staff Training | * | * | |
| Individualized Loan Rules | | * | |
| Workflow Counseling | * | * | |
| Autonomous patron emails | | * | |
| Working with RFID Vendor Selection | | * | |
| Discounts to Group Vendors | * | * | |
| Delivery | | | |
| Delivery to Ledyard | | * | * |
| Overdrive | \$ 2,379.89 | \$1,600-\$2,000 | \$6,600 |
| Consortium App | * | * | |
| Other | | | |
| Number of Public Libraries in Consortium | 68 | 30 | 31 |
| Large Libraries in Consortium | Somewhat | Yes | Yes |
| MLS Librarians on Staff | * | * | |
| Total Cost | | | |
| | \$23,750 | \$26,059 | \$52,558 |

| | |
|---|----------------------------------|
| Connecticut's Public Libraries: a Statistical Profile, July 2021-June 2022, Library Data | Integrated Library System |
|---|----------------------------------|

| | |
|--------------------------------------|---------------------------|
| Greenwich - Greenwich Library | III Sierra |
| West Hartford | Library Connection |
| Manchester | Library Connection |
| Fairfield - Fairfield Public | SirsiDynix Symphony |
| Stamford - Ferguson | III Sierra |
| Darien | Polaris |
| Simsbury | Library Connection |
| Wallingford | LION |
| Trumbull | SirsiDynix Horizon |
| Westport | Polaris |
| Glastonbury - Welles-T. | Library Connection |
| Hamden | LION |
| Southington | Library Connection |
| Cheshire | Library Connection |
| Ridgefield | Bibliomation |
| Avon | Library Connection |
| Guilford | LION |
| New Canaan | III Encore |
| Milford | Bibliomation |
| Stratford | aha with ByWater Solution |
| Bristol | Library Connection |
| Norwalk - Norwalk Public | III Sierra |
| Wethersfield | Library Connection |
| New Britain | Library Connection |
| Middletown - Russell | Library Connection |

The above shows the most recent data from the top 25 public libraries in the state for circulation (circulation indicates how busy a library is and how often items are being borrowed). You will notice 11 out of the 25 are Library Connection (LCI) libraries. Only 3 out of 25 are LION libraries and there are only 2 Bibliomation libraries. The other ILS mentioned are standalones which would not be a suitable option for Ledyard.

Right now we are in the larger half of the libraries in LION, but in LCI, we would be one of the smallest – i.e. we would have a large group of big busy libraries to borrow from in the consortium delivery system which would provide Ledyard patrons with great borrowing options.



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File #: 24-0199

Agenda Date: 3/18/2024

Agenda #: 1.

Community Meeting Room Regulations Ledyard Public Library

The Ledyard Public Library has two meeting rooms available for public use. Library functions preempt all other reservation requests. The community meeting rooms are available for local community or civic nonprofit organizations, local groups, businesses, and Ledyard residents. Granting permission to use library facilities does not in any way constitute an endorsement of the group's policies or beliefs by the library or the town.

1. Availability and application for use

- a. Each building has one meeting room available. Maximum capacity for Bill Library is 55 people, and maximum capacity for Gales Ferry Library is 35 people. The meeting room at Bill Library can be used when the building is closed. The meeting room at Gales Ferry Library can only be used when the library is open.
- b. Reservations will only be approved up to ninety days in advance.
- c. Requests to use the room must be made in advance by an adult (21 years old or older) who will assume responsibility for loss or damage to the facility or equipment. A written agreement of responsibility must be completed and signed before access to the room is permitted.
- d. There is no fee for use of the room or for equipment provided in the room. Admission fees and collections are prohibited.
- e. No fundraising activities will be allowed, except for those benefiting the library.
- f. The individual/group/organization shall indemnify, defend, and hold harmless the Town of Ledyard and all of their respective officers, employees, agents, servants, and volunteers to the fullest extent allowed by law for any claim for personal injury, bodily injury, death, property damage, emotional injury, any other injury, and loss or damage of any kind occurring during the term of the agreement and alleged to have been caused in whole or in part by the group, even if caused by the negligence of the Town of Ledyard or any of their respective officers, employees, agents, servants, and volunteers. A group may be asked to submit a certificate of liability insurance.
- g. Youth groups may use the room if they are accompanied by an adult group representative (21 years or older) who assumes full responsibility for supervision of the group for the entire time they are in the Library.
- h. Local businesses may use the facilities for internal business or staff training.

2. General rules for use

- a. Groups may use the community meeting rooms up to two times for each location in any given month or for a series of up to six weekly sessions twice in a given year at Bill Library and four times in a given year at Gales Ferry Library.

- b. Meetings in the Gales Ferry room must be scheduled to begin and end during normal library hours. Meetings must conclude 30 minutes before the Library closes and the meeting room must be completely vacated approximately 15 minutes prior to closing.
 - c. Groups or members of the group meeting at Bill Library shall not enter the main library during hours when that portion of the building is not open to the general public.
 - d. The group may request the use of available library equipment and should do so in advance of their meeting.
 - e. Light refreshments are permitted.
 - f. Alcoholic beverages are not permitted.
 - g. Smoking is not permitted.
 - h. Applicant is responsible for leaving premises clean and in good order, including removing trash.
 - i. Use of the room may not adversely affect regular library operations.
 - j. Groups may not store materials overnight in the meeting room space.
3. Responsibilities of the group
- a. Obtain keys ahead of time if using the Bill meeting room when the Library is closed.
 - b. Set up and disassemble chairs, tables, and equipment.
 - c. Provide special accommodations for their attendees if needed.
 - d. Carry personal equipment in and out of the room.
 - e. Fill out the attendance sheet provided by the Library before leaving.
 - f. Return keys if borrowed.
 - g. Notify the Library in advance if the room is no longer needed.
4. Miscellaneous
- a. A Library representative may be present at any meeting or program.
 - b. The Library reserves the right to cancel a reservation scheduled to take place on its property for any reason.
 - c. The Library reserves the right to refuse additional bookings to any group that fails to comply with these regulations.

Adopted by the Library Commission 10/16/95
Revised 10/19/2015
Revised 10/16/2023

Meeting Room Reservation and Agreement of Responsibility

I, _____, an authorized representative from _____ (name of group/organization), request use of the Ledyard Public Library Community Meeting Room. I understand I am responsible for setting up chairs and tables and returning the room the way I found it.

Requested Room: Bill _____ Gales Ferry _____

Equipment Needed: Projection _____ Laptop _____ Other _____

Key Needed (only available for Bill Library): Yes _____ No _____

Month(s), Day(s), Start and End Time(s) Requested:

I have read and agree to the regulations governing the use of the room. I understand that the above named organization/group is legally and financially responsible for loss or damage to the facility or its equipment intentionally or negligently caused by individuals attending the group-sponsored activity as noted in the regulations. Dates must be approved by the Library prior to use. I understand approval is not secured until both parties have signed this agreement.

Signature _____ Date _____

Address _____

Phone _____ Email _____

To be filled out by library:

Library permission by: _____ Date _____

Copy of policy submitted to authorized representative _____

Copy of signed agreement form administered to both parties _____

Original on file at library _____ Scanned copy given to authorized representative _____