



TOWN OF LEDYARD CONNECTICUT

Library Commission

~ AGENDA ~

Chair
John Bolduc

Bill Library
718 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Gales Ferry Library
18 Hurlbutt Road
Gales Ferry, Connecticut 06335

Regular Meeting

Monday, May 19, 2025

7:00 PM

Bill 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

Attachments: [2024.06 Treasurer's Report](#)
[2024.07 Treasurer's Report](#)
[2024.08 Treasurer's Report](#)
[2024.09 Treasurer's Report](#)
[2024.10 Treasurer's Report](#)
[2024.11 Treasurer's Report](#)
[2024.12 Treasurer's Report](#)
[2025.01 Treasurer's Report](#)
[2025.02 Treasurer's Report](#)
[2025.03 Treasurer's Report](#)
[2025.04 Treasurer's Report](#)

2. Director's Report

Attachments: [Director's Report - September 2024](#)
[Director's Report - October 2024](#)
[Director's Report - November 2024](#)
[Director's Report - December 2024](#)
[Director's Report - January 2025](#)
[Director's Report - February 2025](#)
[Director's Report - March 2025](#)
[Director's Report - April 2025](#)

3. Consortium Working Group

4. Investment Working Group
5. Friends of the Ledyard Library

VII. APPROVAL OF MINUTES

1. Motion to approve the library commission regular meeting minutes of April 21, 2025

Attachments: [MeetingMinutes13-May-2025-10-18-12](#)

VIII. OLD BUSINESS

1. Discuss and vote on creating an annual appeal procedure.
2. Determine the criteria for developing a 6 month evaluation procedure for a library director.
3. Any Old Business proper to come before the Commission

XI. NEW BUSINESS

1. 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 #: 24-0800

Agenda Date: 5/19/2025

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Treasurer's Report

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

LIBRARY COMMISSION FY 2023-2024 BUDGET					
June Actual vs Budget					
	FY 2024 Budget	May YTD	June	Year To Date	
RECEIPTS					
Carryover	7,371.95	7,371.95		7,371.95	
Donations/ Misc./other ¹	2,000.00	1,567.94	110.00	1,677.94	
Fundraising ²	500.00	500.14		500.14	
Grants				-	
❖LTC Grant	40,000.00	20,000.00		20,000.00	
❖DeliverIT State Library Grant	828.00	828.00		828.00	
❖Public Incentive State Library Grant	1,442.00	1,442.00		1,442.00	
❖New London Kiwanis	500.00	500.00		500.00	
❖Traveling Toys	3,333.33		3,333.33	3,333.33	
❖Ledyard Rotary Foundation Inc	2,000.00		2,000.00	2,000.00	
Seed Library	150.00	150.00		150.00	
Total Receipts	58,125.28	32,360.03	5,443.33	37,803.36	
EXPENDITURES	FY 2024 Budget	May YTD	June	Year To Date	Net Budget
Adult Programs	500.00	462.77	36.10	498.87	1.13
Books, Media & Technology	5,500.00	4,418.22	600.19	5,018.41	481.59
Children's Programs	1,000.00	999.57		999.57	0.43
Grants				-	
❖LTC Grant	20,000.00	17,992.60	375.79	18,368.39	1,631.61
❖DeliverIT State Library Grant	828.00	-	-	-	828.00
❖Public Incentive State Library Grant	1,442.00	-	-	-	1,442.00
❖New London Kiwanis	500.00	-	-	-	500.00
❖Traveling Toys	3,333.33	-	-	-	3,333.33
❖Ledyard Rotary Foundation Inc	2,000.00	-	-	-	2,000.00
Seed Library	150.00	-	-	-	150.00
Total Expenditures	35,253.33	23,873.16	1,012.08	24,885.24	10,368.09
BALANCE		8,486.87	4,431.25	12,918.12	

¹ Glenwoods Book Club; Elaine Peterson

LIBRARY INVESTMENT FUNDS - EITHER LIBRARY FY 2023-2024 BUDGET					
June Actual vs Budget					
	FY 2024 Budget	May YTD	June	Year To Date	
RECEIPTS					
Investment Income - Either ¹	600.00	-	600.00	600.00	
Grants/Bequests	2,366.56	375.00	-	375.00	
Total Receipts	2,966.56	375.00	600.00	975.00	
EXPENDITURES	FY 2024 Budget	May YTD	June	Year To Date	Net Budget
Investment Income - Either	-	-	600.00	600.00	(600.00)
Grants/Bequests	2,366.56	375.00	-	375.00	1,991.56
Total Expenditures	2,366.56	375.00	600.00	975.00	1,391.56
BALANCE		-	-	-	

¹Slat Wall Displays

LIBRARY INVESTMENT FUNDS - GALES FERRY FY 2023-2024 BUDGET					
June Actual vs Budget					
	FY 2024 Budget	May YTD	June	Year To Date	
RECEIPTS					
Investment Income - GF ¹	970.75	504.28	466.47	970.75	
Donations	-	-		-	
Total Receipts	970.75	504.28	466.47	970.75	
EXPENDITURES	FY 2024 Budget	May YTD	June	Year To Date	Net Budget
Investment Income - GF ¹	970.75	504.28	466.47	970.75	-
Total Expenditures	970.75	504.28	466.47	970.75	-
BALANCE		-	-	-	

LIBRARY COMMISSION FY 2024-2025 BUDGET					
July Actual vs Budget					
	FY 2025				
RECEIPTS	Budget	YTD	July	Year To Date	
Carryover	27,921.57		27,921.57	27,921.57	
BorrowIT Reimbursement	1,000.00				
Donations/ Misc./other	1,500.00		500.00	500.00	
Fundraising	500.00			-	
Grants	5,333.33				
Seed Library	100.00			-	
Total Receipts	36,354.90	-	28,421.57	28,421.57	
	FY 2025				
EXPENDITURES	Budget	YTD	July	Year To Date	Net Budget
Adult Programs	500.00			-	500.00
Books, Media & Technology	5,500.00			-	5,500.00
Children's Programs	1,000.00			-	1,000.00
Grants	26,985.74		(20.80)		
Seed Library	200.00			-	200.00
Total Expenditures	34,185.74	-	(20.80)	-	7,200.00
BALANCE		-	28,442.37	28,421.57	

LIBRARY INVESTMENT FUNDS - EITHER FY 2024-2025 BUDGET					
July Actual vs Budget					
	FY 2025				
RECEIPTS	Budget	YTD	July	Year To Date	
Investment Income - E	1,116.00			-	
Grants/Bequests	4,733.12				
Donations	1,000.00	-		-	
Total Receipts	6,849.12	-	-	-	
	FY 2025				
EXPENDITURES	Budget	YTD	July	Year To Date	Net Budget
Investment Income - E	1,116.00				1,116.00
Hauptfeld Bequest	4,358.12				
Total Expenditures	5,474.12	-	-	-	1,116.00
BALANCE		-	-	-	

LIBRARY INVESTMENT FUNDS - GALES FERRY FY 2024-2025 BUDGET					
July Actual vs Budget					
	FY 2025				
RECEIPTS	Budget	YTD	July	Year To Date	
Investment Income - GF	1,194.00	-		-	
Donations	300.00	-		-	
Total Receipts	1,494.00	-	-	-	
	FY 2025				
EXPENDITURES	Budget	YTD	July	Year To Date	Net Budget
Investment Income - GF	1,194.00	-		-	1,194.00
Total Expenditures	1,194.00	-	-	-	1,194.00
BALANCE		-	-	-	

LIBRARY COMMISSION FY 2024-2025 BUDGET					
August Actual vs Budget					
	FY 2025 Budget	July YTD	August	Year To Date	
RECEIPTS					
Carryover	27,921.57	27,921.57		27,921.57	
Borrow/IT Reimbursement	1,000.00	1,000.00		1,000.00	
Donations/ Misc./other	1,500.00	500.00	-	500.00	
Fundraising	500.00			-	
Grants	5,333.33	5,333.33		5,333.33	
Seed Library	100.00	100.00		100.00	
Total Receipts	36,354.90	34,854.90	-	34,854.90	
	FY 2025 Budget	July YTD	August	Year To Date	Net Budget
EXPENDITURES					
Adult Programs	500.00			-	500.00
Books, Media & Technology	5,500.00		1,123.08	1,123.08	4,376.92
Children's Programs	1,000.00			-	1,000.00
Grants	26,985.74	(20.80)	5,194.86	5,174.06	21,811.68
Seed Library	200.00			-	200.00
Total Expenditures	34,185.74	(20.80)	6,317.94	6,297.14	27,888.60
BALANCE		34,875.70	(6,317.94)	28,557.76	

LIBRARY INVESTMENT FUNDS - EITHER FY 2024-2025 BUDGET					
August Actual vs Budget					
	FY 2025 Budget	July YTD	August	Year To Date	
RECEIPTS					
Investment Income - Either	1,116.00			-	
Grants/Bequests	4,358.12			-	
Donations	1,000.00	-	230.00	230.00	
Total Receipts	6,474.12	-	230.00	230.00	
	FY 2025 Budget	July YTD	August	Year To Date	Net Budget
EXPENDITURES					
Investment Income - Either	1,116.00			-	1,116.00
Hauptfeld Bequest	4,358.12			-	4,358.12
Total Expenditures	5,474.12	-	-	-	5,474.12
BALANCE		-	230.00	230.00	

Donations: J&C Bolduc, M.Daumy, B&L Peckham, G.Wilson

LIBRARY INVESTMENT FUNDS - GALES FERRY FY 2024-2025 BUDGET					
August Actual vs Budget					
	FY 2025 Budget	July YTD	August	Year To Date	
RECEIPTS					
Investment Income - Gales Ferry	1,194.00	-		-	
Donations	300.00	-		-	
Total Receipts	1,494.00	-	-	-	
	FY 2025 Budget	July YTD	August	Year To Date	Net Budget
EXPENDITURES					
Investment Income - Gales Ferry	1,194.00	-		-	1,194.00
Total Expenditures	1,194.00	-	-	-	1,194.00
BALANCE		34,875.70	-	-	

LIBRARY COMMISSION FY 2024-2025 BUDGET					
September Actual vs Budget					
	FY 2025				
RECEIPTS	Budget	August YTD	September	Year To Date	
Carryover	27,921.57	27,921.57		27,921.57	
Borrow/IT Reimbursement	1,000.00	1,000.00		1,000.00	
Donations/ Misc./other ¹	1,500.00	730.00	25.00	755.00	
Fundraising	500.00			-	
Grants	5,333.33	5,333.33		5,333.33	
Seed Library	100.00	100.00		100.00	
Total Receipts	36,354.90	35,084.90	25.00	35,109.90	
	FY 2025				Net
EXPENDITURES	Budget	August YTD	September	Year To Date	Budget
Adult Programs	500.00		17.38	17.38	482.62
Books, Media & Technology	5,500.00	1,123.08	151.50	1,274.58	4,225.42
Children's Programs	1,000.00			-	1,000.00
Grants **	26,985.74	5,164.06	21,788.87	26,952.93	32.81
Seed Library	200.00			-	200.00
Total Expenditures	34,185.74	6,287.14	21,957.75	28,244.89	5,940.85
BALANCE		28,797.76	(21,932.75)	6,865.01	

¹Harry and Marie Tobiassen: In Memory of Evelyn "Lynn" Tarozzi

Restated

** -\$10: \$5174.06 to \$5164

LIBRARY INVESTMENT FUNDS - EITHER FY 2024-2025 BUDGET					
September Actual vs Budget					
	FY 2025				
RECEIPTS	Budget	August YTD	September	Year To Date	
Investment Income - Either	1,116.00			-	
Grants/Bequests	4,358.12		525.00	525.00	
Donations	1,000.00	-	-	-	
Total Receipts	6,474.12	-	525.00	525.00	
	FY 2025				Net
EXPENDITURES	Budget	August YTD	September	Year To Date	Budget
Investment Income - Either	1,116.00			-	1,116.00
Hauptfeld Bequest	4,358.12		525.00	525.00	3,833.12
Total Expenditures	5,474.12	-	525.00	525.00	4,949.12
BALANCE		-	-	-	

Programs

Lotions, Potions, Elixers and Bath Salts; Writing Workshop

LIBRARY INVESTMENT FUNDS - GALES FERRY FY 2024-2025 BUDGET					
September Actual vs Budget					
	FY 2025				
RECEIPTS	Budget	August YTD	September	Year To Date	
Investment Income - Gales Ferry	1,194.00	-		-	
Donations	300.00	-		-	
Total Receipts	1,494.00	-	-	-	
	FY 2025				Net
EXPENDITURES	Budget	August YTD	September	Year To Date	Budget
Investment Income - Gales Ferry	1,194.00	-		-	1,194.00
Total Expenditures	1,194.00	-	-	-	1,194.00
BALANCE		28,797.76	-	-	

LIBRARY COMMISSION FY 2024-2025 BUDGET					
October Actual vs Budget					
RECEIPTS	FY 2025 Budget	September YTD	October	Year To Date	
Carryover	27,921.57	27,921.57		27,921.57	
BorrowIT Reimbursement	1,000.00	1,000.00		1,000.00	
Donations/ Misc./other ¹	1,500.00	755.00	100.00	855.00	
Fundraising	500.00	-		-	
Grants	5,333.33	5,333.33		5,333.33	
Seed Library	100.00	100.00		100.00	
Total Receipts	36,354.90	35,109.90	100.00	35,209.90	
EXPENDITURES	FY 2025 Budget	September YTD	October	Year To Date	Net Budget
Adult Programs	500.00	17.38		17.38	482.62
Books, Media & Technology**	5,500.00	1,274.58	462.03	1,736.61	3,763.39
Children's Programs	1,000.00	-		-	1,000.00
Grants	26,985.74	26,952.93		26,952.93	32.81
Seed Library	200.00	-		-	200.00
Total Expenditures	34,185.74	28,244.89	462.03	28,706.92	5,478.82
BALANCE		6,865.01	(362.03)	6,502.98	

¹Naomi Rodriguez: In Memory of Janet Barnett

LIBRARY INVESTMENT FUNDS - EITHER FY 2024-2025 BUDGET					
October Actual vs Budget					
RECEIPTS	FY 2025 Budget	September YTD	October	Year To Date	
Investment Income - Either	1,116.00			-	
Grants/Bequests	4,358.12	525.00	245.00	770.00	
Donations	1,000.00	-	-	-	
Total Receipts	6,474.12	525.00	245.00	770.00	
EXPENDITURES	FY 2025 Budget	September YTD	October	Year To Date	Net Budget
Investment Income - Either	1,116.00			-	1,116.00
Hauptfeld Bequest	4,358.12	525.00	245.00	770.00	3,588.12
Total Expenditures	5,474.12	525.00	245.00	770.00	4,704.12
BALANCE		-	-	-	

Programs

Learn to Macromae

LIBRARY INVESTMENT FUNDS - GALES FERRY FY 2024-2025 BUDGET					
October Actual vs Budget					
RECEIPTS	FY 2025 Budget	September YTD	October	Year To Date	
Investment Income - Gales Ferry	1,194.00	-		-	
Donations	300.00	-		-	
Total Receipts	1,494.00	-	-	-	
EXPENDITURES	FY 2025 Budget	September YTD	October	Year To Date	Net Budget
Investment Income - Gales Ferry	1,194.00	-		-	1,194.00
Total Expenditures	1,194.00	-	-	-	1,194.00
BALANCE		6,865.01	-	-	

LIBRARY COMMISSION FY 2024-2025 BUDGET					
November Actual vs Budget					
	FY 2025 Budget	October YTD	November	Year To Date	
RECEIPTS					
Carryover	27,921.57	27,921.57		27,921.57	
BorrowIT Reimbursement	1,000.00	1,000.00		1,000.00	
Donations/ Misc./other ¹	1,500.00	855.00	140.00	995.00	
Fundraising	500.00	-		-	
Grants	5,333.33	5,333.33		5,333.33	
Seed Library	100.00	100.00		100.00	
Total Receipts	36,354.90	35,209.90	140.00	35,349.90	
	FY 2025 Budget	October YTD	November	Year To Date	Net Budget
EXPENDITURES					
Adult Programs	500.00	17.38		17.38	482.62
Books, Media & Technology**	5,500.00	1,736.61	1,387.82	3,124.43	2,375.57
Children's Programs	1,000.00	-		-	1,000.00
Grants	26,985.74	26,952.93		26,952.93	32.81
Seed Library	200.00	-	119.09	119.09	80.91
Total Expenditures	34,185.74	28,706.92	1,506.91	30,213.83	3,971.91
BALANCE		6,502.98	(1,366.91)	5,136.07	

Library Commissioners for Rebecca Nash ; Doug Moffit

LIBRARY INVESTMENT FUNDS - EITHER FY 2024-2025 BUDGET					
November Actual vs Budget					
	FY 2025 Budget	October YTD	November	Year To Date	
RECEIPTS					
Investment Income - Either	1,116.00			-	
Grants/Bequests	4,358.12	770.00	-	770.00	
Donations	1,000.00	-	-	-	
Total Receipts	6,474.12	770.00	-	770.00	
	FY 2025 Budget	October YTD	November	Year To Date	Net Budget
EXPENDITURES					
Investment Income - Either	1,116.00			-	1,116.00
Hauptfeld Bequest	4,358.12	770.00	-	770.00	3,588.12
Total Expenditures	5,474.12	770.00	-	770.00	4,704.12
BALANCE		-	-	-	

Programs

LIBRARY INVESTMENT FUNDS - GALES FERRY FY 2024-2025 BUDGET					
November Actual vs Budget					
	FY 2025 Budget	October YTD	November	Year To Date	
RECEIPTS					
Investment Income - Gales Ferry	1,194.00	-		-	
Donations	300.00	-		-	
Total Receipts	1,494.00	-	-	-	
	FY 2025 Budget	October YTD	November	Year To Date	Net Budget
EXPENDITURES					
Investment Income - Gales Ferry	1,194.00	-		-	1,194.00
Total Expenditures	1,194.00	-	-	-	1,194.00
BALANCE		6,502.98	-	-	

LIBRARY COMMISSION FY 2024-2025 BUDGET					
December Actual vs Budget					
	FY 2025 Budget	November YTD	December	Year To Date	
RECEIPTS					
Carryover	27,921.57	27,921.57		27,921.57	
BorrowIT Reimbursement	1,000.00	1,000.00		1,000.00	
Donations/ Misc./other ¹	1,500.00	995.00	102.00	1,097.00	
Fundraising	500.00	-		-	
Grants	5,333.33	5,333.33		5,333.33	
Seed Library	100.00	100.00		100.00	
Total Receipts	36,354.90	35,349.90	102.00	35,451.90	
EXPENDITURES	FY 2025 Budget	November YTD	December	Year To Date	Net Budget
Adult Programs	500.00	17.38		17.38	482.62
Books, Media & Technology**	5,500.00	3,124.43	279.68	3,404.11	2,095.89
Children's Programs	1,000.00	-		-	1,000.00
Grants	26,985.74	26,952.93		26,952.93	32.81
Seed Library	200.00	119.09	-	119.09	80.91
Total Expenditures	34,185.74	30,213.83	279.68	30,493.51	3,692.23
BALANCE		5,136.07	(177.68)	4,958.39	

¹ Elaine C. Porter, United Methodist Church Book Group

LIBRARY INVESTMENT FUNDS - EITHER FY 2024-2025 BUDGET					
December Actual vs Budget					
	FY 2025 Budget	November YTD	December	Year To Date	
RECEIPTS					
Investment Income - Either	1,116.00		1,348.50	1,348.50	
Grants/Bequests	4,358.12	770.00	-	770.00	
Donations	1,000.00	-	-	-	
Total Receipts	6,474.12	770.00	1,348.50	2,118.50	
EXPENDITURES	FY 2025 Budget	November YTD	December	Year To Date	Net Budget
Investment Income - Either	1,116.00		1,348.50	1,348.50	(232.50)
Hauptfeld Bequest	4,358.12	770.00		770.00	3,588.12
Total Expenditures	5,474.12	770.00	1,348.50	2,118.50	3,355.62
BALANCE		-	-	-	

Tables; Acrylic Shelves

LIBRARY INVESTMENT FUNDS - GALES FERRY FY 2024-2025 BUDGET					
December Actual vs Budget					
	FY 2025 Budget	November YTD	December	Year To Date	
RECEIPTS					
Investment Income - Gales Ferry	1,194.00	-	232.50	232.50	
Donations	300.00	-		-	
Total Receipts	1,494.00	-	232.50	232.50	
EXPENDITURES	FY 2025 Budget	November YTD	December	Year To Date	Net Budget
Investment Income - Gales Ferry	1,194.00	-	232.50	232.50	961.50
Total Expenditures	1,194.00	-	232.50	232.50	961.50
BALANCE		5,136.07	-	-	

Acrylic Shelves

LIBRARY COMMISSION FY 2024-2025 BUDGET					
January Actual vs Budget					
	FY 2025 Budget	December YTD	January	Year To Date	
RECEIPTS					
Carryover	27,921.57	27,921.57		27,921.57	
BorrowIT Reimbursement	1,000.00	1,000.00		1,000.00	
Donations/ Misc./other ¹	1,500.00	1,097.00	-	1,097.00	
Fundraising	500.00	-		-	
Grants	5,333.33	5,333.33		5,333.33	
Seed Library	100.00	100.00		100.00	
Total Receipts	36,354.90	35,451.90	-	35,451.90	
EXPENDITURES	FY 2025 Budget	December YTD	January	Year To Date	Net Budget
Adult Programs	500.00	17.38		17.38	482.62
Books, Media & Technology**	5,500.00	3,404.11	64.98	3,469.09	2,030.91
Children's Programs	1,000.00	-	650.79	650.79	349.21
Grants	26,985.74	26,952.93		26,952.93	32.81
Seed Library	200.00	119.09	-	119.09	80.91
Total Expenditures	34,185.74	30,493.51	715.77	31,209.28	2,976.46
BALANCE		4,958.39	(715.77)	4,242.62	

LIBRARY INVESTMENT FUNDS - EITHER FY 2024-2025 BUDGET					
January Actual vs Budget					
	FY 2025 Budget	December YTD	January	Year To Date	
RECEIPTS					
Investment Income - Either	1,116.00	1,348.50	-	1,348.50	
Grants/Bequests	4,358.12	770.00	-	770.00	
Donations	1,000.00	-	-	-	
Total Receipts	6,474.12	2,118.50	-	2,118.50	
EXPENDITURES	FY 2025 Budget	December YTD	January	Year To Date	Net Budget
Investment Income - Either	1,116.00	1,348.50	-	1,348.50	(232.50)
Hauptfeld Bequest	4,358.12	770.00		770.00	3,588.12
Total Expenditures	5,474.12	2,118.50	-	2,118.50	3,355.62
BALANCE		-	-	-	

LIBRARY INVESTMENT FUNDS - GALES FERRY FY 2024-2025 BUDGET					
January Actual vs Budget					
	FY 2025 Budget	December YTD	January	Year To Date	
RECEIPTS					
Investment Income - Gales Ferry	1,194.00	232.50	-	232.50	
Donations	300.00	-		-	
Total Receipts	1,494.00	232.50	-	232.50	
EXPENDITURES	FY 2025 Budget	December YTD	January	Year To Date	Net Budget
Investment Income - Gales Ferry	1,194.00	232.50	-	232.50	961.50
Total Expenditures	1,194.00	232.50	-	232.50	961.50
BALANCE		4,958.39	-	-	

LIBRARY COMMISSION FY 2024-2025 BUDGET					
February Actual vs Budget					
	FY 2025 Budget	January YTD	February	Year To Date	
RECEIPTS					
Carryover	27,921.57	27,921.57		27,921.57	
BorrowIT Reimbursement	1,000.00	1,000.00		1,000.00	
Donations/ Misc./other ¹	1,500.00	1,097.00	-	1,097.00	
Fundraising	500.00	-		-	
Grants	5,333.33	5,333.33		5,333.33	
Seed Library	100.00	100.00		100.00	
Total Receipts	36,354.90	35,451.90	-	35,451.90	
EXPENDITURES	FY 2025 Budget	January YTD	February	Year To Date	Net Budget
Adult Programs	500.00	17.38		17.38	482.62
Books, Media & Technology**	5,500.00	3,469.09	224.14	3,693.23	1,806.77
Children's Programs	1,000.00	650.79	-	650.79	349.21
Grants	26,985.74	26,952.93		26,952.93	32.81
Seed Library	200.00	119.09	-	119.09	80.91
Total Expenditures	34,185.74	31,209.28	224.14	31,433.42	2,752.32
BALANCE		4,242.62	(224.14)	4,018.48	

¹ Elaine C. Porter, United Methodist Church Book Group

LIBRARY INVESTMENT FUNDS - EITHER FY 2024-2025 BUDGET					
February Actual vs Budget					
	FY 2025 Budget	January YTD	February	Year To Date	
RECEIPTS					
Investment Income - Either	1,116.00	1,348.50	-	1,348.50	
Grants/Bequests	4,358.12	770.00	-	770.00	
Donations	1,000.00	-	-	-	
Total Receipts	6,474.12	2,118.50	-	2,118.50	
EXPENDITURES	FY 2025 Budget	January YTD	February	Year To Date	Net Budget
Investment Income - Either	1,116.00	1,348.50	-	1,348.50	(232.50)
Hauptfeld Bequest	4,358.12	770.00		770.00	3,588.12
Total Expenditures	5,474.12	2,118.50	-	2,118.50	3,355.62
BALANCE		-	-	-	

Tables

LIBRARY INVESTMENT FUNDS - GALES FERRY FY 2024-2025 BUDGET					
February Actual vs Budget					
	FY 2025 Budget	January YTD	February	Year To Date	
RECEIPTS					
Investment Income - Gales Ferry	1,194.00	232.50	-	232.50	
Donations	300.00	-		-	
Total Receipts	1,494.00	232.50	-	232.50	
EXPENDITURES	FY 2025 Budget	January YTD	February	Year To Date	Net Budget
Investment Income - Gales Ferry	1,194.00	232.50	-	232.50	961.50
Total Expenditures	1,194.00	232.50	-	232.50	961.50
BALANCE		4,242.62	-	-	

LIBRARY COMMISSION FY 2024-2025 BUDGET					
October Actual vs Budget					
RECEIPTS	FY 2025 Budget	September YTD	October	Year To Date	
Carryover	27,921.57	27,921.57		27,921.57	
BorrowlT Reimbursement	1,000.00	1,000.00		1,000.00	
Donations/ Misc./other ¹	1,500.00	755.00	100.00	855.00	
Fundraising	500.00	-		-	
Grants	5,333.33	5,333.33		5,333.33	
Seed Library	100.00	100.00		100.00	
Total Receipts	36,354.90	35,109.90	100.00	35,209.90	
EXPENDITURES	FY 2025 Budget	September YTD	October	Year To Date	Net Budget
Adult Programs	500.00	17.38		17.38	482.62
Books, Media & Technology**	5,500.00	1,274.58	462.03	1,736.61	3,763.39
Children's Programs	1,000.00	-		-	1,000.00
Grants	26,985.74	26,952.93		26,952.93	32.81
Seed Library	200.00	-		-	200.00
Total Expenditures	34,185.74	28,244.89	462.03	28,706.92	5,478.82
BALANCE		6,865.01	(362.03)	6,502.98	

¹Naomi Rodriguez: In Memory of Janet Barnett

LIBRARY INVESTMENT FUNDS - EITHER FY 2024-2025 BUDGET					
October Actual vs Budget					
RECEIPTS	FY 2025 Budget	September YTD	October	Year To Date	
Investment Income - Either	1,116.00			-	
Grants/Bequests	4,358.12	525.00	245.00	770.00	
Donations	1,000.00	-	-	-	
Total Receipts	6,474.12	525.00	245.00	770.00	
EXPENDITURES	FY 2025 Budget	September YTD	October	Year To Date	Net Budget
Investment Income - Either	1,116.00			-	1,116.00
Hauptfeld Bequest	4,358.12	525.00	245.00	770.00	3,588.12
Total Expenditures	5,474.12	525.00	245.00	770.00	4,704.12
BALANCE		-	-	-	

Programs

Learn to Macromae

LIBRARY INVESTMENT FUNDS - GALES FERRY FY 2024-2025 BUDGET					
October Actual vs Budget					
RECEIPTS	FY 2025 Budget	September YTD	October	Year To Date	
Investment Income - Gales Ferry	1,194.00	-		-	
Donations	300.00	-		-	
Total Receipts	1,494.00	-	-	-	
EXPENDITURES	FY 2025 Budget	September YTD	October	Year To Date	Net Budget
Investment Income - Gales Ferry	1,194.00	-		-	1,194.00
Total Expenditures	1,194.00	-	-	-	1,194.00
BALANCE		6,865.01	-	-	

LIBRARY COMMISSION FY 2024-2025 BUDGET					
November Actual vs Budget					
	FY 2025 Budget	October YTD	November	Year To Date	
RECEIPTS					
Carryover	27,921.57	27,921.57		27,921.57	
BorrowIT Reimbursement	1,000.00	1,000.00		1,000.00	
Donations/ Misc./other ¹	1,500.00	855.00	140.00	995.00	
Fundraising	500.00	-		-	
Grants	5,333.33	5,333.33		5,333.33	
Seed Library	100.00	100.00		100.00	
Total Receipts	36,354.90	35,209.90	140.00	35,349.90	
EXPENDITURES	FY 2025 Budget	October YTD	November	Year To Date	Net Budget
Adult Programs	500.00	17.38		17.38	482.62
Books, Media & Technology**	5,500.00	1,736.61	1,387.82	3,124.43	2,375.57
Children's Programs	1,000.00	-		-	1,000.00
Grants	26,985.74	26,952.93		26,952.93	32.81
Seed Library	200.00	-	119.09	119.09	80.91
Total Expenditures	34,185.74	28,706.92	1,506.91	30,213.83	3,971.91
BALANCE		6,502.98	(1,366.91)	5,136.07	

Library Commissioners for Rebecca Nash ; Doug Moffit

LIBRARY INVESTMENT FUNDS - EITHER FY 2024-2025 BUDGET					
November Actual vs Budget					
	FY 2025 Budget	October YTD	November	Year To Date	
RECEIPTS					
Investment Income - Either	1,116.00			-	
Grants/Bequests	4,358.12	770.00	-	770.00	
Donations	1,000.00	-	-	-	
Total Receipts	6,474.12	770.00	-	770.00	
EXPENDITURES	FY 2025 Budget	October YTD	November	Year To Date	Net Budget
Investment Income - Either	1,116.00			-	1,116.00
Hauptfeld Bequest	4,358.12	770.00	-	770.00	3,588.12
Total Expenditures	5,474.12	770.00	-	770.00	4,704.12
BALANCE		-	-	-	

Programs

LIBRARY INVESTMENT FUNDS - GALES FERRY FY 2024-2025 BUDGET					
November Actual vs Budget					
	FY 2025 Budget	October YTD	November	Year To Date	
RECEIPTS					
Investment Income - Gales Ferry	1,194.00	-		-	
Donations	300.00	-		-	
Total Receipts	1,494.00	-	-	-	
EXPENDITURES	FY 2025 Budget	October YTD	November	Year To Date	Net Budget
Investment Income - Gales Ferry	1,194.00	-		-	1,194.00
Total Expenditures	1,194.00	-	-	-	1,194.00
BALANCE		6,502.98	-	-	

LIBRARY COMMISSION FY 2024-2025 BUDGET					
December Actual vs Budget					
	FY 2025 Budget	November YTD	December	Year To Date	
RECEIPTS					
Carryover	27,921.57	27,921.57		27,921.57	
BorrowlT Reimbursement	1,000.00	1,000.00		1,000.00	
Donations/ Misc./other ¹	1,500.00	995.00	102.00	1,097.00	
Fundraising	500.00	-		-	
Grants	5,333.33	5,333.33		5,333.33	
Seed Library	100.00	100.00		100.00	
Total Receipts	36,354.90	35,349.90	102.00	35,451.90	
EXPENDITURES	FY 2025 Budget	November YTD	December	Year To Date	Net Budget
Adult Programs	500.00	17.38		17.38	482.62
Books, Media & Technology**	5,500.00	3,124.43	279.68	3,404.11	2,095.89
Children's Programs	1,000.00	-		-	1,000.00
Grants	26,985.74	26,952.93		26,952.93	32.81
Seed Library	200.00	119.09	-	119.09	80.91
Total Expenditures	34,185.74	30,213.83	279.68	30,493.51	3,692.23
BALANCE		5,136.07	(177.68)	4,958.39	

¹ Elaine C. Porter, United Methodist Church Book Group

LIBRARY INVESTMENT FUNDS - EITHER FY 2024-2025 BUDGET					
December Actual vs Budget					
	FY 2025 Budget	November YTD	December	Year To Date	
RECEIPTS					
Investment Income - Either	1,116.00		1,348.50	1,348.50	
Grants/Bequests	4,358.12	770.00	-	770.00	
Donations	1,000.00	-	-	-	
Total Receipts	6,474.12	770.00	1,348.50	2,118.50	
EXPENDITURES	FY 2025 Budget	November YTD	December	Year To Date	Net Budget
Investment Income - Either	1,116.00		1,348.50	1,348.50	(232.50)
Hauptfeld Bequest	4,358.12	770.00		770.00	3,588.12
Total Expenditures	5,474.12	770.00	1,348.50	2,118.50	3,355.62
BALANCE		-	-	-	

Tables

LIBRARY INVESTMENT FUNDS - GALES FERRY FY 2024-2025 BUDGET					
December Actual vs Budget					
	FY 2025 Budget	November YTD	December	Year To Date	
RECEIPTS					
Investment Income - Gales Ferry	1,194.00	-	232.50	232.50	
Donations	300.00	-		-	
Total Receipts	1,494.00	-	232.50	232.50	
EXPENDITURES	FY 2025 Budget	November YTD	December	Year To Date	Net Budget
Investment Income - Gales Ferry	1,194.00	-	232.50	232.50	961.50
Total Expenditures	1,194.00	-	232.50	232.50	961.50
BALANCE		5,136.07	-	-	

LIBRARY COMMISSION FY 2024-2025 BUDGET					
January Actual vs Budget					
	FY 2025 Budget	December YTD	January	Year To Date	
RECEIPTS					
Carryover	27,921.57	27,921.57		27,921.57	
Borrow/T Reimbursement	1,000.00	1,000.00		1,000.00	
Donations/ Misc./other ¹	1,500.00	1,097.00	-	1,097.00	
Fundraising	500.00	-		-	
Grants	5,333.33	5,333.33		5,333.33	
Seed Library	100.00	100.00		100.00	
Total Receipts	36,354.90	35,451.90	-	35,451.90	
	FY 2025 Budget	December YTD	January	Year To Date	Net Budget
EXPENDITURES					
Adult Programs	500.00	17.38		17.38	482.62
Books, Media & Technology**	5,500.00	3,404.11	64.98	3,469.09	2,030.91
Children's Programs	1,000.00	-	650.79	650.79	349.21
Grants	26,985.74	26,952.93		26,952.93	32.81
Seed Library	200.00	119.09	-	119.09	80.91
Total Expenditures	34,185.74	30,493.51	715.77	31,209.28	2,976.46
BALANCE		4,958.39	(715.77)	4,242.62	

¹ Elaine C. Porter, United Methodist Church Book Group

LIBRARY INVESTMENT FUNDS - EITHER FY 2024-2025 BUDGET					
January Actual vs Budget					
	FY 2025 Budget	December YTD	January	Year To Date	
RECEIPTS					
Investment Income - Either	1,116.00	1,348.50	-	1,348.50	
Grants/Bequests	4,358.12	770.00	-	770.00	
Donations	1,000.00	-	-	-	
Total Receipts	6,474.12	2,118.50	-	2,118.50	
	FY 2025 Budget	December YTD	January	Year To Date	Net Budget
EXPENDITURES					
Investment Income - Either	1,116.00	1,348.50	-	1,348.50	(232.50)
Hauptfeld Bequest	4,358.12	770.00		770.00	3,588.12
Total Expenditures	5,474.12	2,118.50	-	2,118.50	3,355.62
BALANCE		-	-	-	

Tables

LIBRARY INVESTMENT FUNDS - GALES FERRY FY 2024-2025 BUDGET					
January Actual vs Budget					
	FY 2025 Budget	December YTD	January	Year To Date	
RECEIPTS					
Investment Income - Gales Ferry	1,194.00	232.50	-	232.50	
Donations	300.00	-		-	
Total Receipts	1,494.00	232.50	-	232.50	
	FY 2025 Budget	December YTD	January	Year To Date	Net Budget
EXPENDITURES					
Investment Income - Gales Ferry	1,194.00	232.50	-	232.50	961.50
Total Expenditures	1,194.00	232.50	-	232.50	961.50
BALANCE		4,958.39	-	-	

LIBRARY COMMISSION FY 2024-2025 BUDGET					
February Actual vs Budget					
	FY 2025 Budget	January YTD	February	Year To Date	
RECEIPTS					
Carryover	27,921.57	27,921.57		27,921.57	
BorrowlT Reimbursement	1,000.00	1,000.00		1,000.00	
Donations/ Misc./other ¹	1,500.00	1,097.00	-	1,097.00	
Fundraising	500.00	-		-	
Grants	5,333.33	5,333.33		5,333.33	
Seed Library	100.00	100.00		100.00	
Total Receipts	36,354.90	35,451.90	-	35,451.90	
EXPENDITURES	FY 2025 Budget	January YTD	February	Year To Date	Net Budget
Adult Programs	500.00	17.38		17.38	482.62
Books, Media & Technology**	5,500.00	3,469.09	224.14	3,693.23	1,806.77
Children's Programs	1,000.00	650.79	-	650.79	349.21
Grants	26,985.74	26,952.93		26,952.93	32.81
Seed Library	200.00	119.09	-	119.09	80.91
Total Expenditures	34,185.74	31,209.28	224.14	31,433.42	2,752.32
BALANCE		4,242.62	(224.14)	4,018.48	

¹ Elaine C. Porter, United Methodist Church Book Group

LIBRARY INVESTMENT FUNDS - EITHER FY 2024-2025 BUDGET					
February Actual vs Budget					
	FY 2025 Budget	January YTD	February	Year To Date	
RECEIPTS					
Investment Income - Either	1,116.00	1,348.50	-	1,348.50	
Grants/Bequests	4,358.12	770.00	-	770.00	
Donations	1,000.00	-	-	-	
Total Receipts	6,474.12	2,118.50	-	2,118.50	
EXPENDITURES	FY 2025 Budget	January YTD	February	Year To Date	Net Budget
Investment Income - Either	1,116.00	1,348.50	-	1,348.50	(232.50)
Hauptfeld Bequest	4,358.12	770.00		770.00	3,588.12
Total Expenditures	5,474.12	2,118.50	-	2,118.50	3,355.62
BALANCE		-	-	-	

Tables

LIBRARY INVESTMENT FUNDS - GALES FERRY FY 2024-2025 BUDGET					
February Actual vs Budget					
	FY 2025 Budget	January YTD	February	Year To Date	
RECEIPTS					
Investment Income - Gales Ferry	1,194.00	232.50	-	232.50	
Donations	300.00	-		-	
Total Receipts	1,494.00	232.50	-	232.50	
EXPENDITURES	FY 2025 Budget	January YTD	February	Year To Date	Net Budget
Investment Income - Gales Ferry	1,194.00	232.50	-	232.50	961.50
Total Expenditures	1,194.00	232.50	-	232.50	961.50
BALANCE		4,242.62	-	-	

LIBRARY COMMISSION FY 2024-2025 BUDGET					
March Actual vs Budget					
	FY 2025 Budget	February YTD	March	Year To Date	
RECEIPTS					
Carryover	27,921.57	27,921.57		27,921.57	
BorrowIT Reimbursement	1,000.00	1,000.00		1,000.00	
Donations/ Misc./other ¹	1,500.00	1,097.00	-	1,097.00	
Fundraising	500.00	-		-	
Grants	5,333.33	5,333.33		5,333.33	
Seed Library	100.00	100.00		100.00	
Total Receipts	36,354.90	35,451.90	-	35,451.90	
EXPENDITURES	FY 2025 Budget	February YTD	March	Year To Date	Net Budget
Adult Programs	500.00	17.38		17.38	482.62
Books, Media & Technology**	5,500.00	3,693.23	433.75	4,126.98	1,373.02
Children's Programs	1,000.00	650.79	-	650.79	349.21
Grants	26,985.74	26,952.93		26,952.93	32.81
Seed Library	200.00	119.09	-	119.09	80.91
Total Expenditures	34,185.74	31,433.42	433.75	31,867.17	2,318.57
BALANCE		4,018.48	(433.75)	3,584.73	

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LIBRARY INVESTMENT FUNDS - EITHER FY 2024-2025 BUDGET					
March Actual vs Budget					
	FY 2025 Budget	February YTD	March	Year To Date	
RECEIPTS					
Investment Income - Either	1,116.00	1,348.50	-	1,348.50	
Grants/Bequests**	4,358.12	770.00	2,448.75	3,218.75	
Donations	1,000.00	-	-	-	
Total Receipts	6,474.12	2,118.50	2,448.75	4,567.25	
EXPENDITURES	FY 2025 Budget	February YTD	March	Year To Date	Net Budget
Investment Income - Either	1,116.00	1,348.50	-	1,348.50	(232.50)
Hauptfeld Bequest	4,358.12	770.00		770.00	3,588.12
Total Expenditures	5,474.12	2,118.50	-	2,118.50	3,355.62
BALANCE		-	2,448.75	2,448.75	

**Hauptfeld Bequest

LIBRARY INVESTMENT FUNDS - GALES FERRY FY 2024-2025 BUDGET					
March Actual vs Budget					
	FY 2025 Budget	February YTD	March	Year To Date	
RECEIPTS					
Investment Income - Gales Ferry	1,194.00	232.50	-	232.50	
Donations	300.00	-		-	
Total Receipts	1,494.00	232.50	-	232.50	
EXPENDITURES	FY 2025 Budget	February YTD	March	Year To Date	Net Budget
Investment Income - Gales Ferry	1,194.00	232.50	-	232.50	961.50
Total Expenditures	1,194.00	232.50	-	232.50	961.50
BALANCE		4,018.48	-	-	

LIBRARY COMMISSION FY 2024-2025 BUDGET					
April Actual vs Budget					
	FY 2025 Budget	March YTD	April	Year To Date	
RECEIPTS					
Carryover	27,921.57	27,921.57		27,921.57	
BorrowIT Reimbursement	1,000.00	1,000.00		1,000.00	
Donations/ Misc./other ¹	1,500.00	1,097.00	-	1,097.00	
Fundraising	500.00	-		-	
Grants	5,333.33	5,333.33		5,333.33	
Seed Library	100.00	100.00		100.00	
Total Receipts	36,354.90	35,451.90	-	35,451.90	
EXPENDITURES	FY 2025 Budget	March YTD	April	Year To Date	Net Budget
Adult Programs	500.00	17.38		17.38	482.62
Books, Media & Technology**	5,500.00	4,126.98	208.89	4,335.87	1,164.13
Children's Programs	1,000.00	650.79	100.00	750.79	249.21
Grants	26,985.74	26,952.93		26,952.93	32.81
Seed Library	200.00	119.09	-	119.09	80.91
Total Expenditures	34,185.74	31,867.17	308.89	32,176.06	2,009.68
BALANCE		3,584.73	(308.89)	3,275.84	

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LIBRARY INVESTMENT FUNDS - EITHER FY 2024-2025 BUDGET					
April Actual vs Budget					
	FY 2025 Budget	March YTD	April	Year To Date	
RECEIPTS					
Investment Income - Either	1,116.00	1,348.50	-	1,348.50	
Grants/Bequests**	4,358.12	3,218.75	-	3,218.75	
Donations	1,000.00	-	-	-	
Total Receipts	6,474.12	4,567.25	-	4,567.25	
EXPENDITURES	FY 2025 Budget	March YTD	April	Year To Date	Net Budget
Investment Income - Either	1,116.00	1,348.50	-	1,348.50	(232.50)
Hauptfeld Bequest	4,358.12	770.00		770.00	3,588.12
Total Expenditures	5,474.12	2,118.50	-	2,118.50	3,355.62
BALANCE		2,448.75	-	2,448.75	

**Hauptfeld Bequest

LIBRARY INVESTMENT FUNDS - GALES FERRY FY 2024-2025 BUDGET					
April Actual vs Budget					
	FY 2025 Budget	March YTD	April	Year To Date	
RECEIPTS					
Investment Income - Gales Ferry	1,194.00	232.50	-	232.50	
Donations	300.00	-		-	
Total Receipts	1,494.00	232.50	-	232.50	
EXPENDITURES	FY 2025 Budget	March YTD	April	Year To Date	Net Budget
Investment Income - Gales Ferry	1,194.00	232.50	-	232.50	961.50
Total Expenditures	1,194.00	232.50	-	232.50	961.50
BALANCE		-	-	-	



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0801

Agenda Date: 5/19/2025

Agenda #: 2.

REPORT

Staff/Committee Report:
Director's Report

Director's Report to the Library Commission September 16, 2024

Library News:

- Alyssa Drake accepted another position so our Assistant Librarian I – Adult Services position is currently vacant. The job has been posted since mid-August. We are reviewing applications and hope to begin interviews in the next week or two.
- Summer Reading went very well again this year (flyer attached with final numbers including Adults, Teens, and Children).
 - Based on our (50+) Summer Reading survey results, 100% of responders felt welcome at the library, 95% got help from the library, and 96% plan to take part after summer.
- We are grateful to Ledyard Rotary, Ledyard Lions, and New London Kiwanis for their grant funding which has been used to start Children's Read Along collections in both buildings. Although this new collection of Wonderbooks has only been available for a few weeks, it is already extremely popular with our young library patrons. Parents and caregivers alike also love the screen free, read aloud option which helps their children follow along while they see and hear the words on the page. This combination of print and audio together improves vocabulary, word recognition, and phonological awareness.



- Staff have been busy cataloging and processing the items for the new Toy Library. This grant funded collection was created in collaboration with Traveling Toys Inc. with generous funding from the Community Foundation of Eastern Connecticut. Items will live at both library buildings and should be ready for ribbon cutting in the next few months!

Building News:

- A new ADA circulation/information desk will be installed at Bill Library between September 19-20. Gales Ferry Library will be open on Friday, September 20 between 9:00-5:00 p.m. and Bill Library will be closed. This project was fully funded by the American Library Association Libraries Transforming Communities – Round 2 grant.

Town News:

- A new Human Resources Director for the town will start on Monday, September 16.

Respectfully Submitted,
Jennifer Smith
Library Director



CT State Library
Division of Library Development

SUMMER READING 2024

LEDYARD PUBLIC LIBRARY

“The librarians are very friendly and helpful and the selection of books and materials are great!”

Very welcoming, lots of great books, fun programs!



TOTAL PARTICIPANTS

408

ADVENTURES AND READING LOGGED

5,572

NUMBER OF PROGRAMS AND ACTIVITIES

58

NUMBER OF PROGRAM AND ACTIVITY ATTENDEES

1,892

Children, Teens, and Adults who participate in Summer Reading strongly agreed and agreed that they...

Felt welcome at the library

100%

Got help from the library

95%

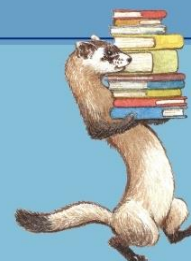
Plan to take part after summer

96%



We ran summer programming for:

Early Childhood
Children
Teens
Adults



Director's Report to the Library Commission

October 21, 2024

Budget News:

- I will be starting to crunch numbers for the FY26 Town budget in the coming weeks.

Library News:

- The Assistant Librarian I – Adult Services position has been filled by Lyndsey Robinson who will start on November 12.
- The Ledyard Public Library is thrilled to announce the unveiling of our new Toy Library on the morning of October 30, 2024! We are so grateful to bring this new circulating collection to our community as we realize the importance of play during the early years of childhood development. Not only are we positive this new collection will attract families, children, and teens, to the library, but it will also help ease the economic burden by offering equitable resources. In addition, we believe in the importance of building early literacy skills such as talking, reading, singing, playing, and writing every day. Children experience the world through play while also developing fine motor skills, cognitive concepts, language, and social skills. Teens use play to interact and socialize with their peers, thus strengthening their mental and physical health. This toy collection will enrich the library experience for children, teens, families, and our community as a whole. This Toy Library collection has been created in collaboration with Traveling Toys, Inc. with generous funding from the Community Foundation of Eastern Connecticut. Thank you!
- Bill Library Association trustees held their annual pot luck meeting at the Bill Library on Thursday, October 17.
- Laura Norcia, Seed Library Coordinator, just closed the Seed Library for the season. We are grateful for all the hours our volunteers spend counting, sorting, and preparing seeds for the Seed Library. At Bill Library, over 3,200 seed packets were handed out for free and Gales Ferry Library tallied over 800 bringing our total to over 4,000 for the year!

Building News:

- The new ADA circulation/information desk has been installed at Bill Library. This project was fully funded by the American Library Association Libraries Transforming Communities – Round 2 grant.



Respectfully Submitted,
Jennifer Smith
Library Director

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

Budget News:

- Hoopla continues to be a very popular service and has been averaging around \$1,500 per month. This is paid for mainly by the Friends of the Library (volunteers who support the library through fundraising), but also supplemented by the Town book budget. If interest in e-materials continues at this rate, we will need to think about a budgetary solution for next year.

Library News:

- We are back to being fully staffed! Lyndsey Robinson started on November 12 as our new Assistant Librarian I – Adult Services. Thank you to library staff for covering and filling in gaps in our schedule while we were without a FT position.
- The Toy Library opened on October 30 and is off to a great start! Our website is updated with a page describing the new toy collection and listing all the items available to check out at both library locations. Details can be found here - <https://ledyardlibrary.org/children/toy-library/>



- We will be introducing Board Games as another new circulating collection in the next month.
- I will be representing the library and presenting at the upcoming Community Relations Committee for Diversity, Equity & Inclusion on November 20 at 6:30 p.m.

Building News:

- Thanks to Public Works for installing our logo to the new front service desk at Bill Library.



Respectfully Submitted,
Jennifer Smith
Library Director

Director's Report to the Library Commission December 16, 2024

Budget News:

- I've put together the proposed FY2026 library budget that we will review tonight.

Library News:

- Staffing two buildings continues to be a challenge with only 15 staff members. I think having an additional Library Associate on staff to assist with coverage will be beneficial. The job has been posted and we will be reviewing applications in the coming weeks.
- Our circulating board game collection went "live" at the end of November. We are starting small using a combination of donated games and a few new games that were purchased with the Toy Library grant. Staff have picked up on the new circulation procedures well and I am grateful for a team open to these changes and new initiatives.



Toy Library

Created in collaboration with
Traveling Toys Inc. with generous funding from the
Community Foundation of Eastern Connecticut



Traveling
Toys



Community Foundation
of Eastern Connecticut

Building News:

- We ordered 6 new adjustable tables for the Bill Library meeting room using the investment funds. The 4 gray tables from Bill that were purchased with funding from the Friends will move over to Gales Ferry. This will update both meeting spaces and better meet staff and public needs.



Respectfully Submitted,
Jennifer Smith
Library Director

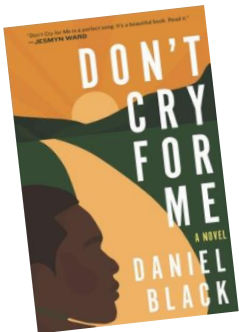
Director's Report to the Library Commission January 27, 2025

Budget News:

- I meet with the Mayor and Finance Director on Tuesday, January 28 to present the FY26 Library budget.
- The Preliminary Budget Work Session Schedule has also been published and the library is scheduled with the Finance Committee on Thursday, March 13 at 1:15 p.m.
- The "I love Ledyard Library" campaign is back again this year. Seeing that February is National Library Lover's month, I thought it would be fun to ask our patrons why they love their library. Hearts will be available to fill out and will be showcased throughout the library. In addition, we are also reminding our community that all of our programming funding comes from donations, fundraising, and grants. If you have a little extra love for the library, consider making a donation.

Library News:

- DeeDee ODonnell is our newest member of the team and accepted the Library Associate position. She started on January 22 and is off to a great start so far!
- We switched our language learning database to Transparent Language which features over 130 languages, including English for speakers of more than 30 languages. American Sign Language is available as well along with resources for kids who are interested in learning a new language!
- The 2025 One Book, One Region title is *Don't Cry for Me* by Daniel Black. The kickoff event will be held on Wednesday, January 29, 4:30 p.m. at Mitchell College's Red Barn in New London.
- Take Your Child to the Library is Saturday, February 1, 2025. Join us at Bill Library for Sing Me A Fairy Tale: The True Story of the Three Little Pigs.



Building News:

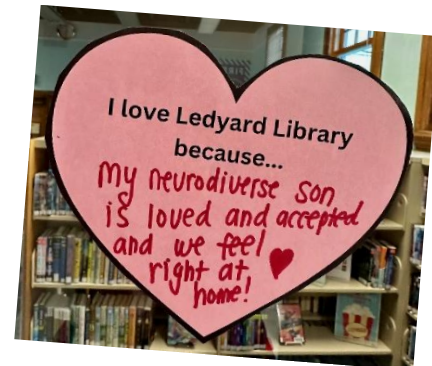
- The heat in both library buildings has been a struggle this month. Our Public Works team is fantastic and they have been very diligent to investigate the problems. The Bill Library boiler broke and has been repaired. Gales Ferry Library is a bit more of a conundrum and will require a technician to visit in the coming weeks.
- The Men's toilet at Bill broke and needed a part replaced. Unfortunately, the restroom was used despite it having an out of order sign on the door and the water ended up constantly running over the long MLK weekend. Our water bill might be higher this month as a result.
- The Gales Ferry bathrooms are due for a refresh. Public Works will hopefully be tackling this in the next few weeks. The Men's bathroom will receive touch up work on the ceiling and walls along with painting the walls. The Women's bathroom will receive a fresh coat of paint.

Respectfully Submitted,
Jennifer Smith
Library Director

Director's Report to the Library Commission February 24, 2025

Budget News:

- The Library Preliminary Budget Work Session is scheduled with the Finance Committee on Thursday, March 13 at 1:15 p.m. Erica Christofferson, our Administrative Assistant, has agreed to represent the library as she is familiar with the library budget.
- We have several hearts on display at both Bill and Gales Ferry Library as part of our "I Love Ledyard Library" campaign. Donations are slow, but we are really enjoying seeing all the great things our patrons have to say about their library!



Library News:

- The Library Director job has been posted. John and I met with the HR Director to discuss details and ensure the Commission would be included in the interviewing process.
- Adult program highlight – Best Day Hikes in CT and RI with Steve Fagin on Monday, March 10, 6:00 P.M. Bill Library
We welcoming outdoor writer and Ledyard resident Steve Fagin as he discusses his newest book, *AMC's Best Day Hikes in Connecticut & Rhode Island*, an illustrated guide featuring maps and color photographs for 60 different local hikes.
- Teen program highlight – Cookie Canvas Challenge on Saturday, March 1, 10:30 A.M. Bill Library. Decorate plain cookies with colorful icing, sprinkles, and other confectionery embellishments to create unique and imaginative designs. Registration required for ages 10 – 18.
- Children's program highlight – Dig In! Saturday, April 12, 10:30 A.M. Bill Library. Join us for this popular Ledyard Seed Library program! We will once again have Allyson Angelini from Full Heart farm here to do a planting workshop. NEW THIS YEAR! We are happy to announce that Ledyard Middle School teacher and composting expert Eric Wellman will be a part of this event. He will be bringing microscopes so that participants will be able to observe what is in worm tea on the microscopic level. We will also have Jean Scialabba, a worm composter and organic gardener, here to explain worm composting. Registration required for ages 4-12.

Building News:

- Heat update: The Bill Library has been maintaining a fairly comfortable temperature. Thermostats in the main area of the library are set higher to try to keep temps moderate during this cold weather. The back work areas always get cold and space heaters are necessary. We are still waiting for the technician to come out to the Gales Ferry Library to inspect that system and make recommendations.

Finally, since this will be my last Library Commission meeting in Ledyard, I wanted to thank each of you again for allowing me to work alongside you for nearly three years. Time has flown, but together as a team, we have achieved great things. I am proud of all our accomplishments, especially the overall increases in library usage and securing grant funding to make both library buildings more welcoming and accessible to everyone.

While it is never easy to say goodbye, I am confident that the Ledyard Library will continue to succeed in future years. I will always cherish the memories and relationships I've formed here. Thank you again for all your hard work, dedication to the community, and for making this experience so rewarding!

Respectfully Submitted,
Jennifer Smith
Library Director

Director's Report to the Library Commission

Date of Meeting: April 21, 2025 – 7:00 PM

Budget News

- Still in the process of learning the details of the library's budget and accounts.
- No significant updates at this time, but actively reviewing materials and gaining familiarity with the process.

Library News

- My first two weeks have been focused on catching up from where Jen left off.
- Priorities have been reading through past meeting notes, agendas, and other files to get up to speed and learning to use all the necessary applications and programs.
- Staff deserve a mention as I have found them to be extremely helpful and supportive throughout the transition.
- Holding individual meetings with staff, starting with the Library Assistants, and now working through speaking with all of the Library Associates in hopes to:
 - Understand their specific duties
 - Learn more about the team
- Discussed the idea of launching an **Annual Appeal** with John:
 - Potential to raise significant funds.
 - Could support future programming goals and community outreach.
- Have a meeting with Christine from HR this week to discuss adding an associate to fill the hours that Ray had.

Building News

- **Gales Ferry Library:**

- CO2 alarm went off last week, Stacey contacted Public Works who confirmed the alarm and although it took a few days the issue was resolved.
- **New signs put up in both Gales Ferry and Bill restrooms.**
Signs request that soiled diapers be disposed of in the outside dumpster to help with odor.

Respectfully Submitted,
Ambrosia Lavalley
Library Director

Director's Report – Library Commission Meeting

Date: May 19, 7:00 PM

Budget News

- *(No updates.)*
-

Library News

- **Collection Supplier Issues:**
 - Baker & Taylor delays in delivering new materials in a timely manner.
 - Orders go through and then are set to “backordered” status even though some copies are showing as available to purchase
 - Exploring alternative suppliers. Ingram, Brodart and Libraria are all other available possibilities.
- **Grant Exploration:**
 - Encouraging Adult Services LAs to pursue small grants.
 - Matt: applying to Dime Bank grant for CT Museum of Culture & History traveling programs.
 - Lyndsey: applying to Charter Oak grant for “Library of Things” collection.
 - Lyndsey also found a grant for a new sit-down circulation desk (Gales Ferry).
 - Floor plan and measurements in progress (Demco modular furniture).
 - Staff have voiced dissatisfaction about current standing desk setup.
- **Hoopla Service Update:**
 - Service suspended as of May 1 due to lack of funding.
 - Possible future limitation: 2–3 checkouts per patron per month.
 - Matt made a very helpful excel sheet to show the increase of usage from 2024-2025 (hard copy available for perusing)
- **Annual Appeal Plan:**
 - Generated list of active adult patrons / local businesses (3,250 total addresses) in Sierra that fall under the criteria that they:
 - used card in past 2 years
 - have Ledyard /GF library as a “home” location on their account
 - Got in touch with Two Sisters Shipping and Business center in Groton for a quote-have yet to hear back.
- **Staff Morale Concerns:**
 - Reports of feeling underappreciated and communication issues.
 - Suggestions for morale improvement are welcome.
- **Amendment to Community Meeting Room Regulations**
 - Stacey asked to make a change to the regulations to include an exemption. (Form printed will pass around for viewing the change/ voting to approve or deny)
- **All staff meeting scheduled for Thursday May 22. GF will close early at 1pm.**

Building News

- **Air Conditioning:**
 - Activated in both buildings for summer by Public Works.
- **Outdoor Furniture:**
 - Story garden tables set out; umbrellas still pending.

Respectfully Submitted by:

Ambrosia Lavallee

Library Director



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0805

Agenda Date: 5/19/2025

Agenda #: 3.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0804

Agenda Date: 5/19/2025

Agenda #: 4.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0806

Agenda Date: 5/19/2025

Agenda #: 5.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-1903

Agenda Date: 5/19/2025

Agenda #: 1.

MINUTES

Minutes:

Motion to approve the library commission regular meeting minutes of April 21, 2025



TOWN OF LEDYARD

Library Commission

Meeting Minutes - Draft 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, April 21, 2025

7:00 PM

Gales Ferry Library

I. CALL TO ORDER

Chairman Bolduc called the meeting to order at 7:00 p.m.

II. ROLL CALL

Present Chairperson John Bolduc
 Recording Secretary Ellin Grenger
 Commissioner Barbara Candler
 Treasurer Ralph Hightower
 Vice Chair Rolf Racich
 Commissioner Peter Diette
 Commissioner Cynthia Wright
 Commissioner Wendy Hellekson
Excused Commissioner Elizabeth Rumery

In addition, the following were present:
Amber Lavallee, Library Director
Diane Holmberg, President, Bill Library Association

III. RESIDENTS & PROPERTY OWNERS COMMENTS

None

IV. PRESENTATIONS / INFORMATIONAL ITEMS

None

V. MEMBER COMMENTS

None

VI. REPORTS

1.

Attachments: [2024.06 Treasurer's Report](#)
[2024.07 Treasurer's Report](#)
[2024.08 Treasurer's Report](#)
[2024.09 Treasurer's Report](#)
[2024.10 Treasurer's Report](#)
[2024.11 Treasurer's Report](#)
[2024.12 Treasurer's Report](#)
[2025.01 Treasurer's Report](#)
[2025.02 Treasurer's Report](#)
[2025.03 Treasurer's Report](#)

RESULT: RECEIVED AND FILED

2.

Attachments: [Director's Report - September 2024](#)
[Director's Report - October 2024](#)
[Director's Report - November 2024](#)
[Director's Report - December 2024](#)
[Director's Report - January 2025](#)
[Director's Report - February 2025](#)
[Director's Report - March 2025](#)

Director's Report to the Library Commission

Date of Meeting: April 21, 2025 - 7:00 PM

Budget News

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Signs request that soiled diapers be disposed of in the outside dumpster to help with odor.

RESULT: RECEIVED AND FILED

3.

No Report

4.

The group met April 15th with Sal, all funds continue to do well despite the market volatility.

5.

There are vacancies in the executive offices, including the role of President.

VII. APPROVAL OF MINUTES

1. (type text here)

(type text here)

Attachments: [Library Commission Minutes 3.17.2025](#)

RESULT: APPROVED AND SO DECLARED

MOVER: Rolf Racich

SECONDER: Wendy Hellekson

AYE 8 Bolduc Grenger Candler Hightower Racich Diette Wright Hellekson

EXCUSED 1 Rumery

VIII. OLD BUSINESS

1. Any Old Business proper to come before the Commission

Any Old Business proper to come before the Commission

Attachments: [Library Commission meeting minutes 04.21.2025 \(2\)](#)

None

IX. NEW BUSINESS

1. Any New Business proper to come before the Commission

Any New Business proper to come before the Commission

Attachments: [Library Commission meeting minutes 04.21.2025 \(2\)](#)

Discussion of potential Annual Appeal, Library Director Amber Lavallee will provide the Commission with ideas next month. The Library Director and Commission would undertake this new fundraiser.

Discussion criteria that should be used for the Commission to provide input for the six-month Library Director review.

X. NEXT MEETING

Next meeting date Monday, May 19, 2025 will be held at the Bill Library.

XI. ADJOURNMENT

Mr. Diette moved the meeting be adjourned, seconded by Rolf Racich.

The meeting adjourned at 7:37 p.m.

VOTE: 8-0 Approved and so declared

Respectively Submitted,

Chairman 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

File #: 25-1952

Agenda Date: 5/19/2025

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Discuss and vote on creating an annual appeal procedure.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-1953

Agenda Date: 5/19/2025

Agenda #: 2.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Determine the criteria for developing a 6 month evaluation procedure for a library director.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-1587

Agenda Date: 5/19/2025

Agenda #: 3.

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 #: 25-1588

Agenda Date: 5/19/2025

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)