



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, December 16, 2024

7:00 PM

Gales Ferry Library

Gales Ferry Library

I. CALL TO ORDER

II. ROLL CALL

III. RESIDENTS & PROPERTY OWNERS COMMENTS

IV. PRESENTATIONS / INFORMATIONAL ITEMS

1. Welcome Wendy Hellekson

Attachments: [Town Council appointment](#)

2. At the Town Council's October 23, 2024 meeting the following Members were reappointed to the Library Commission:

- Mr. Ralph Hightower
- Mr. Rolf Racich
- Mr. Peter Diette

Attachments: [Hightower reappointment](#)
[Racich reappointment](#)
[Diette reappointment](#)

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](#)

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](#)

3. Investment Working Group
4. Consortium Working Group

- Attachments:** [LION Proposed Fees FY 2025_2026](#)

5. Friends of the Ledyard Library

VII. APPROVAL OF MINUTES

1. Motion to approve the regular meeting minutes of the Library Commission meeting from November 18, 2024.

- Attachments:** [2024.11.18 Commission Minutes](#)

VIII. OLD BUSINESS

Any Old Business proper to come before the Committee

XI. NEW BUSINESS

1. Motion to approve the proposed FY2026 Library budget.

- Attachments:** [FY26 Library Budget Proposal for Library Commission.docx](#)

2. Motion to approve the following Library Commission slate of officers for 2025:
Mr. John Bolduc - Chair
Ms. Elizabeth Rumery - Vice Chair
Mr. Ralph Hightower - Treasurer
Ms. Ellin Grenger - Secretary

Any New Business proper to come before the Committee

X. ADJOURNMENT

The next Library Commission meeting is scheduled for January 27, 2025 at 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 #: 24-1191

Agenda Date: 12/16/2024

Agenda #: 1.



TOWN OF LEDYARD

CONNECTICUT

TOWN COUNCIL

Chairman S. Naomi Rodriguez

741 Colonel Ledyard Highway
Ledyard, CT 06339
(860) 464-3203
towncouncil@ledyardct.org

December 12, 2024

Ms. Wendy Hellekson
14L Lakeside Drive
Ledyard, Connecticut 06339

Dear Ms.. Hellekson:

CONGRATULATIONS! The Town Council, at its meeting on December 11, 2024 reappointed you as a Regular Member of the Library Commission, to complete a two (2) year term ending November 7, 2026 filling a vacancy left by Ms. Nash.

The Town's Meeting Portal (Granicus-Legistar) will aid you in preparation for the Library Commission meetings by providing materials and supporting documentation, and other reference information. This technology has enabled the town to streamline processes and implement paperless meetings. Each month you will be electronically notified of the Library Commission scheduled meeting. You can access this information by visiting the Town of Ledyard Website at: <https://www.ledyardct.org/> clicking on the "Agendas & Minutes" tab.

It is customary and traditional to be sworn-in by the Town Clerk prior to assuming your duties. Please bring a copy of this letter with you and try to have this accomplished as soon as possible.

Town Hall business hours are Monday through Thursday, 7:30 a.m. to 4:45 p.m.

Thank you for your willingness to serve the Town of Ledyard.

Sincerely,

S. Naomi Rodriguez
Chairman

cc: Town Clerk
Library Commission



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-1192

Agenda Date: 12/16/2024

Agenda #: 2.



TOWN OF LEDYARD

CONNECTICUT

TOWN COUNCIL

Chairman S. Naomi Rodriguez

741 Colonel Ledyard Highway
Ledyard, CT 06339
(860) 464-3203
towncouncil@ledyardct.org

October 24, 2024

Mr. Ralph Hightower
1-O Lakeside Drive
Ledyard, Connecticut 06339

Dear Mr. Hightower:

CONGRATULATIONS! The Town Council, at its meeting on October 23, 2024 reappointed you as a member of the Library Commission, to complete a two (2) year term ending November 7, 2026.

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Thank you for your willingness to continue to serve the Town of Ledyard.

Sincerely,

S. Naomi Rodriguez
Chairman

cc: Town Clerk
Library Commission



TOWN OF LEDYARD

CONNECTICUT

TOWN COUNCIL

Chairman S. Naomi Rodriguez

741 Colonel Ledyard Highway
Ledyard, CT 06339
(860) 464-3203
towncouncil@ledyardct.org

October 24, 2024

Mr. Rolf Racich
18 Brewster Drive
Gales Ferry, Connecticut 06335

Dear Mr. Racich:

CONGRATULATIONS! The Town Council, at its meeting on October 23, 2024 reappointed you as a member of the Library Commission, to complete a two (2) year term ending November 7, 2026.

As you are aware, the Town's Meeting Portal (Granicus-Legistar) will aid you in preparation for the Library Commission meetings by providing materials and supporting documentation, and other reference information. This technology has enabled the town to streamline processes and implement paperless meetings. Each month you will be electronically notified of the Library Commission scheduled meeting. You can access this information by visiting the Town of Ledyard Website at: <https://www.ledyardct.org/> clicking on the "Agendas & Minutes" tab.

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Thank you for your willingness to continue to serve the Town of Ledyard.

Sincerely,

S. Naomi Rodriguez
Chairman

cc: Town Clerk
Library Commission



TOWN OF LEDYARD CONNECTICUT TOWN COUNCIL

Chairman S. Naomi Rodriguez

741 Colonel Ledyard Highway
Ledyard, CT 06339
(860) 464-3203
towncouncil@ledyardct.org

October 24, 2024

Mr. Peter Diette
15 Hyde Park Drive
Gales Ferry, Connecticut 06335

Dear Mr. Diette:

CONGRATULATIONS! The Town Council, at its meeting on October 23, 2024 reappointed you as a member of the Library Commission, to complete a two (2) year term ending November 7, 2026.

As you are aware, the Town’s Meeting Portal (Granicus-Legistar) will aid you in preparation for the Library Commission meetings by providing materials and supporting documentation, and other reference information. This technology has enabled the town to streamline processes and implement paperless meetings. Each month you will be electronically notified of the Library Commission scheduled meeting. You can access this information by visiting the Town of Ledyard Website at: <https://www.ledyardct.org/> clicking on the “Agendas & Minutes” tab.

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Thank you for your willingness to continue to serve the Town of Ledyard.

Sincerely,

S. Naomi Rodriguez
Chairman

cc: Town Clerk
Library Commission



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0800

Agenda Date: 12/16/2024

Agenda #: 1.

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		-	-	-	

¹ Slat 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 Budget	YTD	July	Year To Date	
RECEIPTS					
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	
EXPENDITURES	FY 2025 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 Budget	YTD	July	Year To Date	
RECEIPTS					
Investment Income - E	1,116.00			-	
Grants/Bequests	4,733.12				
Donations	1,000.00	-		-	
Total Receipts	6,849.12	-	-	-	
EXPENDITURES	FY 2025 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 Budget	YTD	July	Year To Date	
RECEIPTS					
Investment Income - GF	1,194.00	-		-	
Donations	300.00	-		-	
Total Receipts	1,494.00	-	-	-	
EXPENDITURES	FY 2025 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	
BorrowIT 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	
EXPENDITURES	FY 2025 Budget	July YTD	August	Year To Date	Net Budget
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	
EXPENDITURES	FY 2025 Budget	July YTD	August	Year To Date	Net Budget
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	-	-	-	
EXPENDITURES	FY 2025 Budget	July YTD	August	Year To Date	Net Budget
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 Budget	August YTD	September	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	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	
EXPENDITURES	FY 2025 Budget	August YTD	September	Year To Date	Net 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 Budget	August YTD	September	Year To Date	
RECEIPTS					
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	
EXPENDITURES	FY 2025 Budget	August YTD	September	Year To Date	Net 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 Budget	August YTD	September	Year To Date	
RECEIPTS					
Investment Income - Gales Ferry	1,194.00	-		-	
Donations	300.00	-		-	
Total Receipts	1,494.00	-	-	-	
EXPENDITURES	FY 2025 Budget	August YTD	September	Year To Date	Net 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					
	FY 2025 Budget	September YTD	October	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	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					
	FY 2025 Budget	September YTD	October	Year To Date	
RECEIPTS					
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					
	FY 2025 Budget	September YTD	October	Year To Date	
RECEIPTS					
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	-	-	



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0801

Agenda Date: 11/18/2024

Agenda #: 2.

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!

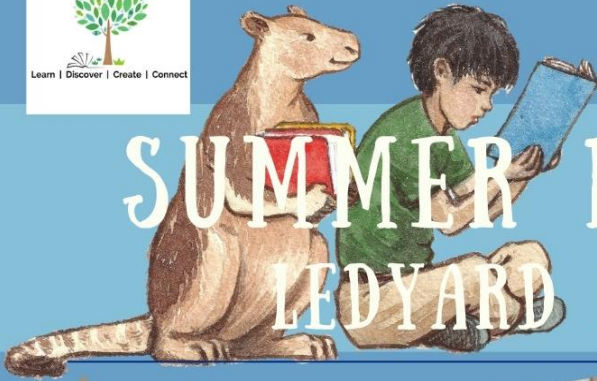
Building News:

- 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



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%

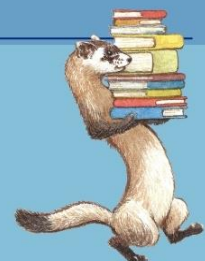
Plan to take part after summer

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



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



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0804

Agenda Date: 12/16/2024

Agenda #: 3.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0805

Agenda Date: 12/16/2024

Agenda #: 4.

Preliminary All Fees FYE 2025-2026 (3% Ops & Pika 5% Overdrive & Delivery)

Library	Staff Ports	Library PCs	OPS	3% inc	PIKA	3% inc	OVERDRIVE	5% inc	DELIVERY	5% inc	Fees 2024-2025	Fees 2025-2026	Overall Inc
Bethany	4	11	16,626	17,125	438	451	3,168	3,326	1,154	1211	21,386	22,114	3.40%
Branford	12	58	53,380	54,982	2,203	2,269	9,718	10,204	5,768	6056	71,070	73,511	3.44%
Durham	10	20	40,516	41,731	1,383	1,424	3,566	3,744	3,613	3794	49,077	50,693	3.29%
East Haddam	7	20	29,201	30,077	996	1,025	4,078	4,282	2,660	2793	36,935	38,178	3.36%
East Hampton	6	16	24,870	25,616	433	446	2,163	2,271	1,155	1212	28,620	29,545	3.23%
East Lyme	12	31	49,599	51,087	1,692	1,742	10,325	10,841	4,461	4684	66,076	68,354	3.45%
Essex	4	20	17,887	18,423	608	627	2,147	2,254	1,601	1681	22,243	22,985	3.34%
Ivoryton	2	8	8,663	8,923	295	304	1,886	1,980	801	841	11,645	12,048	3.46%
Guilford	12	78	56,180	57,866	1,987	2,046	14,739	15,476	5,110	5365	78,016	80,753	3.51%
Haddam	5	17	21,238	21,875	595	612	3,703	3,888	1,601	1681	27,137	28,057	3.39%
Hamden	20	49	82,292	84,761	2,807	2,891	16,291	17,105	7,415	7786	108,805	112,543	3.44%
Ledyard	10	22	40,796	42,020	1,420	1,462	6,600	6,930	3,743	3930	52,558	54,342	3.39%
Lyme	3	14	12,513	12,888	300	309	1,310	1,376	735	772	14,858	15,345	3.28%
Madison	12	42	51,140	52,674	1,692	1,742	11,496	12,071	4,484	4709	68,812	71,196	3.46%
Middlefield	2	11	9,083	9,356	309	318	1,832	1,924	801	841	12,025	12,438	3.44%
Meriden	16	47	66,926	68,934	2,088	2,151	11,089	11,643	6,074	6377	86,176	89,105	3.40%
Mitchell	4	0	15,086	15,539	516	532	445	467	1,365	1433	17,412	17,971	3.21%
New London	8	57	38,154	39,299	1,268	1,306	3,669	3,852	3,214	3375	46,304	47,831	3.30%
North Branford	8	30	34,373	35,404	1,065	1,097	4,376	4,595	2,754	2891	42,568	43,988	3.33%
North Haven	10	2	37,995	39,135	1,171	1,206	7,573	7,952	3,095	3250	49,834	51,542	3.43%
North	3	11	12,598	12,976	302	311	1,760	1,848	811	852	15,471	15,987	3.33%
Norwich	14	51	59,943	61,741	2,042	2,103	7,066	7,420	5,368	5636	74,419	76,900	3.33%
Old Lyme	7	25	29,901	30,799	1,019	1,049	4,823	5,064	2,672	2806	38,415	39,717	3.39%
Old Saybrook	7	46	32,842	33,828	1,120	1,154	5,168	5,427	2,955	3103	42,086	43,511	3.39%
Orange	9	42	39,825	41,020	1,355	1,396	7,036	7,388	3,473	3646	51,689	53,450	3.41%
Preston	3	9	12,333	12,703	318	328	1,395	1,465	773	812	14,820	15,308	3.29%
Stony Creek	4	7	16,066	16,548	544	560	1,313	1,378	1,424	1495	19,347	19,982	3.28%
Wallingford	18	117	84,272	86,800	3,157	3,252	17,999	18,899	8,265	8678	113,693	117,629	3.46%
Woodbridge	9	31	38,285	39,433	1,175	1,211	5,659	5,942	3,096	3251	48,215	49,837	3.36%
West Haven	13	0	49,029	50,500	1,678	1,728	6,317	6,633	4,213	4423	61,237	63,285	3.34%
Westbrook	6	27	26,410	27,202	622	641	2,681	2,815	1,613	1693	31,326	32,352	3.27%
Totals	260	919	1,108,024	1,141,265	36,597	37,695	181,391	190,460	96,263	101,077	1,422,275	1,470,497	3.39%

2024/2025

Port	\$3,771.50
PC Fee	\$140.04



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0806

Agenda Date: 12/16/2024

Agenda #: 5.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-1189

Agenda Date: 12/16/2024

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, November 18, 2024

7:00 PM

Bill Library

Bill Library

I. CALL TO ORDER

Chair Bolduc called the meeting to order at 7:00 p.m. at the Bill Library.

II. ROLL CALL

- Present** Chair John Bolduc
Committee Member Barbara Candler
Treasurer Ralph Hightower
Committee Member Rolf Racich
Committee Member Peter Diette
Committee Member Cynthia Wright
- Excused** Secretary Ellin Grenger
Vice Chair Elizabeth Rumery

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

None

V. MEMBER COMMENTS

None

VI. REPORTS

1. Treasurer's Report

The Library Commission account had a \$100 donation from Naomi Rodriguez. Spent \$462.03 on books and media. There is a positive balance in the account.

Library Investment Account - Either Library: Spent \$245.00 on a program called Learn to Macramé.

Library Investment Account - Gales Ferry Library: no activity.

2. Director's Report

Ms. Smith presented the November Director's Report.

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. Hoopla expenses most likely will keep going up.

Chair Bolduc asked if the number of books checked out through Hoopla, currently 4, could be reduced to 3 to help limit the costs? Ms. Smith recommended capping how much the library would spend per month on Hoopla rather than imposing on the number of checkouts allowed per user. This could help to reduce the monthly spending.

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! We have circulated over 55 items total between the Gales Ferry Library and Bill Library in the past few weeks since unveiling this new collection. Toys can be loaned for a period of three weeks and can be renew once. 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/>

The library book budget is maintaining the collection, but it is not enough for innovative initiatives such as the Read Along books or toys. These books were funded with a grant because there isn't enough funding available for new collections with our current book budget.

- 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.

- New genre/author bookmarks created by Drue Chappelle are available at both library locations. These bookmarks include recommendations of titles the library carries. Each bookmark is focused on a specific popular author or genre.

Building News:

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

3. Investment Working Group

Nothing to report.

4. Consortium Working Group

The group met on November 12 with Justin Dube, MIS Director for the Town of Ledyard. The town seems to be very willing to help out with the library's IT needs and also with hardware that needs to be replaced.

Preliminary LION budget was shared and discussed. Ledyard can expect to see a 3.39% overall increase for LION consortium services for 2025-2026. There is a 3% increase for both Operational and online catalog costs. Plus a 5% increase for both Overdrive/Libby (e-material collection) and delivery services. The challenging part about the Overdrive collection is that e-books are metered and only owned for 2 years or 24 checkouts, whichever comes first, while print books are owned by the library for the long term. Ms. Smith has asked LION for clarification about their budget and how they come up with the fees as Ledyard seems to be paying a lot compared with other libraries such as West Haven.

5. Friends of the Ledyard Library

One of the main fundraisers the Friends sponsor is the Snowflake Festival which is this Saturday, November 23, 2024. Both library locations have baskets which are part of the silent auction. The Friends will also have a craft and bake sale on the day of the fundraiser. All proceeds go towards support of the library.

VII. APPROVAL OF MINUTES

1. Motion to approve the regular meeting minutes of the Library Commission meeting from October 21, 2024.

RESULT: APPROVED AND SO DECLARED

MOVER: Ralph Hightower

SECONDER: Rolf Racich

AYE 6 Bolduc Candler Hightower Racich Diette Wright

EXCUSED 2 Grenger Rumery

VIII. OLD BUSINESS**XI. NEW BUSINESS**

Elections of Library Commission Leadership - December

Next month is election of the library commission leadership. Mr. Bolduc is willing to continue as a Chair unless somebody else would like to take on the role. Mr. Hightower is willing to stay as treasurer and Mr. Bolduc will consult with Ms. Rumery to see if she would like to continue as the Vice-Chair.

X. ADJOURNMENT

Mr. Racich moved the meeting be adjourned, seconded by Mr. Hightower.

The meeting adjourned at 7:36 p.m.

VOTE: 6-0 Approved and so declared

The next Library Commission meeting is scheduled for December 16, 2024 at Gales Ferry Library.

Respectively Submitted,

John Bolduc
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
Highway
Ledyard, CT 06339-1511

File #: 24-1195

Agenda Date: 12/16/2024

Agenda #: 1.

FY26 Library Budget Proposal for Library Commission

December 16, 2024

Staffing

I will work with the Director of Human Resources and the Director of Finance to ensure our staffing numbers abide by Union contracts, step increases, minimum wage increases, and special requests. Special requests for Library personnel include the following:

- Honor wage increases for our part-time, non-union Library Associates
 - Potential increase of 1.5% or a starting hourly wage of \$16.50 (minimum wage will be \$16.35 in January 2025)
 - For 2025 there is a 2.5% expected cost of living increase which would bring the starting hourly rate to \$16.66
 - Proposed Step schedule for Library Associates:

STEP	RATE	
	FY 2025	
0	16.25	
1	16.46	1 year
2	16.74	3 years
3	17.03	5 years
4	17.33	8 years+

STEP	RATE	
	FY 2026	
0	16.50	
1	16.71	1 year
2	16.99	3 years
3	17.28	5 years
4	17.58	8 years+

- Restore the Library Page position and request 15 hours per pay period with a minimum wage hourly rate of \$16.35 (2025)
- Discuss Sunday Supervisor hourly wage (\$21.89) and add a 2.5% cost-of-living increase bringing the hourly rate to \$22.44

Training = \$2,500.00

Library Director to attend a national conference and Full-Time staff to attend the CT Library Association annual conference.

Contract Maintenance = \$7,852.00

This line includes WPCA monthly water fees (anticipating a 3% increase) along with our photocopier rent/imaging and the Bill Library/Gales Ferry Library rent.

Equipment Maintenance = \$1,800.00

No new printers or photocopiers are needed. Need to continue to upgrade our Microsoft Office Suite licenses. This line includes the estimated cost of 12 perpetual licenses through TechSoup.

Telephone/Fax = \$4,200.00

Both library buildings' phone lines and faxing services are included here. This account covers two phone lines and one fax line at Bill Library and one phone line and one fax line at Gales Ferry Library.

Operating = \$13,523.00

Operations include supplies (office, building, processing materials, printers, and craft) along with annual dues, and unexpected emergencies.

LION Consortium = \$55,318.00

We currently belong to the LION Consortium. Fees will increase *again* this year (+3.00% for operating and online cataloging fees; +5.00% ebook collection and delivery costs). Belonging to a library consortium is an essential need for our library and community because of the benefit of shared resources, support, and more.

In addition to consortium membership, this line includes internet access and fiber maintenance fees, E-Rate Online bidding services, as well as the Bill Library self-checkout machine software/maintenance, and web protection firewalls/network protection.

Books, Media, and Technology = \$60,000.00

Costs for collection materials have continued to increase despite receiving discounts from our distributors. Back in 2012, Ledyard Library had a \$60,000 budget for collection materials. As libraries continue to evolve, our patrons are now expecting instant access to materials. In addition, there are several areas of our collection that need to be updated to provide the best service and relevant materials to our community. Last year, the state average per capita expenses for library materials was \$5.09, and Ledyard spent \$4.78.

The \$6,930 Overdrive fee is for e-materials that LION purchases on our behalf as part of our membership. This fee for e-materials is required with LION membership. The LION fee ratio for e-materials is the library's fees divided by the total budget, plus usage.



TOWN OF LEDYARD

741 Colonel Ledyard
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Ledyard, CT 06339-1511

File #: 24-1194

Agenda Date: 12/16/2024

Agenda #: 2.
